

COMMUNITY COLLEGE OF DENVER

Title: IT Project Prioritization Process

Guideline #: IT – 5

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References: SP 3-125g – Web Accessibility Procedure

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

To provide a process for Community College of Denver (College or CCD) employees to request Information Technology (IT) project resources for a business solution or critical need.

2. APPLICABILITY

These guidelines apply to all College employees. IT resources would be needed in order to solve a business problem using a process/system that doesn't currently exist or a process/system that needs to be modified.

3. DEFINITIONS

- a. IT – Information Technology refers to technical equipment or services used to provide efficiency or electronic automation for tasks.

- b. IT Resources – Information Technology staff, electronic equipment, physical or virtual components.
- c. FERPA – Family Educational Rights and Privacy Act.
- d. HIPAA – Health Insurance Portability and Accountability Act.
- e. PII – Personally Identifiable Information.

4. GUIDELINES

- a. These guidelines are designed to formalize the process for College employees to request IT resources for assistance in achieving the following:
 - i. Define problem that needs to be solved or identify critical need(s).
 - ii. Identify needed IT Resources to solve a problem.
 - iii. Allow leadership ability to prioritize requests and allocate resources.
 - iv. Align IT Resources with the College's strategic plan and priorities.
- b. Project Prioritization Request Process

Employees in each department will be working to implement solutions for business problems relevant to their areas of responsibility. Solutions frequently involve IT resources and IT project management.

- i. Employees will request assistance by submitting an IT Project Request Form (IT-13).
- ii. The information to be provided by the employee includes, but is not limited to:
 1. Project name.
 2. Description of problem that needs to be solved or critical need(s).
 3. Why the project should be completed?
 4. What/who is impacted?
 5. What would be the impact of not solving this problem?
 6. What College/Colorado Community College System (CCCS or System) strategic priority or objective will be met?
 7. Alternatives considered?
 8. Deadline and reason for deadline?
 9. Dependencies and obstacles to solving the problem?
 10. Resources that may be needed?
 11. Proposed project budget (initial/ongoing)?
- iii. An IT Technology Planning and Priority Committee (Committee) will be established to review, prioritize and monitor technology requests. See College Guidelines IT – 6, Technology Planning and Priority Committee.
- iv. Requests recommended to move forward by the Committee will be passed to the Executive Staff for approval.

- v. The IT Director will communicate with CCCS IT to ensure CCCS IT is not planning to address the needs on a System-wide basis.
 - vi. Project requests will also be shared with other CCCS colleges for insight or feedback.
 - vii. The Committee will ensure all requests that involve web solutions will comply with College Guidelines IT – 4, Web Accessibility Plan, and System President’s Procedure 3-125g, Web Accessibility Procedure.
 - viii. The IT Security team will review requests for potential issues that need to be addressed such as FERPA, HIPAA, PII, etc.
 - ix. Resources will then be scheduled and project planning will begin.
 - x. Project evaluation and monitoring will take place at agreed intervals following implementation.
- c. IT Project Prioritization Request Evaluation Criteria

The purpose of the Project Prioritization Request Process is to create an objective process for identifying projects that will receive IT Resources for planning, management and implementation.

5. Project Prioritization Request Process Flow

a. Presidential Directive?

i. Yes – Fund and implement.

ii. No – Address the following:

1. Required?

a. Yes

i. To stay in business – Fund and implement.

ii. For compliance – Do we plan to comply?

1. Yes – Fund and implement.

2. No – Review rubric measurements.

a. Alignment with plan to comply.

b. Urgency.

c. Risk reduction.

d. Breadth of effect.

e. ROI.

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iii. Risk reduction.

iv. Breadth of effect.

v. ROI.