

# STANDARD ADMINISTRATIVE PROCEDURE

## 29.01.03.M1.34 Information Resources – Project Management

*Approved May 19, 2015*

*Next scheduled review: May 19, 2020*

---

### Standard Administrative Procedure Statement

---

Project management practices promote accountability and transparency in the stewardship of public funds. Project management capabilities enable the effective management of constraints, such as time, cost, deliverables, and quality, to achieve specific goals in support of the university's mission.

Texas A&M University, as an institution of higher education, is bound by the requirements of Texas Administrative Code (TAC), Title 1, Chapter 216 Project Management Practices. The purpose of this Standard Administrative Procedure (SAP) is to provide guidance to ensure that information resource projects are managed according to TAC 216 requirements and to define additional requirements specific to Texas A&M University (Texas A&M).

This SAP applies to all information resource projects at Texas A&M.

---

### Definitions

---

Information Resources – the procedures, computer equipment, computing facilities, software and data which are purchased, designed, built, operated and maintained to collect, record, process, store, retrieve, display, report and transmit information.

Information Resource Project – an information resource project is characterized by the following key elements:

- creates a new or enhanced information resource that requires definition of both business and technical requirements;
- delivers a unique product or service;
- has specific, defined deliverables;
- resources such as people, money, and material are assigned to the effort for a specified period of time; or,
- the project effort is temporary, with a definite start and finish (the project terminates when the product or service is fully transitioned to operational status).

Major Information Resources Project – defined in [Texas Government Code, Chapter 2054: Information Resources](#).

Project Management Framework - a conceptual structure for managing projects. A framework provides guidance on common project stages, what needs to be done at each stage, and tools to facilitate the execution of projects based on project size and complexity.

Project Management Methodology - a set of step-by-step methods and processes for effectively managing projects in an organization.

Project Manager - the person responsible for delivering the defined and measurable results of the project, within the scope of responsibility and authority granted by the project sponsor.

Project Sponsor - the person or group responsible for delivering the benefits of the project. The project sponsor provides the funding, resources, and direction for the project.

Texas A&M Information Technology Project Management Office (IT-PMO) - established to manage and mitigate risk through development and support of project management knowledge, processes and tools for the University. The IT-PMO has been assigned by the Vice President for Information Technology and Chief Information Officer to be responsible for publishing guidelines on and assisting with monitoring the effectiveness of information resource project and portfolio management practices at the University.

---

## **Responsibilities and Procedures**

---

### **1. RESPONSIBILITIES AND PROCEDURES**

- 1.1. The unit head, or designee, shall institute one or more documented project management methodologies to lead the planning, execution, and successful completion of IT projects. Different methodologies can be used for different types of projects. See methodology requirements in the [Texas A&M University Project Management Framework](#).
- 1.2. Project management methodologies shall be reviewed at least annually to ensure continuous process improvement.
- 1.3. The unit head, or designee, shall establish guidelines defining what constitutes a project for the unit.
- 1.4. The unit head or designee, shall, when a project is initiated: identify stakeholders and ensure a project sponsor is assigned to coordinate with IT staff throughout the project life cycle.

- 1.5. The unit head, or designee, shall: terminate the project if it is in the business interests of the unit and reassign sponsor responsibility if the project sponsor is unwilling or unable to complete the project.
- 1.6. The project sponsor and project manager shall comply with the requirements of the unit's methodology; and, together, determine if the project meets the definition of a major information resources project under [Texas Government Code, Chapter 2054: Information Resources](#).
- 1.7. The project manager shall, where applicable, comply with the documentation and reporting requirements for major information resources projects found in [Texas Government Code 2054: Information Resources](#). Project documents and reports may be subject to inspection by System Internal Audit.
- 1.8. If the project meets the definition of a major information resources project, the project manager shall report the project to the IT-PMO (see [reporting instructions](#)).
- 1.9. The IT-PMO shall prepare an annual report for the VP for Information Technology and CIO that is derived from submitted project documents.

## 2. EXCLUSIONS

The unit head, or designee, is responsible for ensuring that the risk mitigation measures described in this SAP are implemented. Based on risk management considerations and business functions, the unit head may determine that it would be appropriate to exclude certain risk mitigation measures provided in this SAP. All exclusions must be in accordance with [SAP 29.01.03.M1.27 Exclusions from Required Risk Mitigation Measures](#).

---

### **Related Statutes, Policies, or Requirements**

---

[1 Texas Administrative Code, Chapter 216 Information Resources Project Management Practices](#)

[Texas Project Delivery Framework](#)

[SAP 29.01.03.M1.27 Exclusions from Required Risk Mitigation Measures](#)

[Texas A&M Information Security Control SA-3 System Development Life Cycle](#)

---

### **Contact Office**

---

CONTACT: [Texas A&M University Information Technology Project Management Office](#)

**OFFICE OF RESPONSIBILITY:**

[Vice President for Information Technology and Chief Information Officer](#)