

It's ITS Project Prioritization Time!

Project prioritization is back! After an extended hiatus, the ITS Project Office has now opened a new project prioritization proposal cycle for Spring 2014. Please be aware that, in light of existing project commitments and a long list of projects expected to manifest in the near future, only a limited number of submitted projects will be approved in this cycle.

Detailed information about how to submit a proposal, along with a full description of the process, can be found on the ITS website at www.humboldt.edu/its/po-prioritization [1]. The deadline for submitting proposals is 5:00pm on March 24.

Questions?

The ITS Project Office is offering one-hour open sessions on Thursday, March 13 at 1:30pm and Friday, March 14 at 2:30pm in GH211C. We'll have experts on hand to answer your questions about the prioritization process and guide you through the completion of the request form.

How to submit a project proposal

For any task that will likely require more than 20 hours of ITS time and the efforts of two or more ITS staff members, you should submit your request on a Project Request Form. You can find the form on the ITS website at https://www.humboldt.edu/forms/sites/forms/files/ITS_ProjectRequest.pdf [2]. We've made a few changes to the form which should make it a little easier to use, and the actual approval process will be a little different this time around:

- [Sponsor](#) [3] information and support statements will not be required on this cycle, but we do recommend that you discuss your project with your VP before submitting your request.
- The VPs will make the initial decision as to which proposals will go through the prioritization scoring process
- If you're working on a process improvement initiative, you should also submit this as a project prioritization request, completing the form as best you can

Remember that this process is for large projects only. Please continue to use your normal channels for communicating with ITS staff for your day-to-day technology needs. We encourage you to consult with anyone in ITS about any IT idea you may have, even if it's not (yet) a project request.

If you want to talk through your project ideas, get advice on how to best present the idea, or simply learn how to complete the form, please contact anyone in ITS with whom you're comfortable discussing the project. If you don't know anyone in ITS, please contact the Project Office at x5080 and we'll help you identify an appropriate person.

Where can I see the status of IT projects?

You can see a list of all proposed projects waiting to be prioritized, approved projects waiting to be started, the status of projects currently in process, and projects completed at www.humboldt.edu/its/projects [4]. Just click on the appropriate tab to see a list of projects in that category; clicking on an individual project will display more details of that particular project.

The results of the Spring 2014 prioritization cycle will be announced by the end of the semester. The earliest start date for approved projects will be July 2014.

Remember - to be considered in this prioritization cycle, project requests must be received by 5:00pm on March 24.

We welcome your ideas and feedback about this process. Call the ITS Project Office at (707) 826-5080 or send an email to itspo@humboldt.edu [5].

If you've been waiting to submit a project to ITS, or you're already working on one, it's time to make it official. Read on for [how to get started with your project proposal submission](#) [6].

Related Topics

[ITS Project Office](#) [7]

Source URL: <http://www2.humboldt.edu/its/prioritization-story-0314>

Links:

[1] <http://www.humboldt.edu/its/po-prioritization>

[2] https://www.humboldt.edu/forms/sites/forms/files/ITS_ProjectRequest.pdf

[3] <http://www2.humboldt.edu/its/glossary/5#term296>

[4] <http://www.humboldt.edu/its/projects>

[5] <mailto:itspo@humboldt.edu>

[6] <http://www.humboldt.edu/its/prioritization-story-0314>

[7] <http://www2.humboldt.edu/its/category/quicklinks/its-project-office>