Macro Assessment:

The purpose of Macro Assessment is to conduct a feasibility study of the idea submitted and depending on the study report add the idea to pending IT projects queue for deeper analysis and consideration. Below is a detailed process description

Objective

1. Identify who needs to be involved in/informed of decisions regarding the proposal.
2. Determine Type of Project
3. Determine Funds granted to Funding Requested
4. Determine Scope
5. Determine Impact
6. Determine Total Number of users/units impacted
7. Determine if RFP process needs to be initiated
8. Determine desired timeline

Inputs

1. Completed Idea Submission Form
2. Project Sponsor Identified
3. Department Identified

Outputs

1. Completed Business case/Executive Summary
   a. High level Requirements
   b. Stakeholders
   c. High level Cost Estimates
   d. Estimated Timeline
   e. High level Resources needed

Macro Assessment Team:

1. ITS – Business Analyst
2. Business Unit – Business Sponsor, Idea Submitter, Subject Matter Expert
Micro Assessment:

The purpose of Micro Assessment is to conduct a deeper analysis on the presented business case and prioritize the project. Additional information will be collected if the projects is TRANSFORM or a medium to large RUN project.

**Objective**

- Understand factors such as strategic alignment, financial requirements, people resources, risks and timing constraints that may affect the project
- Assess long-term sustainability and feasibility of the project's solution
- Provide valuable information for project sponsors, collaborators and team members for dialogue, collaborative decision-making, and project progression purposes
- Provide visibility into IT work
- Identify who needs to be involved in/informed of decisions regarding the proposal
- Create a solid foundation of information related to the project and overall portfolio
- Detailed understanding of costs to the University.

The CIO’s office will focus on proposals that need further scrutiny in the review and decision making process. Situations that will prompt further review include:

- Proposals that seek campus funding
- Proposals that duplicate existing IT services or IT projects.
- Proposals with significant impact on campus IT infrastructure, resources, systems, and/or people.
- Proposals that have the potential to become shared, campus wide services, and/or the proposed solution could benefit multiple campus units and offers opportunities for collaboration.
- Proposed projects that may have Federal, state or campus policy compliance implications.

**Inputs**

1. Completed Business Case
2. Stakeholders
3. High Level Requirements

**Outputs**

2. Completed RFP
3. Completed Vendor Checklist
4. Completed Total Cost of Ownership – Understand IT Resource Need

**Micro Assessment Team:**

3. ITS – Business Analyst