Central Project Office

Hector Molina
Director, Central Project Office

cpo@ecu.edu

http://www.ecu.edu/cs-itcs/projectoffice/
Projects

• Project Portfolio Management – EPM Replacement
• Project Management Methodology
• ITCS Assessments
Bid Closed in September, received 11 proposals, narrowed to Top 2
Project Management Methodology

- Project Approval Process
- Project Classification
- Project Prioritization
  - Project Prioritization Scorecard (PPS)
- **Revised** Project Management Lifecycle
- Project Workflows
- Standardized Templates
Let Us Help Plan Your Next IT Project

The ITCS Central Project Office (CPO) acts as the executive project management office (EPMO) for IT projects at ECU and is committed to providing consistent project management, effective communication and outstanding customer service.

CPO assistance is available to ECU departments and staff planning an IT project, including:

- Classification
- Approval
- Lifecycle
- Workflow - Small Project
- Workflow - Med/Lrg Project

- Roles/Responsibilities
- Glossary
- PPM Login
- Templates
ITCS Assessment

• ITCS is charged with planning, coordinating and reviewing new business systems (software) and/or hardware
  – IT Purchase Approvals (collaboration w/ Materials Management)
  – ITCS Assessments
    • Intent is to: ensure systems compatibility
      – manage and reduce redundancy of applications
      – match the request with available ITCS resources (if applicable)
    • Determine sensitive data types (HIPAA, FERPA, ITPC, PCI, etc.) and ensure that appropriate approval from University data owners is obtained – **Compliance Approvals**

* **ALL** software requisitions (not covered under ProCard) will require an ITCS Assessment be completed before an Approval will be granted
Streamlining the Process

- **Project Proposal (only HIPAA)** – 2 pages
- **Pre-Assessment** – 3 pages
- **Vendor Security Matrix** - 17 pages
- **Application Security Questionnaire** – 11 pages

- **New** **ITCS Assessment** (10 pages)
  - Consolidated (single) form utilized by ITCS Operational Security, Registrar (FERPA), CIS (HIPAA), ITPC (SSN), and PCI Committees
    - Eliminated redundant questions across assessment tools and compliance questionnaires
  - Web-based: retired paper form
    - Logic built, client completes only necessary information
    - Required information gathered upfront: increased efficiency of review
    - Auto-generation of TechExcel ticket for tracking/assignment
IT Approval/Assessment Needed

Yes:

Hardware
- Flash Drives
- Scanners
- Servers: requires ITCS Assessment
  - Network Equip. (switches, routers, etc.)
Cloud Computing Services: requires ITCS Assessment
- Infrastructure as a Service (IaaS)
- Software as a Service (SaaS)
- Platform as a Service (PaaS)
Software (handling protected data): requires ITCS Assessment
- HIPAA
- FERPA
- PII
- PCI
- ITPC (SSN)
Professional Services
- Web Development
- IT Contractors
Video Conferencing Equipment
Any Equipment Purchase => $5K
Maintenance Agreements

No:

CPI
- Laptops, desktops, tablets (Surface, iPad), etc.
We Help You Choose Compliant, Compatible Technology

Security Assessment

ITCS researches new technology purchases for departments to ensure system compatibility with existing infrastructure and applications. We also verify compliance regarding HIPAA, FERPA, SSN/PII, PCI and other sensitive data.

**ITCS Assessment**

**Assessment Questionnaire Tips**

If a department is proposing a solution hosted offsite (Cloud Based), please gather the following information before completing this assessment:

- Geographic Location of vendor or 3rd party data center
- Description or copy of vendor or 3rd party security policy
- Description of the authentication process along with the link (URL) in which users will access the system
- Details on auditing capabilities of software
- Details on username and password configuration including encryption methods
- Details on data encryption in transit and in storage
- Description or copy of Business Continuity Plan for entity hosting data
- Description or copy of Disaster Recovery Plan for entity hosting data
- Description or copy of SSAE16 audit credentials report for entity hosting data

If a department is proposing a solution hosted onsite, please gather the following information before completing this assessment:

- Description of the authentication process
- Details on auditing capabilities of software
- Details on username and password configuration including encryption methods
- Description or copy of Business Continuity Plan for department
ITCS Assessment Form

Section A - General Information

Please select your Department:

Please enter the following:

Dept. Contact Name
Dept. Contact No.
Vendor Name
Vendor Contact Name
Vendor Contact No.

System/Application Name:

Anticipated date of installation: