

## **IT Project Development & Execution Process**

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*April 2018*

1. Based on college/district technology plans and ongoing monitoring of district assets, Educational Technology Services (ETS) develops a list of infrastructure and enterprise systems eligible for replacement/upgrade based on age, vendor support, and available budget.
2. ETS develops a rough order of magnitude (ROM) cost estimate for each eligible project.
3. Projects to potentially be undertaken in any given fiscal year are discussed by multiple governance bodies including:
  - a. Technology Committees (college)
  - b. Educational Technology Advisory Committee (district)
  - c. College planning and budgeting committees
  - d. Bond Executive Oversight Committee
  - e. Presidents' cabinets
  - f. Chancellor's cabinet

Based on input from the governance bodies and the availability of budget resources, projects are approved and prioritized for planning and execution.

4. ETS develops a list of stakeholders to be involved on each project team. Depending on the scope of the project, the project team may consist of an executive steering committee and a project implementation team. ETS assigns a project lead.
5. In collaboration with the project team, ETS develops the technical and functional specifications and selection criteria for a potential solution.
6. ETS and the project team develop a project plan and timeline and assign roles and responsibilities to stakeholders. Critical success factors for the project are documented and agreed upon by the project team.
  - a. Depending on the scope of a project, a proof-of-concept implementation may be utilized.
7. ETS researches "piggyback" contracts to shorten the procurement cycle for potential solutions. Should the ROM exceed the bid limit and no piggyback contracts be available, ETS works with the Purchasing Department to develop a bid package.
8. ETS procures the solution and initiates the project plan.

9. Project progress is monitored and documented by the ETS project lead. Published meeting notes for each project contain:
  - a. Date
  - b. Title of meeting
  - c. Attendees
  - d. Action items summary
  - e. Decisions made
  - f. Discussion Points
  
10. Upon completion of the project, the project team evaluates its success including:
  - a. Fulfillment of the critical success factors
  - b. Adherence to the project timeline
  - c. Completion of the project within budget

The assessment of the project is reported out to the college Technology Committees and the Educational Technology Advisory Committee within the context of the annual technology plan assessments.