# STANDARD ADMINISTRATIVE PROCEDURE

## 29.01.03.M0.11  Information Resources – Project Management

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## Standard Administrative Procedure Statement

Project management practices promote accountability and transparency in the stewardship of public funds. Project management capabilities enable the effective management of constraints, such as time, cost, deliverables, and quality, to achieve specific goals in support of the university's mission.

Texas A&M University, as an institution of higher education, is bound by the requirements of Texas Administrative Code (TAC), Title 1, Chapter 216 Project Management Practices. The purpose of this Standard Administrative Procedure (SAP) is to provide guidance to ensure that information resource projects are managed according to TAC 216 requirements and to define additional requirements specific to Texas A&M University (Texas A&M).

This SAP applies to all information resource projects at Texas A&M.

## Definitions

Information Resources – the procedures, computer equipment, computing facilities, software and data which are purchased, designed, built, operated and maintained to collect, record, process, store, retrieve, display, report and transmit information.

Information Resource Project – an information resource project is a temporary endeavor undertaken to create a unique information resource or service.

Major Information Resources Project – defined in Texas Government Code, Chapter 2054: Information Resources.

Project Management Framework **-** a conceptual structure for managing projects. A framework provides guidance on common project stages, what needs to be done at each stage, and tools to facilitate the execution of projects based on project size and complexity.

<u>Project Management Methodology</u> **-** a set of step-by-step methods and processes for effectively managing projects in an organization.

<u>Project Manager</u> - the person responsible for delivering the defined and measureable results of the project, within the scope of responsibility and authority granted by the project sponsor.

<u>Project Sponsor</u> - the person or group responsible for delivering the benefits of the project. The project sponsor provides the funding, resources, and direction for the project.

**Responsibilities and Procedures**

1. RESPONSIBILITIES AND PROCEDURES

    1.1. The unit head, or designee, shall institute one or more documented project management methodologies to lead the planning, execution, and successful completion of information resource projects. The Division of Information Technology publishes a <u>Project Management Methodology</u> that is used for institution-wide information resource projects, and is available for reference by other units. Different methodologies can be used for different types of projects.

    1.2. Project management methodologies shall be reviewed at least every two years to ensure continuous process improvement.

    1.3. Project management methodologies shall include guidelines for classifying project based on risk and complexity.

    1.4. The unit head or designee shall comply with the requirements of the unit's methodology; and determine if the project meets the definition of a major information resources project under <u>Texas Government Code, Chapter 2054: Information Resources</u>.

    1.5. To ensure compliance with the documentation and reporting requirements found in <u>Texas Government Code 2054: Information Resources</u> and <u>System Policy 10.01</u>, any Information Resource Project whose development costs exceed $1 million must be reported annually to the Vice President for Information Technology and CIO as described on the <u>IT Policy website</u>. Project documents and reports may be subject to inspection by System Internal Audit.

    1.6. Any information resource project with expenditures (excluding personnel costs) of $250,000 or more is subject to review and approval by the Vice President for Information Technology and CIO, or designee.

## Related Statutes, Policies, or Requirements

[1 Texas Administrative Code, Chapter 216 Information Resources Project Management Practices](#)

[Texas Government Code, Chapter 2054, Information Resources](#)

[Texas Project Delivery Framework](#)

[Texas A&M University System TAC 216 Companion Guide](#)

[System Policy *10.01, Internal Audit*](#)

## Contact Office

[Vice President for Information Techology and Chief Information Officer](#)