

ITS Capital Project Request Cycle

Office of Planning, Analysis, and Communication

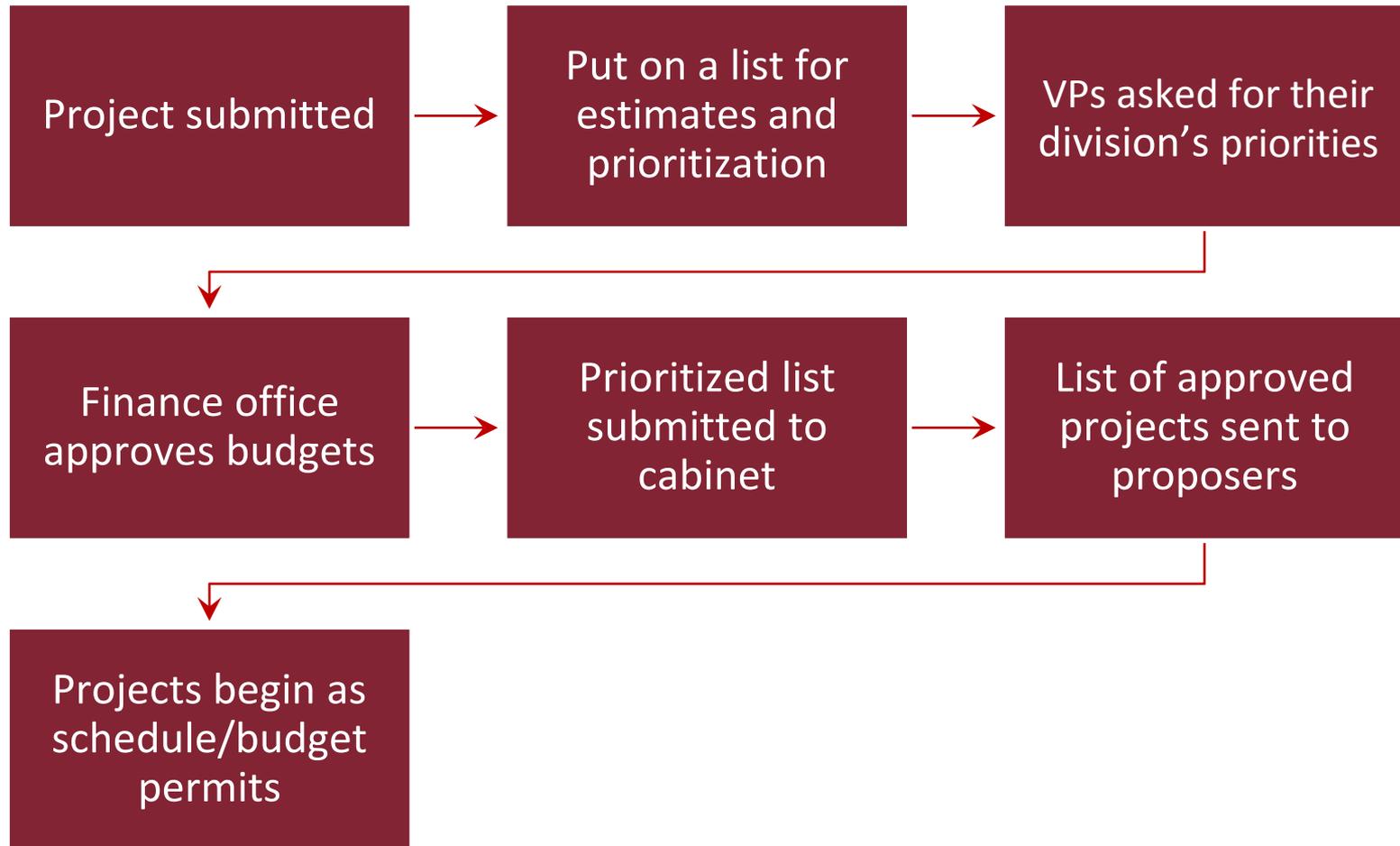
Agenda

- The Current Process
- The Hurdles
- The Proposed Process
- The Improvements
- The Council

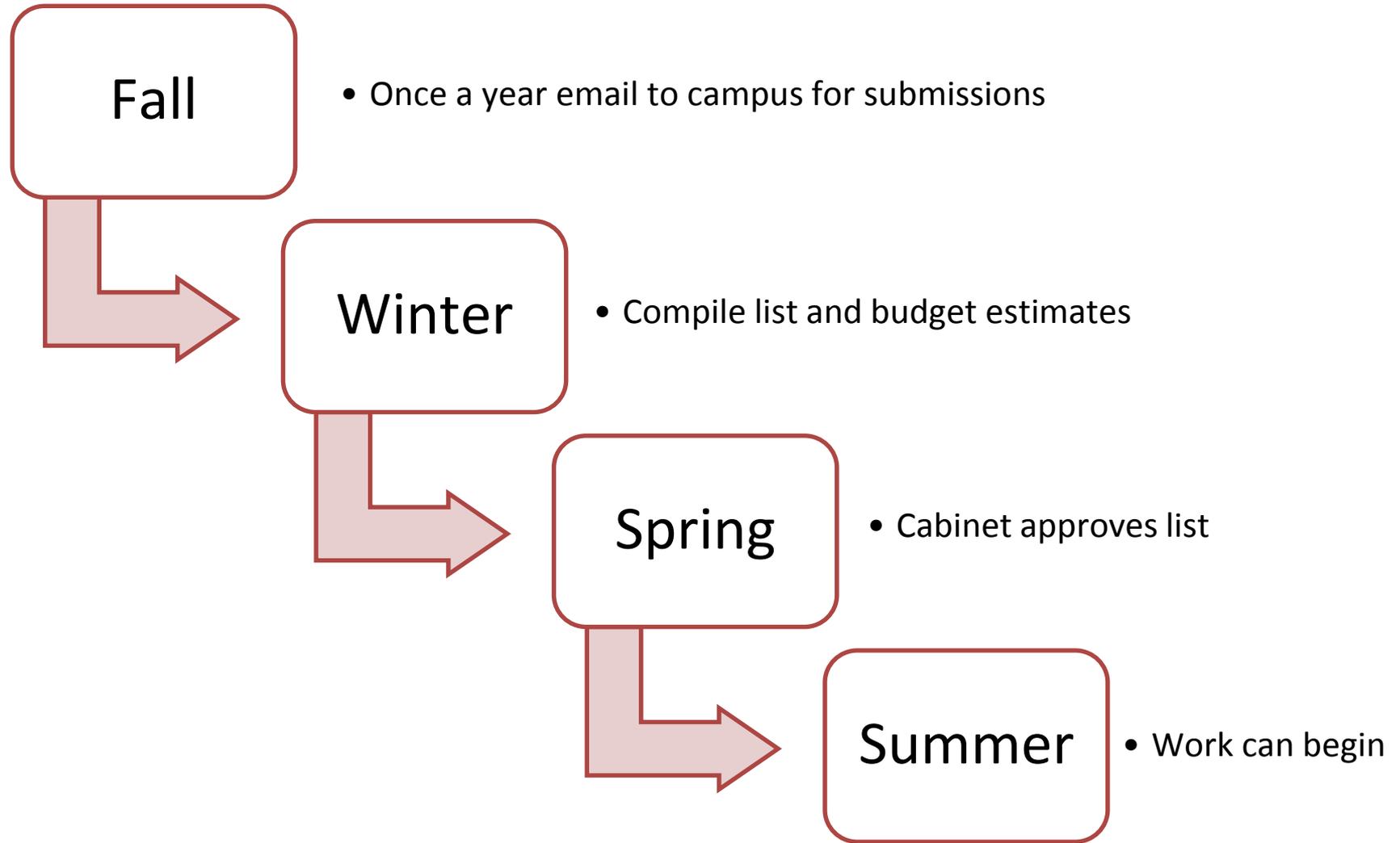
The Current Process

- One time call to campus for Capital submissions for the upcoming fiscal year.
- Capital projects are:
 - Anything > 40 hours of staff time (ITS + client/submitter)
 - Budget in excess of \$25,000
- Project requests below these thresholds gets assigned to IT leadership for discussion, review, approval, and scheduling.
- No formal prioritization process before going to Cabinet.

The Flow of the Current Process



The Current Process Timeline



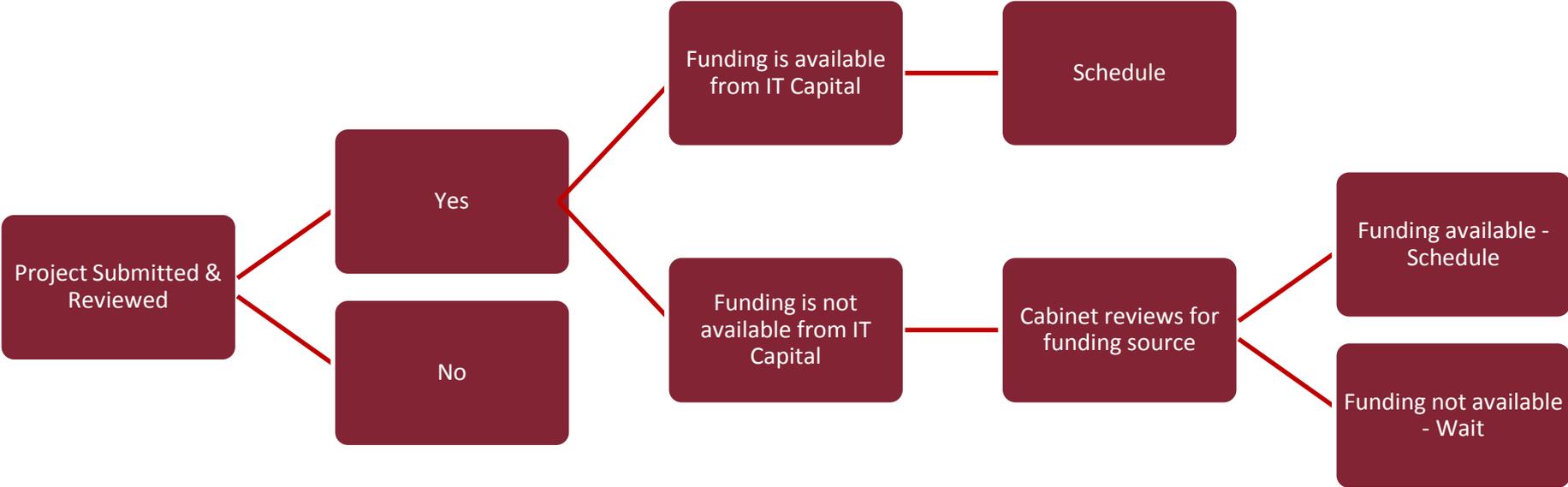
Hurdles of the Current Process

- One-time submission creates a bottleneck for review.
- Approval takes too long and not transparent.
- Communication is not consistent.
- Summer resources are over-allocated.

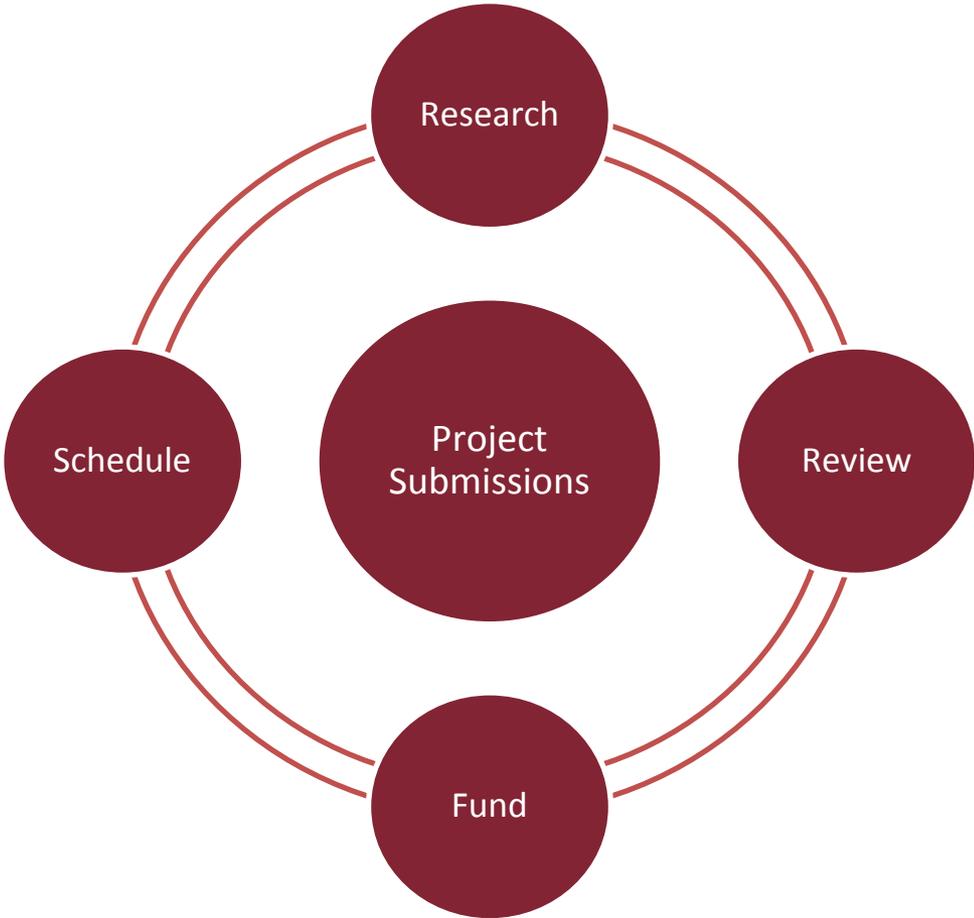
The Proposed Process

- Projects are submitted on rolling basis.
- Funding is allocated from the IT capital budget as we go.
- Projects that require additional funds are brought to Cabinet for review.
 - * Project is either funded from alternate source or project must wait until next fiscal year.
- New rubric and other PM tools developed to help prioritize projects.
- Project scheduling is staggered and not stacked.
- Prioritization Council established to review and oversee.

The Proposed Process



The Proposed Process Timeline



The Improvements

- Quicker turnaround on project requests.
 - Approval is not dependent on fiscal year and can occur more rapidly.
- Better planning and allocation of resources.
 - More time to delegate tasks to resources without over allocating them.
 - Projects can be scheduled more easily to better fit needs and deadlines.
- Budget is more fluid.
 - Ability to fund projects based on need and timing.
- Strengthen community confidence in the process.
 - Communication and planning with the customer is immediate.
- Transparent and cross-divisional prioritization process.
 - Prioritization council will oversee request process to ensure needs are met equally.

The Prioritization Council

➤ Purpose

- The Project Prioritization Council ensures that the College's resources are being utilized in a thoughtful and strategic manner, and that the allocation of those resources is being prioritized in a cross-divisional and transparent way.

- **Scope** - during the pilot phase the PPC will focus on IT projects.

➤ Members

- The standing members of the Project Prioritization Council include one representative from each division as selected by the division head as well as the chairs of IT and Library committee and FAP.
- Kat Butler will chair the group, with Jill Snyder and John O'Keefe serving as ex-officio members of the council.

➤ Frequency

- Meetings will occur quarterly, in the third week of September, January, April, and July. In the event that a project arises that is of an urgent nature, a special meeting, either in person or via email, may be necessary.

The Next Steps

- Update the website and project intake form.
- Form the PPC group.
- Communicate changes to the community.
- Update current list of projects.
- Provide periodic updates to cabinet.