Enterprise Information Technology Governance - Project Proposal Process

**Project Intake**

June – *January 15*

- Gathers project intake requirements
- Obtains department leader support, approval, and sponsorship
- Engages and completes Purchasing Request Form for Information/Proposal process *(if required)*
- Project Requestor send completed intake form to EITG@spps.org

Note: *January 15th deadline for next year's budget; however, proposals accepted all year.*

**EITG Project Manager**

Ongoing (January – December)

- Acknowledgement sent to Project Requestor their request received includes with overview of the EITG process
- Record Project Intake Form
- Intake form confidentially shared with Change Advisory Committee for review
- Project intake Q & A scheduled with Requestor, Change Advisory Committee, and If required, technical resource(s)

**Change Advisory Committee**

Bi-weekly/as needed

- Q & A session with Project Requestor
- Evaluation performed
  - Existing solution(s) and/or process
  - Requirements clearly defined
  - District Strategic Alignment
  - District impact
  - District value
  - Technical standards
  - Service ownership and responsibilities identified

Note: Assessment, scoring, and status assignment performed next committee meeting if evaluation complete.

**EITG Project Manager**

- Obtains high-level ETCs (Estimated Time to Complete) effort hours from Technology Services within 1-2 weeks
- Project Proposal(s) 40 hours or less sent through Service Desk request system (Project Requestor and Leader informed)

**Change Advisory Committee**

- Project Proposal(s) scoring
- Project Proposal(s) assigned status of Declined, Future Consideration, or SELT (Senior Executive Leadership Team) Consideration

**EITG Project Manager**

- Update Project Proposal Record with Change Advisory Committee evaluation results
- Schedules Enterprise Governance Committee presentation(s)
- Sends presentation guidelines and schedule to Project Requestor and Department Leader

**SELT**

March

- Project Presentations
- Final review/evaluation of projects
- Projects authorized or declined
- Project Prioritization
- Project Planning

**July**

- Project Kickoffs