



OLD DOMINION UNIVERSITY

University Policy

Policy #3508

INFORMATION TECHNOLOGY PROJECT MANAGEMENT

Responsible Oversight Executive:	Executive Vice President for Enrollment, Transformation, and Technology and Chief Strategy and Innovation Officer
Date of Current Revision or Creation:	May 10, 2022

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

[Code of Virginia Section 23.1-1301, as amended](#), grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 7.01(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.

[Code of Virginia Section 23.1-1002, as amended](#), Eligibility for Restructured Financial and Administrative Operational Authority and Financial Benefits

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 include analysis, evaluation, review, inspection, assessment, and testing of software products.

International Organization for Standardization (ISO) – Quality Management Principals (ISO 9001:2000) – 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 (PMI) – 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 University 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 project requirements.

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 \(ISO\) 9001-2000 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

The specific standards to be utilized for compliance with this policy are published on the [Information Technology Services Computing Policies and Standards](#) website.

G. RECORDS RETENTION

Applicable records must be retained and then destroyed in accordance with the [Commonwealth's Records Retention Schedules](#).

H. RESPONSIBLE OFFICER

Chief Information Officer

I. RELATED INFORMATION

[Information Technology Standard 06.3.0 Project Management Standard](#)
[ITS Project Management Office](#)
[ITS Project Active Tracking System](#)
[Project Proposal Procedures](#)
[Information Technology Advisory Council](#)
[Old Dominion University's Information Technology Strategic Plan](#)

POLICY HISTORY

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

<u>/s/ Rusty Waterfield</u>	<u>May 5, 2022</u>
Responsible Officer	Date

Policy Review Committee (PRC) Approval to Proceed:

<u>/s/ Donna W. Meeks</u>	<u>April 19, 2022</u>
Chair, Policy Review Committee (PRC)	Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

<u>/s/ Chad A. Reed</u>	<u>May 5, 2022</u>
Responsible Oversight Executive	Date

University Counsel Approval to Proceed:

<u>/s/ Allen T. Wilson</u>	<u>May 9, 2022</u>
University Counsel	Date

Presidential Approval:

<u>/s Brian O. Hemphill</u>	<u>May 10, 2022</u>
President	Date

Policy Revision Dates: April 9, 2010; April 26, 2011; March 15, 2017; May 10, 2022

Scheduled Review Date: May 10, 2027