

Frequently Asked Questions about IT Project Approval Process

1. Why do IT projects now need approval?	The Regents are required to vouch for us, and we need to show them that we are using our resources sensibly.
2. What counts as a “project”?	“Project” refers to any large coordinated expenditure, including software implementations, hardware replacement, network upgrades, and many other activities.
3. What funding sources fall under the policy?	All funding sources—state, local, federal—fall under the policy. The Regents do not need to approve spending that has been through some other form of review such as grant awarding.
4. Which expenditures should be counted in deciding the total cost of a project?	Capital equipment such as computing hardware and other electronic data processing; maintenance costs; telecommunications (excluding internet access); data processing services, supplies, and non-capitalized equipment; and IT personnel expense (including ERE).
5. Which expenditures should not be counted?	Network costs for non-network projects.
6. Are grant-funded purchases subject to review and approval?	Grant-funded purchases are not approved by the Regents, but we are required to report them if they exceed \$100K.
7. Do routine refresh cycles require approval?	If a refresh cycle for a unit results in costs of \$100K or more, it should be reported. Typically, these do not require approval, but only reporting.
8. Are recurring expenses like maintenance contracts, leases, and licenses subject to review?	Even recurring expenses must be reported if they exceed \$100K.
9. Who can I ask about application of this policy to a project?	The people on campus most familiar with this policy are the CIO (Sally Jackson) and the 5 co-Directors of CCIT (Rick Hargis, Bob Lancaster, Madge Mock, Michele Norin, and Mike Torregrossa).
10. I didn’t know about this policy and just made a purchase that required approval. What should I do?	Call the CIO and get on the ITPG agenda. We will report the project to the Regents (if necessary) and learn how to tweak our process.
11. Does ITPG ever withhold approval? Do the Regents?	It has not happened yet. Normally, the processes leading up to the ITPG review are sufficient assurance that the project will be approved.

