





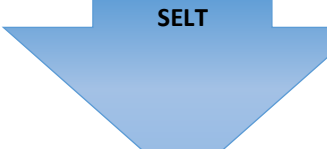



Enterprise Information Technology Governance - Project Proposal Process

 Project Requestor <i>Project Intake June – *January 15</i>	<ul style="list-style-type: none"> • Gathers project intake requirements • Obtains department leader support, approval, and sponsorship • Engages and completes Purchasing Request For Information/Proposal process <i>(if required)</i> • Project Requestor send completed intake form to EITG@spps.org <p><i>Note: *January 15th deadline for next year's budget; however, proposals accepted all year.</i></p>
 EITG Project Manager Ongoing (January – December)	<ul style="list-style-type: none"> • 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 <i>Bi-weekly/as needed</i>	<ul style="list-style-type: none"> • Q & A session with Project Requestor • Evaluation performed <ul style="list-style-type: none"> ○ Existing solution(s) and/or process ○ Requirements clearly defined ○ District Strategic Alignment ○ District impact ○ District value ○ Technical standards ○ Service ownership and responsibilities identified <p><i>Note: Assessment, scoring, and status assignment performed next committee meeting if evaluation complete.</i></p>
 EITG Project Manager	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Project Proposal(s) scoring • Project Proposal(s) assigned status of <i>Declined, Future Consideration, or SELT</i> (Senior Executive Leadership Team) <i>Consideration</i>
 EITG Project Manager	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Project Presentations • Final review/evaluation of projects • Projects authorized or declined • Project Prioritization • Project Planning
 July	<ul style="list-style-type: none"> • Project Kickoffs