



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 56.03, **Project Management**

**PURPOSE:** The Texas Legislature, the Governor; and oversight agencies, including Department of Information Resources (DIR), Legislative Budget Board, and State Auditor's Office have endorsed the use of a structured project management methodology as a key ingredient for improving Texas IR project performance.<sup>1 2 3</sup>

This policy describes the rules and direction of the TTUHSC at El Paso Information Technology Project Management Office for managing and documenting Information Resource (IR) projects. This policy is provided as a measure to protect TTUHSCEP's IR investments in meeting the needs of TTUHSCEP customers and constituency.

**REVIEW:** This HSCEP OP will be reviewed on October 1 of every odd-numbered year (ONY) by the Managing Director of Project Management, with recommendations for revisions submitted to the Chief Information Officer by November 1.

### PROJECT DEFINITION:

1. A project is required to meet all of the following Project Management Institute standards:
  - a project is a temporary endeavor;
  - a project creates a unique product, service or result;
  - a project is the result of a multi-task job that performs something specific (i.e. a goal). It is thus progressively elaborated.
2. A project is considered an IR project if it includes one or more of the following activities:
  - builds or buys a new software application and/or interfaces;
  - enhances or maintains an existing software application;
  - conducts IR research, discovery, feasibility, or proof of concept as part of the project's scope;
  - provides technology solutions to support business innovation, optimization, or consolidation;
  - performs systems or data optimization; or
  - buys new or enhances existing IR infrastructure.
3. An IR project must meet both of the above definitions. If the project meets only the first criteria, it falls under non-IT Project Management standards. If the project meets only the second criteria, it does not fall under Project Management standards.

### POLICY/PROCEDURE:

1. All employees and partners undergoing IR projects involving application and/or software procurement and deployment are responsible for complying with this policy.

---

<sup>1</sup> TAC § 216

<sup>2</sup> TGC § 2054.003

<sup>3</sup> TGC § 2054.118

2. All IR projects are governed by this policy; all project managers are required to contact the Information Technology Project Management Office before beginning any planning on a project because a Classification Level must be determined for each project.
3. IR project management practices will meet a minimum standard outlined with the Texas Administrative Code (TAC), Title 1, Part 10, Chapter 216, Project Management Practices, and the Texas Department of Information Resources' Texas Project Delivery Framework (where applicable). Project management practices will incorporate and align with Project Management Institute standards.
4. All project-related IR purchases are subject to normal procurement reviews.
5. Inquiries regarding this policy should be directed to the Information Technology Project Management at (915) 215-4111 or by e-mail at [eppmo@ttuhsc.edu](mailto:eppmo@ttuhsc.edu).