**Texas State University Information Technology Project Classification Criteria / Check List / Component Mapping**

(Use this guide to identify the level of your project, and track the completion of the associated required documents.)

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|  | **Characteristic** | **Classification Characteristic Criteria Impact & Complexity Items** | **Information Technology Required Documents** |
| Tier 1 Strategic | Project Team | [ ]  Resource intensive across multiple areas, IT and Business. | [ ]  Business Case (1 ‐ 2 Page Summary) \*[ ]  Project Charter (comprehensive) ‐ Signed \*[ ]  Project Management Plan \*[ ]  Communication Plan (VPIT created) \*[ ]  Issue Log \*[ ]  Gantt w/ Dependencies ‐ Work Schedule \*[ ]  Milestones \*[ ]  Resource Commitments on Tasks \*[ ]  VP Approved Budget (Cost Estimates) \*[ ]  Monthly Project Summary with Issue Log (Presented to ITC) \*[ ]  Formal Project Sign Off (goals met?) \*[ ]  RFP (if applicable) [ ]  Vendor Statement of Work/Contract, if 3rd party [ ]  Risk Assessment & Planning (Optional) |
| Impact | [ ]  Visibility high to campus community. |
| Scope & Process | [ ]  Potential major/significant change to existing system, with moderate to significant changes to work processes for multiple University departments or divisions; moderate to extensive University‐wide impact. |
| Complexity | [ ]  Highly complex. Major/significant changes to existing systems with moderate to significant interfaces 'or' development or implementation of new modules with moderate to significant interfaces 'or' implementation of new software/technology packages/systems with or without interfaces; Low to Moderate comfort level to complete. |
| Supplier or Consultant Involvement | [ ]  May require external resources which requires funding, and internal oversight of cost expenditures. |
|  | State of Texas Project | If Project Cost = $1,000,000 or more, and Project Duration = Greater than 1 Year | Complete "DIR" documentation requirements: Texas |
| Delivery Framework &Quality Assurance Team ‐ | (<http://www.dir.state.tx.us/pubs/framework>) (<http://qat.state.tx.us/manual.htm>) | Project Delivery Framework Documentation |
| Policy and Procedures |  |
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| Tier 2 Key | Project Team | [ ]  Possible Resource requirements across multiple areas, IT and Business. | [ ]  Business Case (1 ‐ 2 Page Summary) \*[ ]  Project Charter (comprehensive) ‐ Signed \*[ ]  Project Management Plan (Optional) [ ]  Communication Plan (VPIT approved) \*[ ]  Issue Log \*[ ]  Gantt w/ Dependencies ‐ Work Schedule \*[ ]  Milestones \*[ ]  Resource Commitments on Tasks \*[ ]  Budget ‐ AVP Approved (If additional funding, VP Approved) [ ]  Project Summary (Provided to ITC) \*[ ]  Formal Project Sign Off (goals met?) \*[ ]  RFP - (if applicable) [ ]  Vendor Statement of Work/Contract (if 3rd party )[ ]  Risk Assessment & Planning (Optional) |
| Impact | [ ]  Visibility high to campus community. |
| Scope & Process | [ ]  Potential moderate changes to existing systems or process possibly affecting or involving several departments. |
| Complexity | [ ]  Moderate changes to existing systems with possible moderate interfaces 'or' development or implementation of new modules with moderate or no interfaces; Moderate to High comfort level to complete. |
| Supplier or Consultant Involvement | [ ]  External resources either unnecessary or obtained through existing support contracts, may require internal oversight of cost expenditures. |
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| Tier 3 Local | Project Team | [ ]  Resource requirements typically in single area, possible IT and Business. | [ ]  Business Case (Optional) [ ]  Project Charter (abridged) ‐ Request \*[ ]  Communication Plan (Local created) \*[ ]  Issue Log[ ]  AVP manages Gantt w/ Dependencies - Work Schedule (Optional) managed by AVP[ ]  Budget - Local by AVP [ ]  Project Summary (Roundtable update to ITC) [ ]  Formal Project Sign Off (goals met?) \*  |
| Impact | [ ]  Visibility limited to campus. |
| Scope & Process | [ ]  Minor/Minimal changes to existing system or process. |
| Complexity | [ ]  Minor/Minimal changes to existing systems 'or ' modules, with minimal or no interfaces; High comfort level to complete. |
| Supplier or Consultant Involvement | [ ]  External resources either unnecessary or supplied at no cost (No RFP required). |
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