



MADISON
AREA | TECHNICAL
COLLEGE



COLLEGE POLICY

POLICY NUMBER: **6105A**

DATE APPROVED: July 12, 2017

POLICY TYPE: Institutional Learning & Effectiveness

POLICY TITLE: IT Investment Policy

RESPONSIBLE ASSOC. /VICE PRESIDENT: CIO, Madison College

POLICY PURPOSE:

This Policy exists to foster ideal planning and use of resources for efficient long-term investments in support of our students, faculty and staff. Madison College has a history of going over project budget and timelines resulting in significant drain of money, time and staff resources.

Information Technology (IT) is costly and complex to both implement and sustain. IT solutions have a lasting impact on the College and its commitment to providing financial and personnel resources to support them through every phase.

This Policy defines the processes and principles required to ensure effective planning and the best possible decisions when choosing to invest in new technology and/or enhance existing technology.

As stewards of taxpayer dollars, the college must make informed, thoughtful and integrated choices across all aspects of an initiative. Technology investments support the institution's mission to promote teaching and learning. This Policy aims to provide all decision-makers with the tools to invest wisely for their department and the College as a whole.

POLICY:

To ensure effective, efficient and sustainable operations, aligned with high value services, the College has defined the following set of requirements that must be taken into consideration when initiating technology investments.

- Requests will be described in the form of an **investment proposal/business case**.

- Technology investment decisions will be made **collaboratively** and in support of the College’s Mission and its students, faculty and staff
- Proposals will be **assessed for technical and resource impact**
- Proposals will be **prioritized** in the context of currently prioritized projects at the College; this will be done collaboratively.
- Projects will have both **project management and procurement planning** to be successful

Consequences of Non-Compliance

- Going outside the framework of this policy can result in escalation of the issue to appropriate Shared Governance Council, the Assembly, College Managers, the Vice President responsible for the requesting functional area, the Provost or the President/Cabinet.
- Projects that do not follow the key requirements of this policy will not be considered for implementation or support and may be forcibly taken off systems and included on “Blacklists” for backend software management tools. Furthermore, the Internet address (URL) of externally hosted solutions may be restricted through the College’s firewall. Also, there may be future budget adjustments and/or position transfers from the respective areas to allow for maintenance, support and sustainability of solutions that are implemented outside of this policy.

Responsible Administrator:

Technology Services – Project Management Office (PMO)

Required Supporting Information

- Technology Investment Standards
- Cabinet IT Project Review Threshold Standard
- Grant Funded Technology Needs Coordination Standard
- IT Governance Charter

Modification

Modifications to this policy should be coordinated through the IT Shared Governance Council and the College’s Shared Governance process.

DEFINITIONS:

LINKS TO STATE/FEDERAL REGULATIONS:

NA