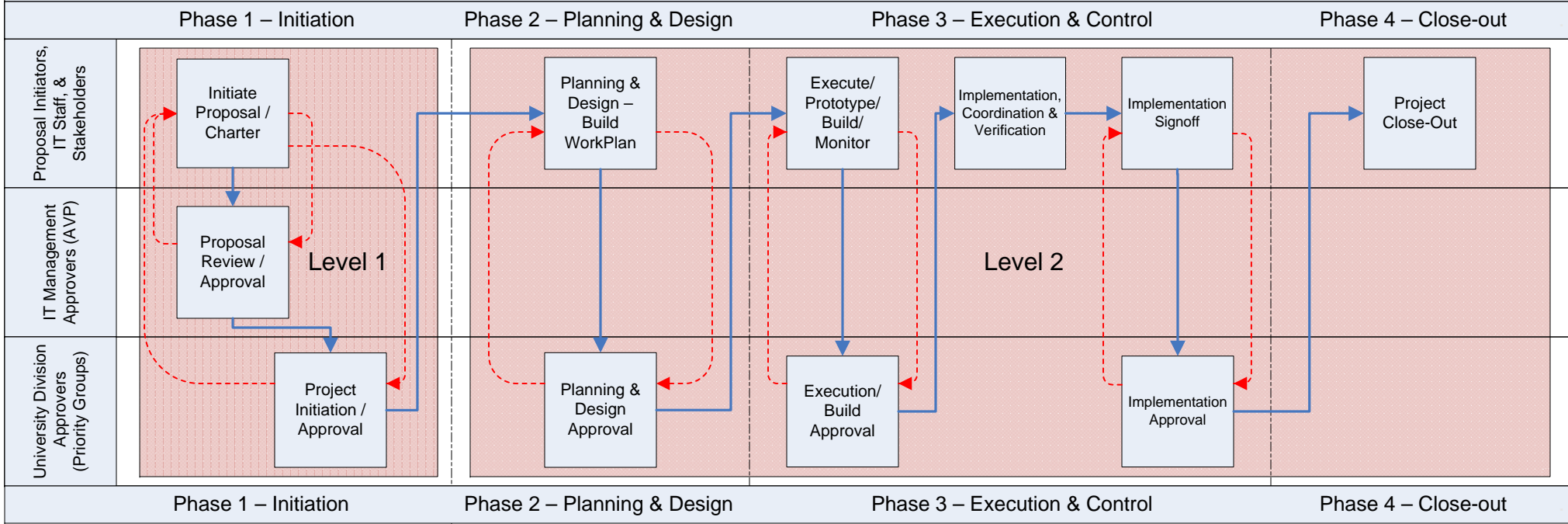


Texas State University-San Marcos, Information Technology's Project Management Practices – Process Work Flow



Initiation: Required Documentation
(Defining and Initial Assessment of the Idea)

- All Projects**
- Proposal/Charter/Stakeholders List
 - Business Requirements (Level 1)*
 - Hi-Level Estimate (Level 1)
 - Communication Plan (Level 1)

Planning: Required Documentation
(Defining and Planning the Work)

- Ultra-Lite**
- Requirements (Level 2)**
 - Communications Plan (Level 2)
 - Work Plan / Schedule
- Lite**
- All documents above, plus
 - Activity Diagram (Business Flow)
 - Work Breakdown Structure (WBS)
 - Testing Plan
 - Training Plan
 - Cost Estimates/Baseline, if applicable
- Full**
- All documents above, plus
 - RFI, RFO, RFQ if applicable
 - Vendor Statement of Work/Contract
 - Risk Assessment/Planning
 - Change Management Plan

Execution & Control: Required Documentation
(Doing the Work – Executing the Plan)

- All Projects**
- Update Tasks
 - Approve Task Updates
 - Work Plans Updated with task update/approvals through completion of all tasks

Close-Out: Required Documentation
(Assessing Satisfaction and Closing the Project)

- All Projects**
- Close-out Report

*Level 1 = High Level ** Level 2 = Detailed Level

Project Classification Descriptions

Ultra-Lite:

Ultra-Lite Projects are defined as low risk projects, which meet the following considerations: simple in nature, minor in impact and complexity (both business and technical requirements), limited in cost and work effort, limited requirements for communications; or require progressive development or are done in iterations with reoccurring planning and requirements phases; and meet the Classification Criteria specified by area for an Ultra-Lite Project.

Lite:

Lite Projects are defined as medium risk projects, which meet the following considerations: intermediate in nature, moderate in impact and complexity (both business and technical requirements), limited in cost, moderate work effort, moderate requirements for training and communications; or require utilization of Media Production Process and associated forms; and meet the Classification Criteria specified by area for a Lite Project.

Full:

Full Projects are defined as high risk projects, which meet the following considerations: large in nature, significant in impact and complexity (both business and technical requirements), involves new systems or new products and may involve supplier or consultants with the need to monitor cost expenditures, significant work effort, moderate to significant training, communications, and change management requirements; and meet the Classification Criteria specified by area for a Full Project.