To ensure that DFA funds, DFA IT resources, and OIT resources are maximized for only the most essential DFA and UCI community business needs, all new major DFA IT projects must be pre-approved prior to start of planning for the work and fully approved prior to commitment of funds and/or start of execution or buildout activities by the Assistant Vice Chancellor, Process Improvement (AVC/PI) and Chief Financial Officer and Vice Chancellor of DFA (CFO/VC).

Pre-Approval

For all proposed DFA Major IT projects as defined below, DFA Cabinet members must request a meeting with the CFO/VC to discuss the proposed project. A Pre-Approval Project Information Request Form Project Pre-Approval Request Form shall be completed and provided to the CFO/VC. If CFO/VC endorses the proposed project, the Pre-Approval form shall be routed to dfa-it@uci.edu. DFA IT will assist in validating the feasibility, necessity, impact, including resources and costs required, and necessary actions to support the project.

Final Approval

The sponsor will work with the Director of DFA IT to develop the project Charter and project Plan including estimated costs and required resources. Once completed, the project Charter and the Plan and a Project Final Approval Request Form shall be sent to the AVC/PI for review. If AVC/PI supports the request, the AVC/PI will prepare and submit a Request for Approval Memo with the Charter and Project Plan for review and approval to the CFO/VC for final approval. If the AVC/PI recommends the project not be approved a memo will be provided to the CFO/VC explaining the reasons for not supporting the implementation of the project.
Major DFA IT projects are defined as initiatives or activities that fall within the following categories of work:

- Purchase or implementation of new on-site or cloud-based application or system
- Enhancements to existing IT applications and systems that require more than 80 hours of IT resources (e.g., resources for requirements gathering, integration design, development, and testing activities)
- Enhancements or new system implementation work with more than $25,000 in consulting costs or in-house payroll expenses

Minor enhancements to existing systems or break-fix activity to restore existing service levels, requiring less effort than the above thresholds, are exempt from the major project approval process as described above. However, to avoid the duplication of effort and increase our opportunities to extend technologies from one department to another, please inform the Director of DFA IT Services of minor DFA IT activities regardless of scope or cost for prioritization.

Resources:
- PDF version of Project Pre-Approval Request Form
- PDF version of Project Final Approval Request Form
- Project Charter template
- Other templates and methodology guides at DFA IT Projects Portal Site

Please share this information with your staff as appropriate.

APPROVED:

Ronald S. Cortez, JD, MA
Chief Financial Officer
Vice Chancellor, Division of Finance and Administration

cc: Pejman Khoshkhoo, Director of DFA IT