



# OLD DOMINION UNIVERSITY

## University Policy

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### Policy #3508

### INFORMATION TECHNOLOGY PROJECT MANAGEMENT POLICY

**Responsible Oversight Executive:** Vice President for Administration and Finance  
**Date of Current Revision or Creation:** April 9, 2009

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#### A. PURPOSE

This policy documents the industry best practices with which the University will align its project management and project auditing activities.

#### B. AUTHORITY

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. Old Dominion University seeks to enter into a Management Agreement with the Commonwealth for full delegated responsibility for management of the institution's information technology project management and project auditing activities. This delegation includes the authority to conduct these activities in accordance with industry best practices appropriately tailored for the specific circumstances of the University, in lieu of following Commonwealth-determined specifications.

Old Dominion University has delegated authority under §23-38.88, *Eligibility for Restructured Financial and Administrative Operational Authority*.

#### C. DEFINITIONS

Institute of Electrical and Electronics Engineers (IEEE) Standard 1012-2004 for 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 9000:2000) – ISO 9001:2000 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 – The world's leading not-for-profit professional association in the area of project management. <http://www.pmi.org/>

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.

#### **D. SCOPE**

This policy applies to all Old Dominion University faculty, staff, students, and visitors and governs all information technology resources whether owned by or operated for university business through contractual arrangements.

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

#### **E. POLICY STATEMENT**

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 1012-2004 for Software Verification and Validation, International Standards Organization (ISO) 9000-2000 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.

#### **F. PROCEDURES**

The specific departmental procedures, standards and guidelines governing information technology project management are posted on the Office of Computing and Communications Services Web site and links to these documents are provided in Section H. below.

#### **G. RESPONSIBLE OFFICER**

Assistant Vice President for Computing and Communications Services

## H. RELATED INFORMATION

### [Old Dominion University Board of Visitors Policy 1626](#)

Higher Education Restructuring Act

[04.3.1 - Desktop Management Standard 2007.pdf](#)

[04.6.2 - Project Management Standard 2006.pdf](#)

[04.3.3 - Server Management Standard 2007.pdf](#)

[04.3.4 - Network Management Standard 2006.pdf](#)

[04.4.1 - Wireless Network Standard 2006.pdf](#)