



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 56.03, **Project Management**

PURPOSE: The Texas Legislature, the Governor and oversight agencies, including the Department of Information Resources (DIR), the Legislative Budget Board, and the State Auditor's Office have endorsed the use of a structured project management methodology as a key component for improving Texas information resource (IR) project performance. This policy provides guidance on working with the TTUHSC Information Technology Project Office (ITPMO) to manage and document IR projects and serves to protect TTUHSC's IR investments while meeting the needs of TTUHSC's customers.

REVIEW: This OP will be reviewed in October of every odd-numbered year (ONY) by the Vice President (VP) of Information Technology and Chief Information Officer (CIO) and the Managing Director of ITPMO.

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INFORMATION RESOURCE PROJECT OVERVIEW AND DEFINITION:

All employees and partners planning IR projects that involve application and software procurement and deployment are required to comply with this policy. All IR projects are governed by this policy and all project managers are required to contact the ITPMO before beginning any planning on a project. This step is mandatory as each project must be assigned a data classification level per Texas Administrative Code (TAC).

1. Project Definition

In order to be considered a valid project, a TTUHSC project is required to meet the following Project Management Institute (PMI) standards:

- A project must be a temporary endeavor.
- A project must create a unique product, service, or result.
- A project must be the result of a multi-task job that performs something specific and meets a goal.
- A project must be expertly managed to deliver on-time and on-budget results, learning, and integration.

A project is considered an IR project if it includes one or more of the following actions:

- Builds or buys a new software application or interface.
- Enhances or maintains an existing software application.
- Conducts IR research, discovery, feasibility, or proof of concept as part of the project's scope.
- Provides technology solutions to support business innovation, optimization, or consolidation.
- Performs systems or data optimization.
- Buys new or enhances existing IR infrastructure.

A valid TTUHSC IR project must satisfy the criteria from both of the above definitions. If the project meets only the first set of criteria, it falls under non-IT project management standards.

2. State Governance

IR project management practices will meet the minimum standards outlined with the Texas Administrative Code (TAC), Title 1, Part 10, Chapter 216, "Project Management Practices;" in addition, standards set forth in the Texas Department of Information Resources' (DIR) Texas Project Delivery Framework must be met (where applicable). Project management practices will incorporate and align with PMI standards.

All project-related IR purchases are subject to normal procurement reviews.

3. Procedure

a. Standards and Templates

The IT Division publishes and maintains the [IR Project Management Standard and Templates](#) that must be utilized in IR projects and will also provide guidance for projects requiring assistance interpreting and utilizing the practices contained within.



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b. Initiating a Project Request

You may initiate an IT project by navigating to the [Project Request form](#).

IR project requests and outlines are reviewed on a quarterly basis by the Project Review Team (PRT). **Project requests must be submitted to the ITPMO at least 28 days before the quarterly meeting.** Information regarding dates and governance groups can be found on the [ITPMO's Schedule and Governance page](#).

c. Expedited Project Requests

In the event a project requires expedited approval, be sure to complete the Project Request form and include the requested completion date. The Enterprise IT Project Administrator will see the expedited date, contact the requestor, and assess the situation (i.e., how critical the project is, what is the business impact, etc.). Expedited requests falling outside of the governance schedule must be sent on to the CIO for review and approval. Like any in-cycle project, all of the review steps must still be completed. If CIO approval is granted for the out of cycle request, the requestor must still work with ITPMO to determine the validity of the project.

d. Contact Information

Inquiries regarding this policy should be directed to the ITPMO. Please call (806) 743-1500 and select option 3, or email itpmo@ttuhsc.edu.



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Related Statutes, Policies, and Requirements

Digital Millennium Copyright Act

[Digital Millennium Copyright Act of 1998](#)

Health Insurance Portability and Accountability Act

[HIPAA, Title 45, Subchapter C, Part 164](#)

Payment Card Industry (PCI) Data Security Standard (DSS)

[PCI-DSS: 12.3 Acceptable Usage](#)

Project Management Institute (PMI)

[Project Overview](#)

Texas Administrative Code (TAC)

[TAC Chapter 202, Subchapter C, 70-76, Information Security Standards for Institutions of Higher Education](#)

Texas Department of Information Resources (DIR)

[Texas Project Delivery Framework](#)

Texas Public Information Act

[Texas Public Information Act](#)

Texas Security Control Standards Catalog

[Texas DIR Security Control Standards Catalog](#)

TTUHSC IT Areas of Responsibility

[Areas of Responsibility](#)



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IT Division Document Details

Approval and Ownership

Approved By	Vince Fell
Title	Vice President for Information Technology and Interim Chief Information Officer
Approval Date	8/1/23
Owner(s)	IT Executive Management Team

Revision History

Version	Description	Date Reviewed	Date Submitted for Publishing	Reviewer(s)
1.0	Initial version.	N/A	9/30/2015	N/A
2.0	ONLY revisions and updates.	1/3/2018	1/3/2018	Vince Fell, Chanse Bruns, Shayla Corprew
3.0	ONLY revisions and updates.	10/31 and 11/5 2019	11/12/2019	Vince Fell, Chanse Bruns, Shayla Corprew
4.0	ONLY revisions and updates	6/22/23		Vince Fell, Chanse Bruns, Trey Albus, Neil Kilcrease
5.0	ONLY revisions and updates	10/27/2025	10/27/2025	Vince Fell, Chanse Bruns, Trey Albus