



APPENDIX E

Project Definitions

A major project is:

Derived from a Strategic Technology Plan or operational planning usually done by technology providers (lifecycle replacement, application software, infrastructure upgrades, infraservices, technology skill set refreshment, etc.) has one or more of the following characteristics:

- Has a substantial impact, whether directly or indirectly, on information technology providers and/or the user community
- Requires sponsorship from cross-organizational units and leaders
- Is generally complex
- Has integration impacts
- Creates or substantially changes one or more processes.
- Requires resource allocations not already planned (funding, one time and/or ongoing, temporary staffing, etc.)
- Involves the implementation of one or more major new technologies
- Requires agreement on, and/or approval of, the end results before planning begins
- Requires committed cross-organizational team member participation and time
- Requires prioritization because of high level of expense, impact, and/or resources required
- Has a definite beginning and end (i.e., not ongoing support)
- Funding may come from adjusting resource allocation from other sources and/or projects (minor, non-technology, etc.)

A minor project is:

Derived from functional or technical operations (e.g., change an FIS report, change a feed to WebCT, added a field to the online directory, etc.), fits into one or more of the following categories:

- Is an enhancement to an existing function(s)
- Has a “quick win” value
- Adds value using minimal resources
- Requires no additional institutional funding (i.e., can be funded from departmental, divisional, etc. resources)
- Project funding cover all project costs (hardware, software, staff, consulting, etc.)
- Can be completed in 90 days or less
- Does not generate a recurring cost that is not already budgeted