

Technology Project Call & Prioritization Process

Timeframe	Actions/Deliverables
Dec 1 – Feb 1	<ol style="list-style-type: none"> 1. Each division prioritizes and submits their project requests. 2. If the project proposal is cross-divisional, one division submits it on behalf of all and includes the information about other divisions participating in the proposal.
Feb 1 – March 1	<p>IRT PMO team works with each division and IRT managers on project summaries:</p> <ul style="list-style-type: none"> • Scope <ul style="list-style-type: none"> ▪ Document Scope and high-level Business Requirements ▪ Capture Total Cost of Ownership (TCO) • Project sizing: small, medium, large • Resources and time <ul style="list-style-type: none"> ▪ Identify functional and IT resources ▪ Identify project end dates ▪ Include a support and maintenance plan including technical and functional FTEs.
March 10	<ul style="list-style-type: none"> • Division VP sends memo to IRT CIO summarizing their division's project requests.
March – April 1	<ol style="list-style-type: none"> 1. IT Advisory Board reviews all project requests 2. All top priority project requests are discussed in the regular IT Advisory meetings with the divisional representatives 3. IT Advisory Board members rate each of the top priority requests 4. IT Advisory Board reviews the prioritized list of project requests
April 1	IT Advisory Board prioritizes project proposals for Cabinet review
April 30	President's Cabinet reviews and approves all projects requests.