**PROJECT PRIORITIZATION – CAMPUS COMMUNICATION**

On September 15, 2011, we announced the proposal and prioritization process for large IT projects and I’m pleased to announce that we have completed our first full cycle of this new process.

The Project Prioritization Steering Committee spent many hours discussing and scoring the 25 project requests we received from across campus, followed by analysis by the ITS management team for staff resource availability. The committee recommended a list of nine projects, plus components of two additional projects; the Vice Presidents approved the recommendations, but with provisions and guidance for two of the approved projects.

Details of the approved projects and their proposed schedules can be found at <http://www.humboldt.edu/its/po-prioritization#prioritization_results>, along with a graph showing the scores and ranking of all submitted projects. You can view the consolidated average scoring rubrics for each project at <http://www.humboldt.edu/its/projects/all>.

Going through this first iteration of the prioritization process, we learned several things about where the process would benefit from enhancements:

* **The university priorities used in the scoring rubric need to be expanded to allow higher prioritization of efficiency projects.**  For the next prioritization cycle, the Vice Presidents will provide guidance on how best to incorporate institutional efficiencies into the rubric. The rubric will also be reviewed for adjustments to the scoring weights and to make some scoring options less ambiguous to the Steering Committee.
* **A quarterly prioritization schedule is too frequent.** The Vice Presidents and the Steering Committee agreed that the number of projects submitted, the relative complexity of the projects that the campus wants and needs, and the limited resources available to carry out the projects (people, time, money) would be better suited to a semi-annual schedule, allowing for new projects to be identified and approved in December and May of each year. The next call for project requests will be issued on February 6, 2012, with submissions due March 9, 2012.
* **The Project Request Form submittal process should be improved.** Some wording on the proposal form needs to be edited to make questions clearer to the submitter, and submitters would benefit from a training session on how to fill out the proposal form. Further, submitters should be encouraged to consult with ITS before writing their proposal to help with developing a clear identification of the problem to be solved and a clear description of the benefit to the university of solving the problem.

For those projects not approved, we encourage submitters to consider the following for the next project prioritization cycle:

1. **Resubmit your request.** Revise the information if your project has changed, or provide additional information with the updated project request form, including updating the justification for your project (e.g., alignment with HSU priorities) based on the expanded priorities description that will be released with the next prioritization cycle.
2. **Confirm your request should stand “as is”.** Your project will be rescored against the updated rubric in the next prioritization cycle.
3. **Split up your project.** Consider breaking your request into smaller pieces, each of which may require less resources or time to accomplish.

Please remember that you are welcome to consult with anyone in ITS on *any* IT idea you may have, even if it is not (yet) a project request. Look for additional information on the updated Project Request Form and Scoring Rubric in early February.

Anna