

### IT Project Request Submission

- A project request is submitted via the IT Project Request Form.
- IT Directors, CIO, and Lead IT Project Manager receive notifications of the submission.



### Initial Review by IT Leadership

- The CIO, IT Directors, and Lead Project Manager review submissions during the bi-weekly IT Leadership meeting.
- Key considerations:
  - Priority – How critical is the request?
  - Scope – What are the estimated resources and effort required?
  - IT Involvement – What level of IT support is needed?



### Security Review

- If approved in the IT Leadership meeting, the Director of Security and IT Project Manager conduct a security assessment in collaboration with the requesting department.
- The goal is to ensure compliance with IT security standards and university policies.



### Project Approval & Kickoff

- If the project passes the security review, it is added to the official IT Project List.
- The IT Department and functional owner assign a priority level based on strategic alignment and resource availability.
- The project moves into kickoff and planning with an assigned IT project lead.