

## Classifying Projects

As new ideas for technology projects are submitted to the PMO for consideration, they are classified into one of three levels using a **Project Classification Worksheet**. The worksheet asks a series of questions about complexity and risk factors that are then scored to estimate the project's Classification Level. Based on the Classification Level, different combinations of reviewers, approvals, activities, and outputs will be required throughout the project's life cycle. IT Work/Change Requests that are deemed low risk/low cost are not assigned a project Classification Level.

The factors used to determine a project's Classification Level are:

- Clarity of solution
- Estimated duration
- Estimated resources
- Estimated cost
- Number of systems involved
- Number of users affected
- Impact on business processes and goals
- Team experience with technology

Other characteristics may elevate complexity for technology projects. These projects involve systems that:

- Interface to enterprise systems for student, HR, and Finance data.
- Authentication using UMS directory services
- Access, transmit, process or store highly sensitive and/or critical data such as Social Security Number and HIPAA protected data.

## Project Classification Levels

There are three Classification Levels (1 – 3):

- **Low Complexity and Risk (Level 1)**
  - Simple schedule with few to no dependencies
  - Low total cost
  - Familiar to UMS technology techniques or processes
  - Involves no or limited sensitive data elements
  - Impacts a department or campus
  - Staffing involves a single campus
  - None to minimal vendor or consulting activity
  - Incremental effect on business processes and goals
- **Medium Complexity and Risk (Level 2)**
  - Schedule has some dependencies
  - Intermediate total cost
  - Evolving UMS technology techniques or processes
  - Involves a large amount of sensitive data but no critical data such as SSNs and HIPAA protected data
  - Impacts multiple campuses

- Involves staff from more than one campus
- Limited vendor or consulting activity
- Clear effect on one or more business processes and goals
  
- **High Complexity and Risk (Level 3)**
  - Complex schedule with many dependencies
  - High total cost
  - New to UMS technology, techniques, or processes
  - Extensive impact across campuses
  - Involves critical data such as SSN and HIPAA protected data
  - Involves staff from all campuses
  - Extensive vendor or consulting activity
  - Affects strategic direction of the UMS
  - System-wide and/or external impact
  
- [Link to Project Classification Worksheet](#)