OFFICE OF ADMINISTRATION
ADMINISTRATIVE POLICY

POLICY TITLE: **Information Technology Projects**	AUTHORIZED BY:
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ISSUED:　　**October 26, 2000**	REVISED:

I.　General Statement

This policy is established to provide standardization for the approval and implementation of Information Technology (hardware, software, and networks) projects within the Office of Administration.

II.　Purpose

This policy defines the process to be followed for defining and approving Information Technology projects within the Office of Administration.

III.　Policy

The Division of Information Services will be responsible for review of all Information Technology initiatives within the Office of Administration. The Division of Information Services will create an annual Office of Administration technology plan. The plan will include all Information Technology projects regardless of funding source (i.e., decision item, core, special funding, etc). The Division of Information Services will conduct a review of all Information Technology projects by meeting with each Office of Administration division, on an annual basis, to determine the divisions' IT needs. The review will include purpose, cost, time frames, development approach, responsibilities, infrastructure, maintenance and support.

The Division of Information Services will develop a project checklist that will aid in the development of the annual plan.

The Division of Information Services will present the annual plan to the Office of Administration management team for review and approval.