NUMBER: 1626

TITLE: Information Technology Management

APPROVED: September 9, 2005

I. Background

The 2005 General Assembly session passed HB 2866 and SB 1327 to establish the Restructured Higher Education Financial and Administrative Operations Act. This Act allows public institutions of higher education restructured financial and operational authority as described in subdivisions A1 through A13 of Section 23-38.88 of the Act.

Pursuant to §23-38.88, *Eligibility for Restructured Financial and Administrative Operational Authority*, subdivision A9 states that public institutions of higher education shall "be exempt from review of their budget request for information technology by the CIO as provided in subdivision A 4 of §2.2-2007."

Although Old Dominion University already has such delegated authority, and no transition procedures are required by the Act, we are recommending the establishment of this policy in order to reaffirm Old Dominion's current authority and in anticipation of further delegated authority.

II. Definitions

A. Board of Visitors - The Rector and Board of Visitors of Old Dominion University.

B. Information Technology Projects - Telecommunications, automated data processing, databases, the Internet, management information systems, and related information, equipment, goods, and services. It is in the interest of the Commonwealth and Old Dominion University that Virginia be in the forefront of developments in technology. For that reason, this policy shall not be construed to hamper the pursuit of the missions of the institutions in instruction and research.

C. Major Information Technology Project - Any information technology project that is mission-critical or has a total estimated cost of more than $1 million.

D. Non-major Information Technology Project - Any information technology project that is mission-critical or has a total estimated cost of more than $100,000 but less than $1 million.

E. University Advisory Council on Technology (UACT) - The institutional committee of faculty and staff charged with the responsibility to advise, review and recommend information technology actions and policies

III. Purpose

To establish a comprehensive and uniform policy for the realignment of information technology authority and responsibilities from the Commonwealth of Virginia to Old Dominion University under the provisions of § 23-38.88, Code of Virginia,

IV. Scope

This policy statement applies to all information technology planning, budgeting, project management, infrastructure, security, and ongoing operations performed at Old Dominion University.

V. General Responsibilities of the Board of Visitors

The Board of Visitors shall have the following general technology management responsibilities:

A. Appoint the Chief Information Officer as the chief administrative officer of the University to oversee operations;

B. Approve or disapprove the development of all major information technology project estimated to cost $1 million or more or deemed to be mission-critical.

VI. Designated Official

The Assistant Vice President of the Office of Computing and Communications Services, reporting to the Vice President of Administration and Finance, is assigned the responsibilities of the Chief Information Officer.

VII. General Responsibilities of the University Advisory Council on Technology (UACT)

The Board of Visitors delegates the following general technology management responsibilities to the institutional oversight committee:

A. Approve technical and data standards for information technology and related systems;

B. Approve information technology architecture and related set of system standards;

C. Approve criteria for the review and approval of the planning, scheduling and tracking of major information technology projects;

D. Approve strategies, standards, and priorities recommended by the Chief Information Officer for the use of information technology.

VIII. General Responsibilities of the Chief Information Officer

The Board of Visitors delegates the following general technology management responsibilities to the chief information officer:

A. Direct the formulation and promulgation of policies, guidelines, standards, and specifications for the purchase, development, and maintenance of information technology for Old Dominion University necessary to support a unified to information technology;

B. Direct the development of policies and procedures that are integrated into the University's strategic planning and performance budgeting processes;

C. Review requests for information technology and make recommendations. The review shall include all projects for amounts exceeding $100,000 in which Old Dominion University has entered into or plans to enter into a contract or other agreement. For each project, the agency or institution shall provide the CIO (i) a summary of the terms, (ii) the anticipated duration, and (iii) the cost or charges of the project;

D. Direct the development of policies and procedures for the effective management of information technology investments throughout their entire lifecycles, including, project management, development, implementation, operation, performance evaluation, and enhancement or retirement. Such policies and procedures shall include the periodic review by the Board of information technology projects estimated to cost $1 million or more or deemed to be mission-critical;

E. Report annually to the Board, and to the University Advisory Committee on Technology, on the use and application of information technology at Old Dominion University;

F. Direct the development of policies and procedures that require review information technology projects exceeding $100,000, and recommend whether such projects be approved or disapproved. The CIO shall disapprove projects between $100,000 and $1 million that do not conform to the institutional plan;

G. Ensure that copies of policies and procedures are retained by the University and available to the Commonwealth of Virginia upon request.

IX. Accountability

Audits of the planning, budgeting, project management, infrastructure, security, and ongoing operations shall be the responsibility of the institution's Internal Audit Department and the Commonwealth of Virginia's Auditor of Public Accounts.