IT Prioritization
PROCESS OVERVIEW

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1. Proposal

A UW-Platteville community member uses the Project Request Form to submit a proposal to the Project Management Center of Excellence (PMCOE).

2. Triage

Within two days, a PMCOE representative reviews and logs the proposal, and contacts the project proposer(s) to confirm status. Within two days of PMCOE classification, the proposal will be sent to the appropriate Advisory Committee.

Proposals identified as urgent by the PMCOE/OIT will be expedited and addressed on a customized basis. Smaller projects may be routed to OIT for implementation.

3. Research and Business Case

Throughout the year, Advisory Committee members review project proposals and engage with stakeholders as necessary. Certain proposals will require more detailed business cases and/or task force initiation. Once received, Advisory Committees will make an initial assessment of a proposal within 2-4 weeks.

4. Advisory Committee Rating/Approval

Once the Advisory Committee has enough information to make an informed decision, a project will be rated and either approved for prioritization or rejected. Rejected projects may be resubmitted after one year or at the discretion of the Advisory Committees.

5. Advisory Committee Ranking

Based on ratings, projects are ranked in order of priority. A final review of the ranked list will occur prior to Advisory Committee submission to the Executive IT Committee.

6. CIO/PMCOE

From the recommended project proposals on the ranked lists, the Chief Information Officer works with the PMCOE to determine which projects can be completed with existing resources.

7. Executive IT Committee

The Executive IT Committee, engaging with others as necessary, prioritizes recommendations from all of the Advisory Committees. This activity occurs three times per year.

8. Funding and Implementation

Funded, highly ranked projects are scheduled for implementation during the subsequent work period. Resources are sought for projects without existing funds. Projects for which resources cannot be found may be deferred to a future work period.