OIT Project Management Process

The Office of Information Technology (OIT) incorporates this process in all projects and provides it as guidance for projects in which it provides advisory support. This process is based on standards within the Project Management Institute’s Project Management Body of Knowledge (PMBOK).

**Step 1 – Project Charter**
- **Project Intent** – The who, what, when, where and why (Strategic value)
- **Oversight team established** – The functional and technical people who are required to ensure that project has governance, change control and is well integrated with functional business processes throughout the life of the project
- **Requirements** – measurable objectives that are prioritized and weighted, directly applicable to an RFI or RFP.
- **Product and/or Vendor Selection**
- **Proposed Project Manager** – Usually named and involved in developing charter
- **Project Sponsor authorization** – authorizes financial and human resources required

**Step 2 – Project Plan**
- **Scope** – The who, what, when where and how of the execution/implementation
- **Prioritized implementation phases** – determination of manageable phases based on strategic priority and impact to the University.
- **Implementation Team established**
- **Long-term support staff requirements** – Determine what long-term support will be required to maintain the system after the project is completed and secure any necessary financial resources for new staff.
- **Work identification**
- **Schedule**

**Step 3 – Execution (Implementation)**
- **Perform all work** identified in the project plan

**Step 4 – Hand-off to Governance and Long-term Support**
- Long-term governance/change control team established to provide continual strategic direction of the product.
- Long-term support staff begin support and maintenance per the direction of the governance/change control team.