

Procedures

I. REVIEW OF PROPOSED ADMINISTRATIVE SYSTEMS

A. Preliminary plans

1. As part of an agile review process, units proposing new technology systems or significant modifications of existing systems will be asked for a concise preliminary plan that can be reviewed quickly by an ad-hoc workgroup established by the sponsor and VP-IET.
2. Ad-hoc workgroups will typically include technical leads designated by deans, vice chancellors, or vice provosts, as well as staff and faculty representatives as appropriate.
3. The workgroup findings will be provided to the Coordinating Committee, and will inform the Coordinating Committee's review and recommendations.
4. In some cases, plans will be found exempt or complete at this stage.
5. A preliminary plan takes the form of a high-level overview of functional goals and technical approach(es), typically limited to 5-10 pages in length.
6. The Project Sponsor and the VP-IET will together determine the nature of a specific preliminary plan, often with substantial assistance from IET.
7. The Project Sponsor and the Vice Provost – IET will establish a timeline for review appropriate to each plan, with the goal of a timely and inclusive consultative process.
8. The following are typical components of a preliminary plan:

Business Need	1) The business case behind the plan, including the need(s) it is intended to address, how those needs will be met, alternative solutions, and the impact of not developing the proposed system (or not making the proposed modifications to an existing system);
Stakeholder Value	2) Articulation of the value to both stakeholders (who benefit) and users of the system, as well as their role in assessing the impact of the system;
Business Impact	3) Preliminary identification and analysis of any business process changes associated with the plan and of the system's cost-effectiveness and efficiency, including specific analysis of the impact to faculty and staff workload;
Infrastructure Integration	4) A general description of the proposed system's integration with the campus computing network and infrastructure, including compliance with CyberSafety and other applicable standards;
Administrative Integration	5) A general description of how the proposed system will interface with other administrative or other systems or services at the campus, UCOP, or college levels;
Timeline / Budget	6) A preliminary timeline and budget, including estimated one-time and ongoing costs, and how those costs will be accommodated (including any directly or indirectly contributed staff or cost-sharing);
Risks / Mitigations	7) A high-level identification of risks and associated mitigations.

B. Comprehensive Project Plan

Sponsors may elect to develop a more detailed comprehensive plan informed by the review and if convinced of the business need and the potential of technical, functional, and financial feasibility.

1. A comprehensive plan will generally follow the same outline as a preliminary plan but will contain significantly more technical and business process detail, as well as demonstrating substantial consultation with stakeholders and users relative to value and workload impact.
2. Comprehensive plans may also include specific plans for establishing an oversight group and a project implementation team.

C. Documentation of Findings

1. Review findings from ad-hoc workgroups and the Coordinating Committee, including exemptions, will be made in writing.
2. An abstract of each plan, its status in the review process, and a summary of the review findings will be available on the Web in a timely fashion to the campus community.
3. Final approval for development and implementation will be made by the Sponsor and the appropriate university official.

II. ESTABLISHMENT OF IMPLEMENTATION OVERSIGHT

For major campus systems that cross organizational boundaries and represent core business functionality, the Project Sponsor(s) and the Vice Provost–IET will generally appoint a project team and establish an oversight committee to oversee development and implementation. See Section V of the policy.