IT Governance Committee
IT Resource and Project Prioritization Policy

IT Resource and Project Prioritization Policy for the IT Governance Committee (ITGC),
University of Ottawa, Faculty of Medicine

The creation of the ITGC was endorsed by the Cross Functional Team
in September 18, 2013

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Document Control

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History

The IT Governance Committee (ITGC) of its name, used to be known as the Change Control Committee (CCC) since September 18th, 2013. The name was changed to IT Governance Committee (ITGC) on December 2nd, 2015 when the new direction of this committee was presented to the members of the Cross Functional Team at the Education Integration Committee meeting.

Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Summary of Changes</th>
<th>Author</th>
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<tbody>
<tr>
<td>1.0</td>
<td>December 1st, 2015</td>
<td>Authored First Draft of the IT Resource and Project Prioritization Policy</td>
<td>Medtech management Team</td>
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Document Review and Approval

<table>
<thead>
<tr>
<th>Faculty Body, or Team Member</th>
<th>Role</th>
<th>Date</th>
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<tr>
<td>IT Governance Committee</td>
<td>The IT Governance Committee agreed and sign-off on the new IT Resource and Project Prioritization Policy.</td>
<td>January 2016</td>
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IT Resource and Project Prioritization

PURPOSE

This Policy together with the Information Technology Governance Committee (ITGC) Terms of Reference sets out the principles and rules governing the allocation and prioritization of information technology resources at the Faculty of Medicine.

The purpose of this Policy is to:

a) require prior approval for the use of the Faculty of Medicine’s information technology resources (Medtech).
b) provide a set of principles by which rules may be established in the ITGC Terms of Reference for the prioritization and utilization of information technology resources to advance the academic, research and administrative portfolios.
c) ensure transparency and accountability of information technology resources at the Faculty of Medicine.
d) manage authorized information technology project and resource utilization in a consistent and cost-effective manner based on fair and transparent principles.
e) ensure standardization of technologies across all information technology developed applications, systems and resources at the Faculty of Medicine.

SCOPE AND APPLICATION

This Policy applies for the use of information technology resources:

a) for any request for development of new system, application, online module or multimedia content requiring more than three (3) days or twenty-one (21) hours of effort.
b) for any request for change to an existing system, application, online module or multimedia content.

This Policy applies to the following academic, research or administrative portfolios of the Faculty of Medicine:

a) Administrative, under the responsibility of the Chief Administrative Officer;
b) Continuing Professional Development;
c) Francophone Affairs;
d) Graduate and Postdoctoral Studies;
e) Health and Hospital Services;
f) IT/Finance, under the responsibility of the Vice Dean, Executive;
g) Postgraduate Medical Education;
h) Professional Affairs;
i) Research;
j) Undergraduate Medical Education;

DEFINITIONS

In this Policy, the following definitions shall apply:

a) “DRI” refers to a Directly Responsible Individual who is delegated authority over an academic, research or administrative portfolio by the Dean of the Faculty of Medicine.
b) “EIC” refers to the Faculty of Medicine’s Education Integration Committee, a subcommittee of the Faculty of Medicine’s Leadership Committee.
c) “Endorsement” refers to all information technology projects or resource utilization having gone through the official approval and prioritization process as defined in this Policy and the ITGC Terms of Reference.
d) “Faculty” refers to the Faculty of Medicine

e) “IT” refers to Information Technology.
f) “ITGC” refers to the Information Technology Governance Committee, the subcommittee that has been delegated the authority by the Education Integration Committee in prioritizing information technology resources at the Faculty of Medicine.
g) “Medtech” refers to the Faculty of Medicine’s Information Management Services.
h) “Project” refers to any effort required by the Faculty of Medicine’s Information Management Services exceeding three (3) days or twenty-one (21) hours of effort.
i) “ROI” refers to a return on investment, or the benefit realized by having undertaken a project that would have otherwise resulted in increased effort and resource expenditure.

GENERAL PRINCIPLES

An eligible Project must:

a) be undertaken by Medtech,
b) be approved by a DRI before being presented to the ITGC,
c) provide a measurable ROI improving a particular academic or business process,
d) be submitted to the ITGC prior to the cutoff-date outlined in the ITGC Terms of Reference for the next scheduled ITGC meeting,
e) not be the retrofit or request for change for an existing IT resource, application or system developed outside the auspices of Medtech,
**APPROVAL**

Approval of all IT projects and IT resource utilization at the Faculty is delegated to the ITGC.

Approval of any request for an IT project or IT resource utilization must come from one of the recognized DRIs for the aforementioned academic, research or administrative portfolios as outlined herein.

Approval of the use of IT resources by the ITGC constitutes as endorsement by the Faculty of a particular IT project.

Any committee above the ITGC, such as the EIC or Leadership Committees, may, at any time, prioritize strategic initiatives requiring IT resources without prior approval and endorsement of the ITGC.

**EXPENDITURES**

All projects presented to the ITGC will leverage existing human resources within Medtech.

Any supplementary IT expenditures such as the purchasing of software, systems or licenses above $5,000 or the hiring of additional staff in order to accomplish a particular IT project or initiative must be first approved by the DRI and presented to the EIC for final approval.

Unless otherwise approved by the EIC, the burden of all supplementary expenditures will be:

a) the responsibility of the Faculty for projects or initiatives that benefit the Faculty as an entity,

b) the responsibility of the DRI for projects and initiatives only benefitting their portfolio.

The hiring and supervision of any human resource for the completion of an IT project or initiative will be undertaken by Medtech in accordance with section 2 of this Policy.

**NON-ENDORSED INITIATIVES**

Only projects approved through the ITGC will be able to leverage the IT resources of the Faculty.

Any IT project, resource or system purchased or developed outside the ITGC will not be endorsed or recognized by the Faculty.

In accordance with section 2e of this Policy, any IT project, resource or system purchased or developed outside the ITGC may not capture any academic, business or administrative data required in the normal functioning of Faculty operations.
INTERPRETATION

The Vice Dean Executive of the Faculty of Medicine is responsible for the interpretation of this Policy. The implementation of this Policy is the joint responsibility of all Vice Deans and Service administrators of the Faculty of Medicine.

EXCEPTION

No exception to this Policy can be made without the written approval of the Vice Dean Executive of the Faculty of Medicine.

AMENDMENT

No amendment may be made to this Policy without the approval of the Cross Functional Team of the Faculty of Medicine.