



# COLLEGE POLICY

**POLICY NUMBER:** 2401A

**DATE APPROVED:** February 29, 2020

**POLICY TYPE:** Administration

**POLICY TITLE:** Technology Investment Policy

**RESPONSIBLE ASSOC. /VICE PRESIDENT:** Executive Vice President for Finance & Administration/Chief Operating Officer

## 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. The responsible administrator will be the Project management Office (PMO) in Technology Services.

- 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.

DEFINITIONS:

N/A

LINKS TO STATE/FEDERAL REGULATIONS:

N/A