MacEwan UNIVERSITY | **OFFICE OF THE CHIEF INFORMATION OFFICER**

IT Program and Project Management Framework
Standard
Effective Date: September 24, 2015

Authority & Alignment

Authority: D1200 Code of Conduct, D3300 Internal Controls, D7200 Project Management, D8030 Technology Management
Alignment: The Project Management Institute's (PMI) Project Management Body of Knowledge (PMBoK)

Overview

The application of appropriate knowledge, processes, skills, tools, and techniques generally recognized as good practice can have a significant impact on program and project success. This standard sets out requirements to ensure that standardized methods and procedures are used to deliver all IT programs and projects. It identifies requirements that will:

- Ensure an effective IT response to academic and administrative requirements in alignment with MacEwan University's (the "University") strategic objectives;
- Align IT program and project governance with the University's program and project management standards;
- Contribute to constructive relationships and effective communication;
- Optimize the contribution of all IT programs and projects to University investment programs; and
- Reduce the risk of unexpected costs and project cancellations.

Scope and Definitions

This standard will apply to all IT development activities that are classified as programs or projects.

Definitions:
1. **Project.** A temporary endeavour undertaken to create a unique product, service, or result.
2. **Program.** A group of related projects that are managed in a coordinated way to obtain benefits not available from managing them individually.

Compliance & Exceptions

Responsibility for compliance with University policies and standards extends to all members of the University community. Non-compliance may create risk for the University and will be addressed accordingly (see clause 4.5.1 "Respect for the law and University governance" of the University's policy D1200 Code of Conduct – Employees for additional guidance).

Standard Requirements

1. The Chief Information Officer (CIO) is responsible for the requirements of this standard and is accountable to the Information Technology Management (ITM) Committee for the ongoing effectiveness of all controls established to fulfill the requirements.
2. The University will have many IT projects, and there may be relationships or dependencies among those projects. IT projects may also be closely linked with non-IT projects. Where appropriate, multiple projects will be grouped into a program.

3. Information Technology Services (ITS) will provide and communicate a process to submit project requests.
4. A process will exist to prioritize IT projects.
5. ITS will adopt and document a project management methodology that will be applied to each project undertaken by the Office of the CIO or functional areas reporting to the CIO. It will contain sufficient controls to ensure the delivery of project results within agreed–upon time frames, budget, and quality, through consistent approach, tools, and processes.
6. ITS will have a process for determining the extent of the application of the project management methodology to each project.
7. IT programs and projects will leverage the University's common tools, processes, and templates.
8. ITS will provide a repository for program and project documentation.
9. IT program managers and project managers will ensure that program and project documentation is created and stored.

Related Content

Type	*Title*
Procedure	IT Project Management Methodology
Form	IT Project Management Methodology Calculator
Form	IT Project Management Light Checklist
Standard	ITM Committee Standard

Measurement

✓ The ratio of completed projects that meet defined project success criteria to the total number of projects undertaken.
✓ Annual inspection by the IT Compliance and Information Security Office of a sample of project documentation to confirm full compliance.
✓ Review the benefits attained for a sample of projects against those declared in the original business case.

Contact

Chief Information Officer