



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 56.03, **Project Management**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to describe the rules and direction of the TTUHSC El Paso Information Technology (IT) Project Management Office for managing and documenting Information Resource (IR) projects. This policy is provided as a measure to protect TTUHSC El Paso's IR investments in meeting the needs of the institution's customers and constituencies.

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.

REVIEW: This HSCEP OP will be reviewed on December 1 of every odd-numbered year (ONY) by the managing director of Finance and Program Management in IT, with recommendations for revision forwarded to the chief information officer by November 1.

POLICY/PROCEDURE:

I. Project Criteria.

- A. 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.
- B. A project is considered an IT project if it includes one or more of the following activities:
- Builds or buys a new software application and/or interface;
 - 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 system or data optimization;
 - Buys new or enhances existing IT infrastructure

II. Policy/Procedure.

- A. A 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.
- B. All employees and partners undergoing IT projects involving application and/or software procurement and deployment are responsible for complying with this policy.
- C. All TTUHSC El Paso IT projects are governed by this policy. All project requestors are required to contact the IT Project Management Office before beginning any planning or

work effort on a project.

- D. IR project management practices will meet a minimum standard outlined in 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.
 - E. All project-related IT purchases are subject to normal procurement reviews.
 - F. Inquiries regarding this policy should be directed to the IT Project Management Office via phone at 915-215-5304 or by email at eppmo@ttuhsc.edu.
- III. **Disclaimer Statement.** TTUHSC El Paso reserves the right to interpret, change, modify, amend or rescind any policy in whole or in part at any time without the consent of employees.