ITPMO Project Flow for Construction Projects

The overall goal of the Information Technology Project Management Office (ITPMO) is to promote the successful delivery of Information Technology (IT) projects at TTUHSC in accordance with Texas Administrative Code, Chapter 216, and the State of Texas Project Delivery Framework. With construction projects, the IT portion of the project is completed as a separate project – a sub project to the construction project. Because of regulations and standards, the IT project must go through a governance process. In the list below, “Customer” refers to the Project Manager for the construction project where “IT Lead”, “Project Manager” and “PM” refers to the contact for the IT project.

Initiation Phase

- To initiate the process, the Customer submits a Project Requisition via the ITPMO website (Recommended 6 months prior to the beginning of the IT portion of the project).
- The ITPMO will assign an IT Lead to work with the Customer. The ITPMO and the IT Lead should be involved in the kickoff/preliminary project discussion meeting.
  
  *NOTE: All project communications and meetings should include the ITPMO and IT Lead/Project Manager*
- The IT Lead will work with the Customer to fill out the project Outline. The Outline includes preliminary information regarding the project and must be completed prior to the first stage of IT Governance.
- After the first stage of IT Governance, a process that typically takes 2 weeks, the Project Manager (PM) will work with the Customer to get preliminary budget and scope information to take to the second stage of IT Governance.
- The second stage of IT Governance requires a committee assessment of the project deliverables and resources allocations. This committee convenes once a quarter to decide start dates and resource assignments. Please see [http://www.ttuhs.edu/it/projectmanagement/schedule.aspx](http://www.ttuhs.edu/it/projectmanagement/schedule.aspx) for more information on the Governance schedule.
  
  *NOTE: There are processes in place to expedite the Governance process, but it must be approved by the CIO. The Customer should let the PM know if there is an issue with Governance dates.*

Planning Phase

- The PM will work with the Customer to complete the Project Plan. This document will contain the project schedule, scope and budget. The Plan will be due no later than 7 days following the 95% Project Design Review Meeting. The Customer is responsible for communicating Construction Project progress to the PM. The Customer can expect the formal budget and IT schedule at this time.
- The Plan must be approved by the ITPMO prior to any work being executed or funds being expended on the project.
Execution Phase

- After the ITPMO approves the Plan the project will move into the execution phase. In this phase purchasing and work can begin on the project based on the schedule and budget laid out in the Plan.
- The PM is required to submit progress reports to the ITPMO every 2 weeks. The PM will update the Customer on IT Project progress regularly.
- The Customer is responsible for communicating the Construction Project process to the PM regularly.

Closing Phase

- The project will move to the closing phase 7 days following the last task being completed in the execution section of the schedule.
- The PM will gather the necessary closing documents from IT Finance and close any open contracts with IT vendors. The PM will also document the Customer’s approval and lessons learned during the project.