A. PURPOSE

The purpose of this policy is to define the standards and best practice guidelines with which the University aligns its project management activities to assure that projects are accomplished in a timely, cost effective manner and meet all required business objectives.

B. AUTHORITY

Code of Virginia Section 23.1-1301, as amended, grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws grants authority to the President to implement the policies and procedures of the Board relating to University operations.

Code of Virginia Section 23.1-1002, as amended, Eligibility for Restructured Financial and Administrative Operational Authority and Financial Benefits

C. DEFINITIONS

Independent Verification and Validation (IV&V) - A method whereby an independent entity with appropriate experience and expertise evaluates the work product of a given project.

Institute of Electrical and Electronics Engineers (IEEE) Standard 1012-2004 for Software Verification and Validation - Software Verification and Validation (V&V) processes determine whether the development products of a given activity conform to the requirements of that activity and whether the software satisfies its intended use and user needs. Software V&V processes include analysis, evaluation, review, inspection, assessment, and testing of software products.

International Organization for Standardization (ISO) – Quality Management Principals (ISO 9001:2000) – ISO 9001:2000 specifies requirements for a quality management system for any organization that needs to demonstrate its ability to provide products that meet customer and applicable regulatory requirements and aims to enhance customer satisfaction.

Project Management Institute – The world’s leading not-for-profit professional association in the area of project management.

Software Engineering Institute - Capability Maturity Model Integration (SEI-CMMI) – The CMMI outlines the methods to obtain software process maturity. Several levels of maturity can be
reached as an organization’s software project management evolves from that of chaotic nonrepeatable performances to repeatable mature disciplined software processes. The model focuses on key attributes of each improved maturity level and provides guidance on the best practices used to achieve each level.

D. SCOPE

This policy applies to all decision makers, developers, project managers and planners of University systems and operations related to the conceptualization, design, acquisition, and maintenance of information technology.

E. POLICY STATEMENT

Information technology projects are managed in accordance with best practices promoted by the nationally recognized Project Management Institute’s (PMI), appropriately tailored to the specific project requirements.

Methods used for project auditing, such as Independent Verification and Validation (IV&V), are aligned with industry best practices, consultant expert guidelines, and known industry accepted standards, such as Institute of Electrical and Electronics Engineers (IEEE) Standard 1012-2004 for Software Verification and Validation, International Standards Organization (ISO) 9001-2000 series, and Software Engineering Institute Capability Maturity Model (SEI-CMMI). These methods are tailored to the higher education environment by internal departments and in coordination with consultants as warranted.

F. PROCEDURES

The specific standards to be utilized for compliance with this policy are published on the Information Technology Services Computing Policies and Standards website.

G. RECORDS RETENTION

Applicable records must be retained and then destroyed in accordance with the Commonwealth’s Records Retention Schedules.

H. RESPONSIBLE OFFICER

Chief Information Officer

I. RELATED INFORMATION

Information Technology Standard 06.3.0 Project Management Standard
ITS Project Management Office
ITS Project Active Tracking System
Project Proposal Procedures
Information Technology Advisory Council
Old Dominion University’s Information Technology Strategic Plan

POLICY HISTORY

Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:
Policy 3508 – Information Technology Project Management

/s/ Rusty Waterfield
Responsible Officer
March 9, 2017

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks
Chair, Policy Review Committee (PRC)
January 24, 2017

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ David F. Harnage
Responsible Oversight Executive
March 10, 2017

University Counsel Approval to Proceed:

/s/ R. Earl Nance
University Counsel
March 14, 2017

Presidential Approval:

/s/ John R. Broderick
President
March 15, 2017

Policy Revision Dates: April 9, 2010; April 26, 2011; March 15, 2017

Scheduled Review Date: March 15, 2021