Project Management

Purpose
The purpose of the Project Management Practice Standard is to ensure that UTMB makes effective and efficient use of resources while implementing information technology (IT) projects and that UTMB achieves the expected outcomes for all (IT) projects.

Audience
All IS employees responsible for managing IT projects.

Practice Standards
All IT projects will be managed using best project management practices. IT projects regardless of size, scope or complexity, will:

- be centrally tracked by each IS division using the project/service request tracking system
- be categorized according to the level of complexity
- have project cost and risk evaluation
- have an identified project sponsor
- have an assigned project manager
- have a customer approved project scope, and
- have user acceptance and/or sign off.

In addition to the aforementioned attributes for all projects, major projects will:

- be reviewed and scored by a team comprised of representatives from various areas of the campus
- have a detailed project plan, design, and work schedule
- have monthly project status reporting to the UTMB Chief Information Officer, steering and advisory committees
- include resource usage tracking
- have formal closeout documentation approvals, sign-offs, and lessons learned.

This project management practice standard and the IS project management practices will be reviewed annually for continuous process improvement purposes.
Definitions

**Project** – A temporary endeavor to provide information resources technologies support to functions within or among UTMB, which should be characterized by defined parameters, objectives, benefits, planned activities, completion date, budget and funding source.

**Project Management Practices**--Documented and repeatable methods that UTMB uses to apply knowledge, skills, tools, and techniques to satisfy project activity requirements.

**Project Manager** – Primary role of PM is to develop planning, coordination of IT projects by acting as a single point of contact for updates, reviews, schedules and accounting information. Providing updates into the centralized project database.

**Major Project** – Any project that has been approved by IT steering committees or those deemed major by the CIO.

References

- Texas Administrative Code 1 TAC §§216 (Project Management Practices)
- State of Texas Department of Information Resources Texas Project Delivery Framework
- UT System UTS 140 Enhancing Large Software Purchases