Northwestern IT Administrative Systems
Project Intake and Demand Management

1. **Ideation**
   - ASAC
   - Finance
   - Student Experience
   - Human Resources
   - Research Administration
   - Facilities
   - Alumni & Development
   - Information Management

   Ideas 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, the objectives of the project, and the 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 more than 100 total IT hours.

2. **Capture Request**
   - Business Project Requestor
   - IT Project Requestor
   - Daptiv PPM

   Project requests may be submitted by the business or from within IT. Project requests will be submitted into Daptiv using a form on the NUIT web site. Requests will be accepted from L3 Committee members and leaders from the schools, business units, and NUIT.

3. **Route Request**
   - Project Management Office (PMO)
   - Project Review Team

   The Project Management Office (PMO) will receive all project requests. All project requests will be reviewed with the Project Review Team for assignment within NUIT AS.

4. **Create Full Project Request**
   - Project Request Form
   - Project Scorecard

   The appropriate NUIT AS team, led by their Director and management team, will work with the Project Sponsor and Project Requestor to complete the Project Request Form and Project Scorecard. A NUIT AS team may choose to not move forward with a request.

5. **Request Review & Prioritization**
   - L3 Committee

   Approved project requests will be evaluated by the appropriate NUIT AS team for resource availability to balance availability of resources against requested project work. Recommendations will be presented to the appropriate L3 Committee to review the Project Request Form and Project Scorecard for selection and prioritization.

6. **Funding Requests**
   - ASAC

   Stage 1 of 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.

7. **Estimate Resources**
   - AS Resource Manager(s)

   Approved project requests will be evaluated by the appropriate NUIT AS team for resource capacity. The AS Resource Manager will supply the project’s PLANNED START and PLANNED END date in Daptiv.

8. **Request Update**
   - L3 Committee

   An NUIT AS team may present an update on the emerging Project Portfolio to their L3 Committee.

9. **Portfolio Review**
   - ASAC

   The emerging project portfolio is typically updated in March for all additional projects (over 100 total IT hours) that were not captured as part of the Funding Requests.

10. **Portfolio Planning**
    - AS Resource Manager(s)

    Approved project requests will be evaluated by the appropriate NUIT AS team for resource availability. The AS Resource Manager will supply the project’s PLANNED START and PLANNED END date in Daptiv.

11. **Project Start**
    - Project Requestor
    - Project Team

    The Admin Systems Project Review Team will monitor the planned portfolio and provide oversight for initiating approved project work.