NUIIT Administrative Systems
Project In-Take and Demand Management

1. IDEATION

2. CAPTURE REQUEST

3. ROUTE REQUEST

4. CREATE FULL PROJECT REQUEST

5. REQUEST REVIEW & PRIORITIZATION

6. FUNDING REQUESTS

7. ESTIMATE RESOURCES

8. REQUEST UPDATE

9. PORTFOLIO REVIEW

10. PORTFOLIO PLANNING

11. PROJECT START

IDEES THAT CAN DEVELOP INTO PROJECT REQUESTS FOR IT can be inspired through the University for a variety of reasons. Usually there is a business opportunity or issue/problem that has been identified. A ‘project idea’ becomes a ‘project request’ through a business process to refine the idea into a request that defines why the project is being requested, identifies objectives for the project, and specifies urgency or priority of the project. In addition, ASAC identifies specific business capabilities that are a priority each planning cycle.

While anyone can propose and develop an idea for a project, the L3 committees will review and vet the potential projects. Applies to all project work estimated to be 40+ total IT hours.

The FY22 Project Portfolio for NUIIT Administrative Systems will be finalized by June 30th. The project portfolio will be shared with ASAC and the L3 Committees to facilitate business planning in support of the FY22 Project Portfolio. This includes:

- Project Vision, Objectives, and Benefits
- Project Sponsorship
- Resource Availability for Project Work
- Business Process Improvement Review
- Data Management Review
- Project Change Management Strategy
- Staffing Needs and Training

Approved project requests will be coordinated by the appropriate NUIIT AS team for project resource needs and available capacity. The timeline for the project will be captured in Daptiv (PLANNED START and PLANNED END).

The Annual Budget Planning Cycle requires all projects that will require capital funding be submitted for review. The project requests will be reviewed by ASAC prior to the submission process. Applies to all project work estimated to:

- Require capital funding.
- Require more than 2,500 IT hours.
- Require resources across AS teams.

There may be several iterations to create, review, select, and prioritize a project request.