

**ADMINISTRATIVE PRACTICE LETTER****SUBJECT: Information Technology Project Management Office**

The University Services: Information Technology Project Management Office purpose is to enhance awareness and collaboration, increase efficiency, and provide consistent delivery of projects.

The Project Management Office standardizes the way projects are planned, queued, and executed. Through Project Management methodology, the Project Management Office ensures that:

- Project completion dates are met.
- Projects are completed within budget.
- Project deliverables have passed quality control measures.
- Project outcomes are met.
- Customers are satisfied.

*This Administrative Practice Letter is intended to apply toward technology projects other than those required or proposed in research projects.<sup>1</sup>*

The Project Management Office has an initiatives submission process so that all needs, ideas, and opportunities for innovation may be captured, considered and appropriately supported.

Ideas may be submitted on the Project Management Website (<http://www.maine.edu/its/project-management-office/>) by following the “Submit an Idea or Project “ link and following the process outlined. The Associate CIO, the Project Management Office, and campus IT Directors are available to support this process.

Projects involving high cost, new technologies, high security risks, major re-engineering and/or high user impact will follow the Project Management Process which is detailed on the Project Management Website (<http://www.maine.edu/its/project-management-office/>).

Projects falling under the definition of managed projects as defined in the Project Management Classification (<http://www.maine.edu/wp-content/uploads/2013/09/Project-Classification.pdf>) will establish a budget for a project manager in the project budget estimates. See business case template in “PM Document Templates” at <http://www.maine.edu/its/project-management-office/>.

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To ensure the best outcomes for research based technology projects, the Chief Information Officer recommends that researchers seek the services of the Advanced Computing Group for support in technology proposals for grant applications or to meet the needs of their research. The Office of Research and Sponsored Research at the University of Maine, and the Office of Sponsored Programs at the University of Southern Maine provide support for the grant process for those campuses. Additionally, the IT directors at the campuses are excellent resources to faculty and researchers. Researchers with large technology projects are encouraged to use the Project Management Office.

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A waiver of this APL may be requested by submitting a request in writing to the Chief Information Officer. See the CIO Waiver APL VI-D.

*This Administrative Practice Letter has been approved by the Treasurer of the University of Maine System.*