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

Project Name:

Project Type	Classification Characteristic	Classification Characteristic Criteria Impact & Complexity Items	Information Technology Required Documents
Tier 1 Strategic	Project Team	Resource intensive across multiple areas, IT and Business	Project Charter (comprehensive) - Signed * Business Case (1 - 2 Page Summary) * Project Management Plan * Communication Plan (VPIT created) * Issue Log * Gantt w/ Dependencies - Work Schedule * Milestones * Resource Committments on Tasks * VP Approved Budget (Cost Estimates) * Monthly Project Summary with Issue Log (Presented to ITC) * Formal Project Sign Off (goals met?) *
	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	RFP, if applicable Vendor Statement of Work/Contract, if 3rd party Risk Assessment & Planning (Optional)
	State of Texas Project Delivery Framework & Quality Assurance Team - Policy and Procedures Manual	If Project Cost = $1,000,000 or more, and Project Duration = Greater than 1 year http://www.dir.state.tx.us/pubs/framework http://qat.state.tx.us/manual.htm	Complete "DIR" documentation requirements: Texas Project Delivery Framework Documentation
Tier 2 Key	Project Team	Possible Resource requirements across multiple areas, IT and Business	Project Charter (comprehensive) - Signed * Business Case (1 - 2 Page Summary) * Project Management Plan (Optional) Communication Plan (VPIT approved) * Issue Log * Gantt w/ Dependencies - Work Schedule * Milestones * Resource Committments on Tasks * Budget - AVP Approved (If additional funding, VP Approved Budget (Cost Estimates)) Project Summary (Provided to ITC) * Formal Project Sign Off (goals met?) *
	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	RFP, if applicable Vendor Statement of Work/Contract, if 3rd party Risk Assessment & Planning (Optional)
Tier 3 Local	Project Team	Resource requirements typically in single area, possible IT and Business	Project Charter (abridged) - Request * Business Case (Optional) Communication Plan (Local created) * Issue Log, AVP manages Gantt w/ Dependencies -Work Schedule (Optional) Resource 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)	