



RUTGERS POLICY

Section: 70.2.16

Section Title: Legacy UMDNJ policies associated with Information Technology

Policy Name: Project Quality Review

Formerly Book: 95-01-05-03:00

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: 9/2/2011, 7/1/2013

Errors or changes? Contact: oitpolicy@rutgers.edu

1. **Policy Statement**

The Project Management Office may randomly review projects for conformance to established, documented Project Methodology standards.

2. **Reason for Policy**

This policy defines the OIT projects to be reviewed by the Project Management Office (PMO) for compliance with current PMO Project Methodology standards.

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**

oihelp@rutgers.edu

6. The Policy

70.2.16 PROJECT QUALITY REVIEW

A business project meeting the criteria for a large scale or medium scale project has the possibility of being reviewed by the Project Management Office Quality Review Team.

I. Responsibilities:

The PMO has the right to review OIT project portfolios if needed to determine if PMO Project Methodology is being followed for large and medium scale projects.

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

II. Exceptions

Exceptions to this policy must be approved by the Vice President for Information Technology & Chief Information Officer and/or the Director of the PMO.

III. Procedures

PMO randomly selects a medium or large scale project to be reviewed for PMO Project Methodology compliance. The number of reviews is dependent upon availability of PMO resources.

OIT Management may request the PMO to review a specific project.

IV. Compliance Steps:

PMO notifies the OIT Project Manager by memo of the review with a copy of the notification going to the OIT Leaders, IS&T Management, Director of the Project Management Office and the Vice President for Information Technology & Chief Information Officer.

The communication plan during review details the minutes of each meeting, and illustrates assignments from each meeting establishing issues within the project portfolio management application.

PMO will produce a review report/scorecard identifying specific topics, recommendations, resolution and comments in conjunction with a separate executive summary. The report/scorecard will be distributed to the OIT Management, OIT Leaders, PMO Director, OIT Project Manager and the Co-Project Manager.

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

The PMO may determine additional follow-up may be required at the conclusion of the review process. If required the project will be monitored until completion.

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