Texas Administrative Code 216C Summary

Title 1: Administration
Part 10: Department of Information Resources
Chapter 216: Project Management Practices
Chapter 216C: Project Management Practices for Institutions of Higher Education

216.20 Policy:

Each institution of higher education shall institute, approve, and publish a methodology that communicates an institution-wide approach for <Information resource> project management practices. At a minimum, the methodology will:

  (1) Identify components and general use of <Information resource> project management practices, citing sources of reusable components adopted from industry standards, best practices, or a state agency or another institution of higher education that satisfy requirements specified under §216.21 of this subchapter; and

  (2) Be approved by the president or chancellor of the institution of higher education or designee.

 216.21 Requirements:

Each institution of higher education shall manage information resources projects based on project management practices that meet the following criteria:

  (1) Include a standardized and repeatable method for delivery of information resources projects that solve business problems;

  (2) Include a method for governing application of <Information resource> project management practices;

  (3) Be documented and include a single reference source (e.g., handbook, guide, repository);

  (4) Include a <Information resource> project classification method developed by DIR, the institution of higher education, or another source that:

    (A) Differentiates and categorizes <Information resource> projects according to level of complexity and risk (e.g., technology, size, budget, time to deliver); and

    (B) Defines how to use the <Information resource> project classification method to establish, scale, and execute the appropriate level of processes;

  (5) Include a method to periodically review, assess, monitor, measure, and improve the impact of organizational <Information resource> project management practices on the institution of higher education's ability to achieve its strategic objectives and deliver business value;

  (6) Accommodate use of other practices and methods that intersect with application of <Information resource> project management practices; and

  (7) Be reviewed and updated at least every two years to facilitate continuous process improvement.

216.22 Standards:

Each institution of higher education shall identify and adopt **one or more standards** as a basis for <Information resource> project management practices to meet <Information resource> project requirements in a minimum of the following knowledge areas:

 (1) integration management;

 (2) scope management;

 (3) schedule management;

 (4) cost management;

 (5) quality management;

 (6) human resources management;

 (7) communications management;

 (8) risk management

 (9) procurement (acquisition) management; and

 (10) stakeholder management.

EXCERPTS FROM MAPP 10.03.06 College/Division Responsibilities for Information Technology Resources

Policy – A. The management of each college, division and unit is responsible for the administration and protection of its information technology resources, and for ensuring compliance with this and other university information technology policies, and the Texas Administrative Codes applicable to institutions of higher education, which are administered by the Texas Department of Information Resources (http://www.sos.state.tx.us/tac/index.shtml). College and division management will develop departmental policies and procedures, and establish internal controls to address the use of information technology resources in the following areas:

5. **Project Management**: Plan and manage projects using practices with appropriate levels of integration, scope, schedule, cost, quality, resources, communications, risk, and procurement management.

B. Each college and division will assign the following roles for the management of information technology resources:

1. College/Division Information Resource Manager (C/D-IRM): The most senior administrator who is responsible for managing, acquiring and/or developing, and securing the college or division's information resources, including related information technology planning, **technology project and portfolio management**, and compliance processes. This role is often filled by a college's assistant/associate dean or a division's assistant/associate vice president. For the scope of their job that involves management of information resources, they shall have a dotted reporting line to the university's chief information officer. The C/D-IRM is responsible for ensuring an Information Resource Management Plan is created and maintained for their area.

2. College/Division Technology Manager (C/D-TM): An IT professional who is responsible for managing the college or division's daily information technology operations and projects, including the definition of IT opportunities and needs for review/approval by the C/D-IRM, and the **execution of approved projects** in accordance with established policies and standards. This role is often filled by a director or manager and should report to the C/D-IRM.

UIT Project Management Framework

UIT has implemented the PLANVIEW (previously Innotas) Project Portfolio Management System to manage our IT projects, and for use by university colleges and departments (see below).

The DIR requires reporting of all IR projects which are:

- Over $1M and
    - Take more than 1 year, or
    - Involve multiple State agencies, or
    - Substantially alter work processes,
- OR are designated as a major IR project by the legislature or the DIR

UIT Reporting: **Tier 0** and **Tier 1** IR Projects should be captured in the Planview system:

- ***Tier 0:*** Projects with a budget of $1,000,000 (See DIR reporting requirements above)
- ***Tier 1:***
    - Projects with a budget of $100,000 or more
    - Project with legal, compliance or mandated requirements
    - Projects with high visibility as designated by IT (or College/Department) Senior Management
    - Projects in support of the university's mission critical applications, such as PeopleSoft or WebCT
- ***Tier 2:***
    - Projects with a budget less than $100,000, more than $10,000.
    - For colleges: college-wide or cross-departmental IT projects
- ***Tier 3:*** Projects which are departmental in nature and require funding under $10,000.

Additional information:

IR project Management at the University of Houston is driven by three requirements:

- Organization of Information Resource projects around the University's Vision and Priorities (http://www.uh.edu/president/vision-priorities/)
- Information Resource Project Management performed in a manner compatible with the Texas Department of Information Resources (Tx DIR) Project Delivery Framework (https://dir.texas.gov/View-Resources/Pages/Content.aspx?id=12)
- Information Resource Project Management is performed in a manner compliant with the Texas Administrative Code 216 (TAC 216), Project Management Practices.

The following project steps should be created, reviewed, and accepted by IR project:

1. Business Justification
2. Project Planning
3. Solicitation and Contracting
4. Project Implementation
5. Benefits Realization

These steps are captured on the IT Project Charter.

The UIT Standard for the Basis of Project Management Practices can be found here (this site is being updated to O365).

UIT standard for **Risk Management** can be found here (this site is being updated to O365).

IT Project Methodology Framework

UNIVERSITY OF HOUSTON
Information Technology

Project Begins   **Project Ends**

Process	Initialization		Project Delivery					Ongoing Operations
Task Name	**Inception**		**Analysis**	**Design**	**Documentation & Validation**			**Support**
	Opportunities & Needs	*Planning*			*Development*	*Testing*	*Completion*	
Summary Activities	- Opportunities and Needs Request OR Beginning Year Budget Request - O&N Assessment / Budget Assessmt	- Project Scope Definition - Project Planning - Project Assessment (including implications to other systems)	- Project Kickoff - Requirements Definition - Build or Buy Analysis (for products or svcs if applicable) - Documentation, Training, Support, & Communications Rqmts	- Documentation, Training, Support, & Communications Design	- Solution Development - Documentation, Training, Support, & Communications Development - Unit Testing *Note: Purchasing goods and services follow A&F Business Services procedures*	- Pilot Training Delivery - System & User Acceptance Testing - Doc, Trng, Support, & Comms Refinement	- Implementation Readiness Assessment (Go / No Go) - Training Delivery for Support Personnel, then Users - Solution Go Live - Project Post Mortem (in LLR and implications to other systems)	- Support Development - Change Management - Issue Identification and Escalation
Milestone Deliverables	- Opportunities & Needs Definitions (Line Items), including Business Justification (in Business Case section of Innotas PPM sys)	- Project Charter, including Business Justification - Statement of Work - Project Plan / Schedule - Approved Project (proj # assigned & proj placed in PPM sys) - Approved Funding	- Requirements - Proof of Concept (if applicable) - Build or Buy Decision (if applicable) - Documentation, Training, Support, & Communications Plans	- Documentation, Training, Support, & Communications Design	- Programs - Draft Documentation, Training, Support, & Communications Materials - Unit Test Plans and Results	- Trained Users for Pilot - System & User Acceptance Test Plans and Results - Final Doc, Training, Support, & Communications Materials	- Implementation Approval - Trained Support Personnel - Trained Users - Solution Go Live - Project Evaluation & Lessons Learned Review – documented in Project Management System	- Prioritized Issues - Tested and Documented Solutions - Approval for New Release - Implemented Solutions - Benefits Realization
Review Gates	Review open Opportunities & Needs weekly. Review budget requests for projects at beginning of year.	- Prior to the assignment of the Project Number the Charter, Stmt of Work, Justification, funding O&N or Budget must be reviewed by UIT PPM System Supervisor who issues Project Number						
Documentation	Opportunities & Needs system in SharePoint	Funding, schedule, & justification input into Innotas Project fields Charter is linked	Results noted in Innotas PPM System	Noted in Innotas PPM System	Results noted in Innotas PPM System	Results noted in Innotas PPM System	Results noted in Innotas PPM System – Project Close Out results in 100% Completion in PPM	Project is closed, no notes in PPM system

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