

## **A statement on the process for submission and approval of project ideas for AMP (IT) funding, as of 1 September 2005**

### **1. When should project ideas be submitted?**

Project ideas can be submitted at any time to the Project Portfolio Office (PPO).

### **2. What form should the documentation take for the submission?**

Ideally, proposers send a Project Management Framework (PMF) Project Notification and then, subsequently, a Project Proposal. A Project Proposal without a prior Project Notification will be accepted, although this has the disadvantage of not providing forewarning and receiving any prior feedback.

### **3. What is the review and approval process?**

The Project Portfolio Office reviews submissions upon receipt, as an enabler to improve the documents. The Priority Setting Subcommittee reviews the submissions at its regular meetings and makes recommendations to the Information Technology Advisory Committee (ITAC). At its meetings, ITAC reviews the findings of the Priority Setting Subcommittee and makes recommendations to either the Deputy Vice-Chancellor (Technology, Information and Learning Support) for items less than \$500K or to the Physical and Virtual (P&V) Committee for items over \$500K.

### **4. How will I know if I have been successful in my bid?**

The PPO generally acts upon the outcomes of the ITAC meetings to send out formal announcements. Additionally, proposers are often contacted by phone to inform about progress at varying stages, in an informal process. The PPO also looks to Priority Setting Subcommittee members to contact proposers if they have been named at the meeting to do so as a follow through action.

### **5. When will funds be released for the project?**

Generally, subsequent documents for ITAC-endorsed projects are processed through the PPO and sent to the DVC (TILS) for his approval, ending with a release of funds for an approved Project Plan.