



OLD DOMINION UNIVERSITY

University Policy

Policy #3508

INFORMATION TECHNOLOGY PROJECT MANAGEMENT

Responsible Oversight Executive:

Vice President for Administration and Finance

Date of Current Revision or Creation:

April 26, 2011

A. PURPOSE

The purpose of this policy is to define the standards and best practice guidelines with which the University aligns its project management activities to assure that projects are accomplished in a timely, cost effective manner and meet all required business objectives.

B. AUTHORITY

[Virginia Code Section 23-9.2:3, as amended](#), grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a) (6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

[Virginia Code Section 23-38.88, as amended](#), Eligibility for Restructured Financial and Administrative Operational Authority.

C. DEFINITIONS

Independent Verification and Validation (IV&V) - A method whereby an independent entity with appropriate experience and expertise evaluates the work product of a given project.

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 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.

[Software Engineering Institute - Capability Maturity Model Integration \(SEI-CMMI\)](#) – The CMMI 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 nonrepeatable 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.

D. SCOPE

This policy applies to all decision makers, developers, project managers and planners of campus systems and operations related to the conceptualization, design, acquisition, and maintenance of information technology.

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.

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 \(SEI-CMMI\)](#). These methods are tailored to the higher education environment by internal departments and in coordination with consultants as warranted.

F. PROCEDURES

Procedures are available on the Office of Computing and Communications Services website and are also linked below.

[OCCS Standard 04.6.2 - Project Management](#)

G. RELATED INFORMATION

[OCCS Project Management Office](#)

[OCCS Project Tracking System](#)

[Project Tracking System Users Guide](#)

[Project Management Office Charter](#)

[Information Technology Advisory Council](#)

[Old Dominion University's Information Technology Strategic Plan](#)

POLICY HISTORY

Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ Rusty Waterfield
Responsible Officer Signature

February 7, 2011
Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks
Policy Review Committee (PRC),
Chair Signature

December 14, 2010
Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ Robert L. Fenning
Responsible Oversight Executive Signature

April 19, 2011
Date

University Counsel Approval to Proceed:

/s/ Patrick B. Kelly
University Counsel

April 22, 2011
Date

Presidential Approval:

/s/ John R. Broderick
President

April 26, 2011
Date

Policy Revision Dates: April 9, 2010; April 26, 2011

Scheduled Review Date: April 25, 2016