

IT Project Assessment

Overview of ITG Project Assessment

What is an ITG Project Assessment?

- a. The ITG Project Assessment is a partnership between you and ITG staff to plan out the following as it relates to your project:
 - 1) **Define Project Criteria**
 - 2) **Review Vendor Assessment**
 - 3) **Define Staffing, Skills and/or External Resources Needed to Complete the Project**
 - 4) **Define Impact to Business Processes/Procedures**
 - 5) **Define Project Key Milestones & Estimate Time to Complete Project**
 - 6) **Define Project Technology Costs**
- b. Completing an ITG Project Assessment is a requirement for a proposal to be evaluated in the campus strategic initiative planning process.

Requestor role:

- a. You will be assigned an ITG staff member who will work with you to complete the ITG Project Assessment.
- b. Serve as the point of contact in working with ITG staff
- c. Serve as the point of contact for communicating with other departments who may need to be involved on the proposed project
- d. Participate with ITG staff to complete IT Project Assessment
- e. You will need to understand business process and procedures that will need to change or be implemented as result of proposal (Both for your department and/or other departments)
- f. You will work with ITG staff to outline criteria and/or research questions to support ITG Project Assessment
- g. You should expect to spend up to 15 hours working with ITG staff to complete an ITG Project Assessment
- h. Create project budget and collaborate with Financial Services staff as needed
- i. Write the project proposal

ITG Staff Role:

- a. You will be assigned an ITG staff member who will work with you to complete the ITG Project Assessment
- b. ITG staff member will involve the needed ITG staff to participate in the ITG Project Assessment

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1. Define Project Criteria

- a. Define project criteria as applicable to the project.
- b. Criteria will need to be defined into “Required” or “Desirable” categories as related to project outcomes.
- c. Based on criteria, assess if project can be addressed by leveraging an existing KSC technology solution.

Criteria	Required	Desired
Must meet KSC Technical, Security, Privacy Requirements	X	
Additional criteria will defined as part of ITG Project Assessment		
Potential examples		
Reporting feature with daily, weekly exports to Excel		
Clearly address business need related to project		
Integration with another system		

2. Review the Vendor Assessment (completed by vendor)

- a. Gather additional information needed from vendor with phone call/meetings
- b. Gather information/references from other institutions

3. Define Staffing, Skills and/or External Resources Needed to Complete the Project

- a. Identify KSC staff outside ITG who will need to be involved in the project
- b. Identify ITG staff who will need to be involved in the project
- c. Identify project team members, project manager
- d. Determine if there is need for external/consulting skills or resources to complete project

4. Define Impact to Business Processes/Procedures

- a. Outline the known business practices or procedures that will need to change or be implemented as a result of project – both for your department and/or other departments.

5. Define Project Key Milestones & Estimate Time to Complete Project

- a. Define project key milestones, define what “done” means
- b. Define assessment plan
- c. Estimate the time needed to complete project.

6. Define Project Technology Costs

- a. Define one-time and recurring technology costs to be incorporated in Financial Services budget requirements for project proposals