**PROJECT PRIORITIZATION – CAMPUS COMMUNICATION**

The Project Prioritization cycle for spring 2012 has been completed. The Steering Committee received a total of 33 project proposals, of which 21 were recommended to the Vice Presidents; all 21 recommended projects have been approved. Each submission was thoroughly reviewed and scored by the Steering Committee, and staff resource requirements assessed by ITS in order to reach the final selection.

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 average scores and ranking of all submitted projects. You can view the detailed scoring for each project at <http://www.humboldt.edu/its/projects/all>.

The following observations were also discussed and endorsed by the Vice Presidents:

* **Incorporating “efficiency projects” as a strategic objective in the scoring process yielded positive results.** This was especially evident in the number of proposals to automate existing paper processes. One third of the proposals focused on efficiency projects, and all of these scored within just 28 points of each other on a scale of 500 total possible points.
* **Efficiency project resource considerations.** All but two of the efficiency projects approved will make use of Nolij, a document management and workflow automation tool already in use by several departments. However, we face staffing challenges in completing all 10 Nolij projects by the end of 2012 (our preferred timeline for this cycle) and so ITS is negotiating with Nolij to determine how they might be able to help us supplement our team to meet these goals. More information can be found in the “Schedule” section of the affected recommended projects.
* **Process improvement is a fundamental requirement for all efficiency projects.** The Vice Presidents feel strongly that process automation must be accompanied by process improvement. All efficiency projects will require meaningful process improvement goals approved by the Vice Presidents, as well as formal documentation of existing business processes, and rigorous, open minded analysis for process improvements before moving forward with developing and building those projects.
* **We need to continue to find ways to assist and encourage project requestors to propose solutions rather than simply identify problems.** The Steering Committee identified four projects that require further analysis before they can be approved. On completion of this analysis, each project will be evaluated as to whether it should be resubmitted in a subsequent prioritization cycle or can be resolved with available resources.

For those projects not approved, submitters wishing to have their project reconsidered in the next prioritization cycle must do one of the following:

1. **Revise and resubmit your request.** Adjust the proposal if your project has changed, or provide additional information with the updated project request form. Such additional information might include a clear definition of the proposed solution or an updated justification for your project such as alignment with HSU priorities or a statement of sponsor support.
2. **Confirm that your request should stand “as is”.** Your project will be rescored against the current 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 the next call for proposals in September 2012.

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