IRM-010

University Information Technology Project Management

Effective Date Friday, June 9, 2006

Status Final

Last Revised Thursday, May 1, 2025

Policy Type University

Contact Office Vice President and Chief Information Officer (Office of the)

Oversight Executive
Vice President and Chief Information Officer

Applies To Academic Division, the Medical Center, and the College at Wise.

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Reason for Policy

The University is committed to continuously improving the delivery of information technology (IT) solutions within budget, on schedule, within scope and in such a way as to best contribute to accomplishing the University's strategic mission. This policy furthers that goal by establishing the common and consistent application of project management best practices in the management of IT projects. A uniform project management framework promotes consistency and better control of IT projects, thereby reducing risks and increasing project successes.

Definition of Terms

IT Project

Description

A project having as its primary purpose the creation of a unique information technology product or service.

Project

Description

A temporary endeavor undertaken to create a unique product, service, or result (PMBOK Guide - Seventh Edition).

Project Management

Description

The application of knowledge, skills, tools, and techniques to mitigate risk, control budget, and manage scope of tasks.

Policy Statement

Institutional and unit information technology projects are managed in accordance with best practices promoted by the nationally recognized Project Management Institute (PMI), appropriately tailored to the specific circumstances of the University. For example, project managers possess professional credentials and/or an appropriate level of project management training or experience. Projects that engage leading IT consulting or software development firms to assist with project management may apply additional best practices provided by these firms.

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 1012-2012 for System and Software Verification and Validation, International Standards Organization (ISO) 9001:2015 series, and Software Engineering Institute Capability Maturity Model (SEI-CMM). These methods are tailored to the Higher Education environment by internal departments and in coordination with consultants as warranted.

Exclusions: The scope of this policy does not extend to research projects, research initiatives, or instructional programs.

Information Technology Services has posted an overview of the University's IT Project Management Framework, along with procedures, templates, and tools.

Compliance with Policy:
Failure to comply with the requirements of this policy may result in (1) disciplinary action up to and including termination or expulsion in accordance with relevant University policies; and (2) the University taking measures that may impact the school, department, or unit. The University also recognizes that there may be business needs or academic pursuits that require deviation from this policy or the use of different standards. Any deviation from this policy or the use of different standards requires coordination with and approval from the Contact Office to remain compliant with the requirements of this policy.

Direct questions about this policy to the Office of the Vice President & Chief Information Officer.

Related Information

Institute of Electrical and Electronics Engineers (IEEE) 1012-2012 Standard for System and 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 includes analysis, evaluation, review, inspection, assessment, and testing of software products.

International Organization for Standardization (ISO) – Quality Management Principals (ISO 9001:2015) – ISO 9001:2015 specifies requirements for a quality management system for any organization that needs to demonstrate its ability to consistently provide products that meet customer and applicable regulatory requirements and aims to enhance customer satisfaction.

Project Management Institute (PMI) – The world's leading project management organization. PMI publishes A Guide to the Project Management Body of Knowledge (PMBOK Guide), serving as a fundamental resource for effective project management.

Software Engineering Institute - Capability Maturity Model Integration (SEI-CMMI) – The CMM 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 non-repeatable 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. The goal is to reach an efficient and disciplined approach to software management.

Policy Background

The Commonwealth of Virginia Restructured Higher Education Financial and Administrative Operations Act of 2005 grants institutions additional authority over financial and administrative operations, on condition that certain commitments to the Commonwealth are met. The University of Virginia's Management Agreement with the Commonwealth provides full delegated responsibility for management of the institution's information technology project management and project auditing activities.

Major Category Information Resource Management

Next Scheduled Review Monday, May 1, 2028

Revision History
Confirmed 5/1/25; Updated 9/8/21; 5/27/14.

Approved By Board of Visitors

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