

Program and Project Budgets

Policy Information

Issuing Office

Information Services

Affected Parties

Staff

Policy Language

2.1.1 Funding for projects will be loaded in the financial system at the Product level.

2.1.2 When any department is ready to begin or start a project requiring funding the Office Manager or Information Services Admin will notify the Executive Assistant to the CIO and submit a request for a Project Activity Code and Project level funding allocation to the Information Services (IS) financial planner.

2.1.3 All projects requiring funding must have an open activity code.

2.1.4 The IS financial planner will request a new activity code and funding and will notify the requesting Office Manager once the funding has been allocated through standard University financial practices.

2.1.5 The IS financial planner will report the activity code in the Demand and Project records in the Budget Code field.

2.1.6 When submitting requisitions, Office Managers will use the Project Activity Code and include all quotes and required documentation as stated in the acceptable financial process in the requisition document text.

2.1.7 Submitted requisition requests will follow the prescribed custom approval chains as displayed in the financial system based on direction by Enterprise Architecture and the CIO.

2.1.8 Once projects have been completed, it is the responsibility of the Office Manager and IS Admin to contact the IS financial planner indicating that the activity code can be closed and the funds released back to the Product.

2.2 Specific Concerns

2.2.1 All projects with funding prior to the enactment date of this document did not follow the structure outlined in this document.

2.2.2 Upon the enactment of this document the projects with funding that previously existed have now been grouped and assigned to the appropriate Product and Program under the direction of the Enterprise Solutions Architect.

2.2.3 Access to the Program, Product, and Project budgets has been limited to members of the budget approval chains.

Procedural Information

Procedures

Program, Product, and Project Structure (Portfolio Structure)

? The Portfolio Structure refers to the ranking and hierarchical alignment of projects and products to programs in Banner. This structure is used throughout Information Services and is maintained by Enterprise Architecture. While the term *portfolio* is accurately used here, it should be recognized that in this context it is meant to refer to a group of Banner Organization codes that map to a group of Programs, rather than the way the term is used in Service-Now to refer to a body of work consistent with an organizational unit or goal. Portfolios in Service-Now are completely unrelated to the Portfolio Structure in Banner and should be treated as entirely distinct concepts.

New Banner Portfolio Structure

? The new financial structure will mirror this structure via the use of Banner Organization coding.

Sanctions

Non-Conformance to the documented standards may result in the following:

Communication of the violation to:

- The individual employee
- The employee's direct manager
- The employee's director

Exceptions

None

?? New access to these budgets can be requested by contacting the assigned Office Manager and IS financial manager for approval.

Policy Rationale

In an effort to plan and manage the short, mid, and long range work required to achieve Liberty University's goals, Information Technology is making use of programs and projects. A project is a scope-specific and time-bound effort to achieve a specific result or set of results. A program is a set of projects that benefit from being managed together either due to dependencies, sequencing, or both. In addition to being scope and time defined, both programs and projects nearly always require financial investment and support. This policy will be used as a standard guide for reference and management of program and project funding and to guide the acquisition of, strategic alignment of, and maximization of the return on University funds allocated to Information Technology.

Before reading this policy, it is important to recognize the relationship of these program and product concepts to Service-Now. Service-Now has an entity for Programs and both project-types: Traditional Projects and Scrum Releases. Service-Now also makes use of an entity at a layer above the Project, but right below the Program called Product. For the purposes of this policy, the reader can assume a Program is a high level concept that contains Products which are low level programs (conceptually speaking). These Products (i.e. low level programs) contain Projects. Therefore, there are two levels ? high level (Programs) and low level (Products) ? programs in Service-Now. This structure will be illustrated in more detail under Procedures. From this point forward, ?programs, products, and projects? will be used to describe the Service-Now implementation of programs (high and low level) and projects (traditional and Scrum).

Definition of Glossary Terms

Project: a scope-specific and time-bound effort to achieve a specific result or set of results.

Program: a set of projects that benefit from being managed together either due to dependencies, sequencing, or both.