

IITS Project Documentation & Approvals

Project Inquiry

Submitted by anyone on campus (Customer)
Revised by PMO for CIO approval
Approved by CIO for Evaluation and Development of Project Proposal
CIO chooses ***optional documents to be included in Project Proposal***

which leads to a

Project Proposal

Prepared by PMO in cooperation with Customer, IITS Managers, and other advisors (as needed)
Includes Optional Supporting Documents chosen by CIO:
-Campus Impact Overview
-Cost Benefit Analysis
-Functional Requirements Detail
-Implementation Timeline Overview
-Risk & Security Overview
Approved by CIO, Customer, and Sponsor (Area VP) for Project Plan development
Approving Individuals choose ***optional documents to be included in Project Plan***

which leads to a

Project Plan

Prepared by PMO in cooperation with Project Team
Includes:
Project Team
Project Summary
Costs
Resources
Implementation Tasks
Detailed Timeline
Optional Documents Required by Project Proposal:
-Budget Plan
-Communication Plan
-Configuration & Change Management Plan
-Independent Verification & Validation
-Performance Evaluation Plan
-Procurement Plan
-Quality Management Plan
-Project Risk Management Plan
-Schedule Overview (summary of Implementation Timeline)
-Security Plan
Approved for Implementation by CIO, Customer, and Sponsor (Area VP)

which leads to

Project Implementation ☺

Project Closeout

Prepared by PMO
Includes:
-Project Closeout Summary
-Lessons Learned
Approved for Archiving by CIO, Customer, and Sponsor (Area VP)