

Project Initiation Process

Thursday, March 12, 2009

Inputs

- IT Resource Plan
- New PIR Requests
- Pending PIR Requests
- Direction from Service Strategy
- Budget Process

PIR Meeting

- Meets Bi-Weekly
- Can meet more often for Urgent PIRs
- Prioritizes PIRs
- Approves PIRs
- Schedules Projects
- Escalate PIRs to Steering Committees

Approve to Implement

Project Approved to Implement with resources and scope identified in the PIR

Approve to Define

Project needs additional definition before approval

Pending

Project not approved – remains pending for next meeting

Cancelled

Project Request Cancelled

Project Management

- Project assigned to PM
- Changes in Scope, Resources, Budget require Project Change Request

Documents Updated

Documentation Updated:

1. Track-it
2. Project Priority List