University Policy #8150

Information Technology (IT) Governance

Effective Date

August 2018

Last Revision Date

December 2018

Responsible Party

Vice President and Chief Financial Officer, (208) 426-1200
Associate Vice President and Chief Information Officer, (208) 426-3033
Information Technology Governance Council (ITGC)
Information Technology Planning Council (ITPC)

Scope and Audience

This policy applies to the governance of Information Technology available for use by all members of the University community.

1. Policy Purpose

To establish a data governance structure for University Information Technology.

2. Policy Statement

Governance is an important factor in generating value from IT, and it is a critical success factor for the University. As such, the following framework has been developed to ensure comprehensive and integrated IT governance, allocation and planning of IT resources. The IT governance structure helps establish the strategic plan for IT as well as prioritize initiatives and projects for the University.
3. Definitions

3.1 Information Technology (IT)

Anything related to computing technology, including but not limited to, networking, hardware, software, and website development, maintenance, and usage available for use by students, faculty, staff, or members of the general public.

4. Responsibilities and Procedures

4.1 Information Technology Governance Council (ITGC) Responsibilities

a. The ITGC is responsible for IT policy and governance. ITGC reviews the five-year roadmap of IT development projects presented by ITPC and either affirms the plan or returns the plan back to ITPC for revisions. The process is iterative and ongoing. ITGC is responsible for identifying resources necessary to implement the IT development roadmap. When ITGC meets to discuss IT projects, the CIO and ITPC Chair set the agenda with the President’s Office and chair the meeting, but do not vote on agenda items. Voting members of the ITGC are the:

- Vice President/Chief Financial Officer
- Provost and Vice President Academic Affairs
- Vice President Research
- Vice President Student Affairs
- Vice President/Chief Operating Officer
- Vice President University Advancement
- Chief of Staff, Office of the President

b. The Executive Team has a standing weekly meeting schedule. An ITGC Meeting can be scheduled anytime during the standing weekly meeting schedule. An ITGC Meeting at a minimum will be scheduled at least once in a 2 month period.
4.1.1 Standing Agenda Items

- Prior Meeting Minutes Approval
- ITPC Update: 5 year plan review or large project review as needed. The 5 year plan review will be presented on a quarterly basis.
- OIT Project Performance (PMO Project Dashboard)
- University IT Risk Profile (Risk Scorecard)

4.1.2 ITGC is Responsible for Conducting and Annual Review of the Following:

- Strategic Plan (September/November)
- IT Services (May/July)
- OIT Budget and Financials (January/March)
- State of IT Policies (November/January)
- State of Cyber Security/Compliance (March/May)
- External IT Regulatory and Compliance Standards (March/May)
- IT Governance Structure (July/September)

4.2 IT Planning Committee

a. ITPC helps develop and maintain a five-year roadmap for IT development projects. The Office of Information Technology (OIT) Project Management Office (PMO) informs ITPC of all project requests and currently active projects. ITPC helps prioritize projects, and it recommends projects to ITGC which meet the threshold of large projects as defined below. ITPC will update the ITGC on a quarterly basis on the five-year roadmap at a minimum or more frequently if needed.

b. ITPC membership is comprised of the following:

- Vice Provost for Academic Affairs, Academic Planning
- Vice Provost for Academic Affairs, Undergraduate Studies
- Associate Vice President for Enrollment Services
- Associate Vice President for Finance
- Associate Vice President for Budget
- Associate Vice President for HR
- Associate Vice President for Research
- Associate Vice President, Advancement
- Dean of Extended Studies
- Dean of Academic College (rotating)
- Co-Chairs of the Learning and Technology Advising Group (LTAG)
- University Registrar
- Executive Director Campus Services
- Associate Director, Office of Sponsored Projects
- Faculty Senate Representative
- Chief Information Officer (CIO)
- Deputy Chief Information Officer (DCIO)
- Chief Information Security Officer (CISO)

c. ITPC is chaired by an ITPC member designated by the Vice President/Chief Financial Officer. The Council is co-chaired by the supervisor of the OIT PMO Director.

### 4.3 Project Factors and Project Approval

a. If any of the project factors that determine the size of a project are exceeded, the project is reviewed by the next level of Project Authority.
<table>
<thead>
<tr>
<th>Project Size</th>
<th>Budget</th>
<th>Project Length</th>
<th>Scope of Impact of Business Process Changes</th>
<th>Project Approval Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small</td>
<td>Costs less than $50,000 and can be completed without interfering with ITPC prioritized projects.</td>
<td>Less than 6 months</td>
<td>Single division of campus.</td>
<td>OIT Project Management Office</td>
</tr>
<tr>
<td>Medium</td>
<td>Costs between $50,000 and $250,000 and can be completed with existing OIT resources.</td>
<td>6-18 months</td>
<td>Multiple divisions.</td>
<td>ITPC</td>
</tr>
<tr>
<td>Large</td>
<td>Greater than $250,000 or requires additional OIT resources.</td>
<td>Greater than 18 months</td>
<td>Multiple divisions (High-Touch Change Management)</td>
<td>Executive Team</td>
</tr>
</tbody>
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b. The OIT Project Management Office will provide ITPC a report each month showing projects and how they relate to the above matrix.

**Revision History**

December 2018