



## RUTGERS POLICY

**Section:** 70.2.13

**Section Title:** Legacy UMDNJ policies associated with Information Technology

**Policy Name:** Project Methodology Compliance

**Formerly Book:** 95-01-05-02:00

**Approval Authority:** Vice President for Information Technology & Chief Information Officer

**Responsible Executive:** Vice President for Information Technology & Chief Information Officer

**Responsible Office:** Office of Information Technology (OIT)

**Originally Issued:** 12/02/2009

**Revisions:** 11/29/2011, 7/1/2013

**Errors or changes?** Contact: [oitpolicy@rutgers.edu](mailto:oitpolicy@rutgers.edu)

### 1. **Policy Statement**

Projects of a given size must be audited based upon accepted Project Management Office (PMO) control concepts, while those smaller in size do not necessarily require auditing. PMO randomly selects a medium or large scale project to be audited for PMO Project Methodology compliance.

### 2. **Reason for Policy**

This policy defines business projects that require Office of Information Technology (OIT) support and that are required to follow the project methodology as defined by the OIT Project Management Office.

### 3. **Who Should Read This Policy**

This policy applies to any individual responsible for the management, operation, and/or maintenance of the legacy UMDNJ information technology services and/or environment. If you are uncertain whether this policy applies to you, please contact your direct supervisor.

### 4. **Related Documents**

N/A

### 5. **Contacts**

[oithelp@rutgers.edu](mailto:oithelp@rutgers.edu)

## 6. The Policy

### 70.2.13 PROJECT METHODOLOGY COMPLIANCE

#### I. Requirements:

A business project that meets the effort criteria for large scale will be required to follow the entire PMO Project Methodology and produce all deliverables as outlined in the methodology.

A business project that meets the criteria for small or medium scale may not be required to follow the PMO Project Methodology, although the need to follow all or parts of the process is highly recommended. The Vice President for Information Technology & Chief Information Officer or OIT Management have discretion to require that the Project Methodology be followed on small or medium scale projects.

#### II. Responsibilities:

The PMO will routinely audit the OIT project portfolios to determine if the PMO Project Methodology is being followed for large and medium scale projects. A project that meets the effort criteria for a small scale project will not be audited for compliance.

The OIT Leaders are responsible for ensuring their project managers adhere to the PMO Project Methodology for large scale projects. OIT Management and OIT Leaders will cooperate with the PMO by meeting with the PMO representative and providing any necessary methodology documents.

Internal Audit (IA) has the option to audit any large project for compliance with PMO Project Methodology.

#### III. Exceptions:

Exceptions to this policy must be approved by the Vice President for Information Technology & Chief Information Officer.

#### IV. Procedures:

##### Steps:

OIT employees will analyze project requests to determine the total number of estimated effort hours required to complete the project.

OIT Management will review and approve the project effort estimates and communicate to the project leader the scale of the project – large, medium or small.

#### V. Compliance:

##### Steps:

PMO randomly selects a medium or large scale project to be audited for PMO Project Methodology compliance. The number of audits will depend on the availability of PMO resources. OIT Management can request the PMO to audit a specific project.

PMO notifies the OIT Project Manager of the audit.

PMO and the OIT Project Leaders will collaborate on the audit.

PMO produces an audit report/scorecard and distributes same to the OIT Management, OIT Leaders and OIT Project Manager.

PMO reports audit findings to Vice President for Information Technology & Chief Information Officer.