## KCCD IT PROJECT PRIORITIATION

##  This working document is designed to explain the process for selecting and implementing new technology projects within the Kern Community College District. (DO). The key point of this process is to more effectively manage the use of available resources for new technology projects that are being requested throughout the district.

##  Operational maintenance or “run time” is defined as the ongoing operational work that Information Technology (IT) is doing to keep systems running, up-to-date, stable, and secure. This work is necessary and will take priority above any new systems/applications being implemented. Such work includes, but is not limited to, preventative maintenance, network hardware equipment, software applications updates, regulatory changes, security changes, systems testing, disaster recovery, new technology changes. None of this work will be considered for “new” project work.

## Guidelines

1. Operational maintenance or “run time” is not included in discussion for new project work. This work is required to keep existing systems operating.
2. Security, regulatory, and emergency work is not part of assignable time. This work is required to keep systems stable, up to date, and secure.
3. New projects will be voted on once in fall and once in spring and when time has become available for added work beyond what’s in the queue.
4. Actual voting is a one-time silent vote, of the members of the District Technology Advisory committee, and at the next meeting IT will share results: what is active, and on hold.
5. Voting will be done using a point system that will be explained below.
6. Project information is provided via project proposal and when funding is obligated. These items are required and submitted in advance of starting the request through the process
7. New projects will be accepted from the list as IT resources become available.
8. Supporting existing IT commitments, for example, Banner Upgrades and Security as well as regulatory/compliance projects will always be top priority and will be managed outside of this point system.
9. Points will be rounded up\down when distributed (.5 and up to higher number and below .5 to lower number).

## Points Process Assumptions

1. An initial allocation of points will be 65 BC, 12.5 PC, 12.5 CC, 10 DO. These point values also represent the percentage of points re-allocated to the organizations after a project is completed.
2. A list of projects will be proposed and a district-wide list of projects will go to the colleges for discussion and point allocations.
3. Colleges and DO will determine their projects and priorities of these projects for district wide prioritization.
4. Colleges and DO will allocate their available points to projects to indicate priority.
5. The total district wide number of points allocated to each proposed project will determine district wide priority of these projects.
6. Once accepted, the points bid are deducted from each colleges’ point balance. (Note: lower priority/weighted projects may be accepted if resource contention isn’t an issue: there is an example below with iReporting).
7. Once projects are started, they will retain their priority unless there is unanimous agreement to re-prioritize accepted projects.
8. Points for accepted projects will be re-allocated upon completion or cancellation of the project.
9. If a project is approved (but not started) and then canceled, the project points will be returned to the source. If a project is started, then the points will be dispersed per the agreed upon distribution process.

## Project Submission Process

1. The Colleges intake completed requests via their IT Director and discuss\evaluate in their scheduled IT committee meetings.
2. The Colleges use their process to request DO resources as needed – triage
3. The Colleges only submit after they verify they have funding and available points to assign.
4. The Colleges then determine what to submit to the District IT Committee from the list of projects
5. A list of requested projects from the Campuses will be sent to DO IT.
6. DO IT will combine the project lists from the Campuses and send a combined list back to the Campuses for prioritization.
7. The Campuses will then determine the points to assign to district wide projects by assigning their available points to any project and sending this to DO IT.
8. The Central committee will then review and act on these prioritized (voted-on) project lists.

## Examples:

Initial Point Allocation

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| --- |
| **Point Allocation** |
| BC | 65 |
| CC | 12.5 |
| PC | 12.5 |
| DO | 10 |

The following projects are proposed:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project | BC | CC | PC | DO | Total |
| **Alert Plus Pro** | 30 | 0 | 0 | 0 | 30 |
| **Curriculum X** | 10 | 5 | 5 | 5 | 25 |
| eThink Mobile | 0 | 5 | 5 | 0 | 10 |
| iReporting | 0 | 2 | 0 | 0 | 2 |
| Check Pro | 0 | 0 | 0 | 2 | 2 |

IT has determined that it can accept Alert Plus Pro and Curriculum X. The IT project priority list stands at:

1. Supporting Existing IT Operations/Systems
2. Alert Plus Pro (30)
3. Curriculum X (25)

We deduct the points allocated to Alert Plus Pro and Curriculum X from the balances:

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| --- |
| **Point Balances** |
| BC | 20 |
| CC | 10 |
| PC | 10 |
| DO | 5 |

Fast forward several months, we’ve completed Curriculum X and are still working on Alert Plus Pro. So we reallocate the 25 points via the 65/12.5/12.5/10 split. The new points balances are reflected below:

|  |
| --- |
| **Point Balances** |
| BC | 20 + (25 \* .65) = 36.25 |
| CC | 10 + (25 \* .125) = 13.125 |
| PC | 10 + (25 \* .125) = 13.125 |
| DO | 5 + (25 \* .10) = 7.5 |

We do another round of prioritization and the following projects are considered and points are allocated:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project | BC | CC | PC | DO | Total |
| **Data Unlimited** | 25 | 0 | 0 | 0 | 25 |
| **Student GPS** | 0 | 0 | 10 | 0 | 10 |
| eThink Mobile | 5 | 2 | 1 | 0 | 8 |
| **iReporting** | 0 | 1 | 1 | 0 | 2 |
| Check Pro | 0 | 0 | 0 | 2 | 2 |

This time around Data Unlimited, Student GPS, and iReporting are accepted as IT projects. Note: iReporting was accepted even though it had less points than eThink Mobile because it uses different IT resources.

The new IT priority list is:

1. Supporting Existing IT Operations/Systems
2. Alert Plus Pro (30)
3. Data Unlimited (25)
4. Student GPS (10)
5. iReporting (2)

The new point balances:

|  |
| --- |
| **Point Balances** |
| BC | 36.25 - 25 = 11.25 |
| CC | 13.125 - 1 = 12.125 |
| PC | 13.125 - 10 = 3.125 |
| DO | 7.5 - 0 = 7.5 |

Fast forward a few months, we’ve completed Alert Plus Pro (30) and the Student GPS (10) project is cancelled. We now reallocate 40 points via the 65/12.5/12.5/10 formula.

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| **Point Balances** |
| BC | 11.25 + (40 \* .65) = 37.25 |
| CC | 12.125 + (40 \* .125) = 17.125 |
| PC | 3.125 + (40 \* .125) = 8.125 |
| DO | 7.5 + (40 \* .10) = 11.5 |

Another round of prioritization:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project | BC | CC | PC | DO | Total |
| **eThink Mobile** | 20 | 10 | 7 | 3 | 40 |
| Great Software Plus | 5 | 5 | 5 | 2 | 17 |
| eThink Mobile | 0 | 2 | 1 | 0 | 8 |
| iReporting | 5 | 1 | 1 | 0 | 2 |
| Check Pro | 0 | 0 | 0 | 2 | 2 |

This time, only eThink Mobile is accepted because of resource issues. The new priority list is:

1. Supporting Existing IT Operations/Systems
2. Data Unlimited (25)
3. iReporting (2)
4. eThink Mobile (40)

Note: eThink Mobile is below iReporting, even though it was given more points because iReporting started earlier. If there was unanimous consent, eThink Mobile could move up the list.

The new point balance is now:

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| --- |
| **Point Balances** |
| BC | 37.25 - 20 = 17.25 |
| CC | 17.125 - 10 = 7.125 |
| PC | 8.125 - 7 = 1.125 |
| DO | 11.5 - 3 = 8.5 |

… and so on.