

Division of Information Technology	Procedure	
	Effective Date December 12, 2007	Date of Last Revision February 7, 2008

Chapter Name	
I. 4.0 INFORMATION MANAGEMENT (INTERNAL)	
Chapter Number	Title
I. 4.4 P2	List/Label Project Procedure (Internal)

1.0 Purpose

To indicate the processing steps for list/label requests using ad hoc programs, from receipt of the Request for Service (RFS) through verifications, code review, completion, and approval of list/label projects by ICT technical staff and/or teams.

2.0 Governing Policy	
<u>Number/Document Name</u>	<u>Effective Date</u>
I. 4.4 EAS Developmental Change Management (Internal)	December 12, 2007

3.0 Procedure

1. Request for Service (RFS) and appropriate Supplement forms are prepared and emailed to the ICT Project Management Office (PMO) by an Authorized Approver as detailed on the ICT web site.
2. PMO assigns a Project Number, updates the Project Inventory, after the following reviews and approvals have occurred:
 - a. If the request is for employee information, the PMO routes the forms to the Director of Security for review. Upon approval, a copy of the form is maintained in project folder.
 - b. If the request is for student information, the PMO routes the forms to the Office of Records and Registration for FERPA approval and upon approval maintained in project folder.
3. PMO routes the forms to the Director of EAS.
4. Director of EAS reviews the forms, prioritizes project, assigns project to an analyst when resources become available, and notifies PMO and Requestor.
5. Analyst contacts Requestor to discuss the request, the parameters to be used, and verify the deliverables.
6. Analyst performs development and testing activities, and requests a code review once the query is working correctly.
7. Following a successful code review, the analyst forwards results to Requestor for approval.
8. Upon Requestor approval, the analyst may create any of the following:
 - a. mailing labels
 - b. data extracts
 - c. reports
9. Requestor provides final approval of deliverables and the analyst notifies Director of EAS all project files are complete and the project is ready to be closed.

10. Director of EAS notifies PMO the project is completed and files project folder.

11. PMO updates the Project Inventory.

4.0 Responsibility for Implementation

The Director of Project Management and Director of Enterprise Application Services are responsible for carrying out their respective roles and implementing the steps to completion.

5.0 Definitions

<u>Term</u>	<u>Definition</u>
Analyst	ICT programmer/student programmer assigned to the project
Authorized approver	Individuals within the University community responsible for reviewing and approving an RFS from their area for submission to ICT.
Project folder	ICT shared "W" drive.
Project inventory	Inventory of projects being tracked by Project Management Office.
Request for Service	Electronic form from an EMU employee, and approved by an authorized supervisor, requesting a service from ICT as detailed in the document.
Requestor	Individuals who prepare an RFS for submission by an Authorized Approver.

6.0 Revision History

<u>Creator</u>	<u>Description</u>	<u>Submission Date</u>	<u>Approval Date</u>
Bubb/Laundra	Submitted to PRC; drafted into Procedure format	August 7, 2006	
Gillespie/Hooley/Licholat	Modified; submitted to PRC	November 21, 2006	
D. Farmer	Edits per PRC meeting	March 19, 2007	
C. Popp	Edits per Town Hall	March 27, 2007	
C. Popp	Submitted to CIO	May 24, 2007	
L. Dorendorf	Changes from CIO meeting	August 29, 2007	December 12, 2007
A. Barr	Prepare for publishing	February 6, 2008	
A. Barr /Russ Blanton	Modify paragraph 10 to remove CD requirement.	February 7, 2008	