## ITS Project Process Framework

### 1.0 Initiate
- Register request with the ITS portfolio
- Work with requestor(s) to set scope boundaries
- Plan resources and time for the requirements-gathering effort
- Gain approval to proceed

#### 1.1) Project Initiation Request
- Status = Requested

#### 1.2) Project Initiation Document
- Status = Seeking Funding

#### 1.3) Project Issues Log

#### 1.4) Project Initial Schedule

#### 1.5) Estimating Worksheets

#### 1.6) Project Initiation Gate Review – Executive Summary
- Gate Review: Approval to Proceed

#### Status
- Status = Initiated
- Status = Funded - Active
- Status = Funded - Inactive
- Status = Closed

### 2.0 Define
- Conduct project analysis (write Charter & document Requirements)
- Develop detailed budget estimates
- Identify funding sources & commitments
- Gain approval to proceed

#### 2.1) Project Charter

#### 2.2) Requirements

#### 2.3) University “Project Request Form” to obtain funding commitment signatures

#### 2.4) Project Definition Gate Review – Executive Summary
- Gate Review: Funding Secured

#### Status
- Status = Funded - Active
- Status = Funded - Inactive
- Status = Cancelled

### 3.0 Plan
- Create a detailed schedule for the development of all project deliverables
- Create detailed plans to satisfy requirements for all supporting areas

#### 3.1) Project Work Plan

#### 3.2) Project Budget/Spending Plan

#### 3.3) Communications Plan

#### 3.4) Training Plan

#### 3.5) Support Plan

#### 3.6) Test Plan

#### 3.7) Implementation Plan

#### 3.8) Quality Assurance Plan

### 4.0 Perform & Control
- Perform the bulk of project development work
- Track and manage all work against requirements and schedule
- Report status throughout

#### 4.1) Project Actuals: Time & Cost

#### 4.2) Project Change Request

#### 4.3) Change Log

#### 4.4) Defect Log

#### 4.5) Project Status Report

### 5.0 Close-Out
- Validate that project success criteria have been met
- Review successes and lessons learned with team
- Release resources and complete all financial transactions

#### 5.1) Final Plan Update

#### 5.2) Administrative Close-out Checklist

#### 5.3) Close-out Meeting and Report
- Status = Closed