

|  |                                       |
|--|---------------------------------------|
| Policy Number: 9-105   | Policy Name: Project Approval Process |
| Policy Revision Dates: 6/15/2023 (effective 7/1/2023), 04/2018 (effective 7/1/18), 9/12, 12/10, 6/10 | Page 1                                |

## 9-105 Project Approval Process

- A. IT project budget of \$100K-\$1M:
  1. Requires approval of university president and CIO;
  2. University must report status annually with the IT Strategic Plan.
  
- B. IT project budget of \$1M-\$10M:
  1. University must complete IT Project Justification Summary and submit it for approval of the IT Council;
  2. Prior IT Council approval is necessary before the project is initiated.
  3. University must report status annually with the IT Strategic Plan or quarterly at the IT Council's request.
  
- C. IT project budget over \$10M:
  1. University must submit complete an IT Project Justification Summary and submit it for review by the IT Council and then review by the University Governance and Operations Committee before submission to the full Board for approval;
  2. Prior University Governance and Operations Committee review and Board approval is necessary before project is initiated.
  3. University must report on project status to the IT Council quarterly;
  4. Project may be subject to external monitoring if required by the University Governance and Operations Committee.
  
- D. Project Justification Summaries should summarize the anticipated project budget for five years; projects may not be divided into smaller projects to affect the approval process.
  
- E. The Board may retain independent consultants to monitor significant projects. All projects are subject to audit.
  
- F. If a University president believes that an emergency situation requires immediate action, the president may contact the president of the Board to request either a special meeting of the University Governance and Operations Committee or permission to take immediate action and submit a Project Justification Summary Sheet for University Governance and Operations Committee review and University Governance and Operations Committee or Board ratification at the next regularly scheduled meeting according to the preceding dollar thresholds.