



TEAM WORKS 3:

Acquisition

“IT acquisitions are made for valid reasons, on the basis of appropriate and ongoing analysis, with clear and transparent decision making. There is appropriate balance between benefits, opportunities, costs, and risks, in both the short term and the long term”

ISO 38500 (2008)

GTI4U COMPONENTS:

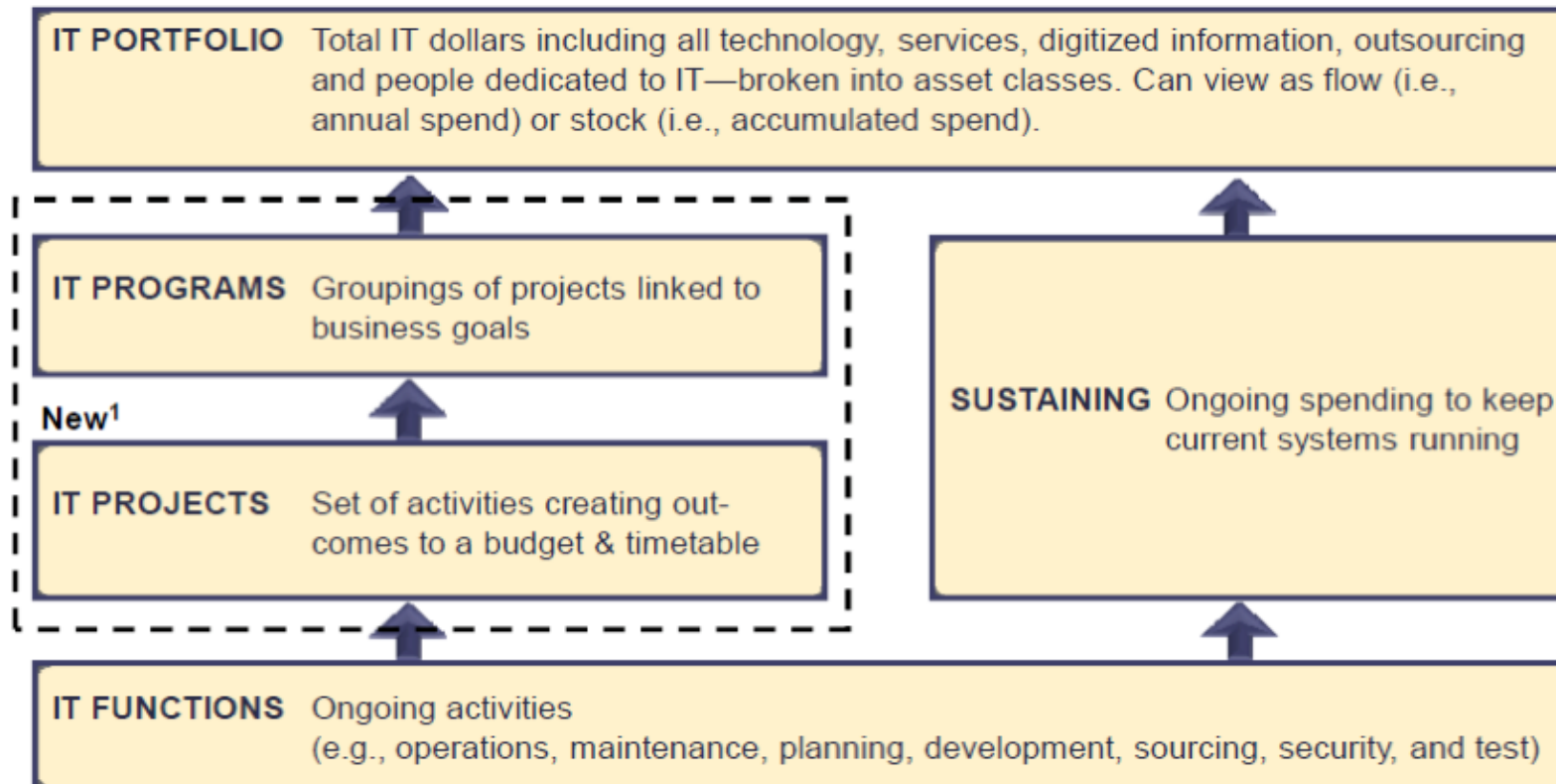
- The Government Team (GT) should have a single centralised budget to carry out annually the university's main IT investments
- GT should design and publish a policy that provides guidance on different types of acquisitions
- GT should set up service level agreements with all IT suppliers
- GT should know how each project contributes to achieving business goals.
- GT should desing an approval circuit to prioritize the most important IT projects.
- GT should evaluate the risks to the business if an IT project fails.
- GT should monitor the execution of all IT projects and decide if they are a success or a failure.

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What is a strategic IT Portfolio?



Fuente: Weill, Woerner, Rubin (2007)



Are you governing your IT Projects?

Choose the option that is nearer to the real situation in your university

1. Regarding the budget for IT projects:

- A- In the budget each year there is a well-defined amount dedicated to pay for maintenance and IT investments to be run.
- B- In the budget each year there is a well defined to pay maintenance for IT and other IT investments amount. But these amounts have not been set based on a set of pre-selected maintenance and budgeting to IT projects.
- C- In the budget each year there is a well-defined amount to pay maintenance for IT and other IT investments. These sums will be spent on a set of pre-selected IT projects.

2. In relation to the time when IT projects are selected:

- A- The IT projects implemented each year ARE NOT PLAN IN ADVANCE and therefore are not included in the budget, but are implemented based on decisions made in any moment of the year.
- D- IT projects to be run the following year were selected and prioritized BEFORE THE BUDGET.

3. What is the methodology used when selecting IT projects among potential to run:

- A- None, it is decided on each IT project individually without comparing it to others.
- B- We use a portfolio of IT projects and each project is documented with functional and technical arguments and prioritized based on these criteria.
- C- We use a portfolio of IT projects, and each project is documented with strategic arguments, establishing how the project contributes to the strategic objectives of the university and is prioritized based on their strategic importance.
- D- Other methology (explain it):

4. Who are responsible for selecting and prioritizing IT projects to carry out each year:

- A- Only the IT Area Director
- B- IT Area Director and the Vice-Rector responsible for IT
- C- Only Vice-Rector responsible for IT
- D- Rector and Vice-Rectors
- E- Other (specify who)



5. Regarding to monitor and to evaluate the success of the IT projects:

- A- No project monitoring is carried out and not evaluated if they finish on time and within budget.
- B- The only monitoring is performed to determine if they finish on time, within budget and meeting the requirements of users.
- C- The monitoring project is done to measure the overall success of the project from a strategic point of view. But no preset success indicators are used.
- D- The monitoring of projects is made from pre-established targets and indicators and serves to establish whether they have achieved the strategic objectives of the university and how much value the project contributes to college.

6. Evaluate each of the following characteristics of the IT Portfolio for Universities (ITP4U):

0 - If the feature is not important in achieving the strategic objectives of a university

1 - If the feature has some important in achieving the strategic objectives of a university

2 - If the feature is very important in achieving the strategic objectives of a university



Mark (with a X) only one box per each feature

		Value		
Features of the ITP4U		0	1	2
1	ITP4U helps align projects with strategic objectives of the organization			
2	ITP4U shows the value the IT Projects bring to the organization			
3	ITP4U includes procedures that help the GT to select and prioritize projects			
4	ITP4U helps to discover and mitigate the risks posed by IT projects for the organization			
5	ITP4U allows balance investments of the organization			
6	ITP4U includes a decision-making process that includes the responsibilities of those involved in that decision			
7	ITP4U promotes communication to stakeholders involved in IT projects			
8	ITP4U promotes monitoring of IT projects to establish their performance and final success			
9	ITP4U facilitates the efficient management of human and financial resources allocated to projects (avoid overloading)			
10	ITP4U allows centralized control and budgeting short to medium term			
11	ITP4U can be dynamically planned to adjust to new circumstances			
12	ITP4U facilitates project planning medium to long term			
13	ITP4U helps to identify all needs related to organizational processes			
14	ITP4U identifies all the people involved in a project and determine how they should contribute to their success			
15	ITP4U includes the evaluation of user satisfaction with the services it has launched the project			
16	ITP4U helps set the strategic importance of IT for the organization			
17	ITP4U ensures that the IT projects comply with the laws and internal regulations of the organization			



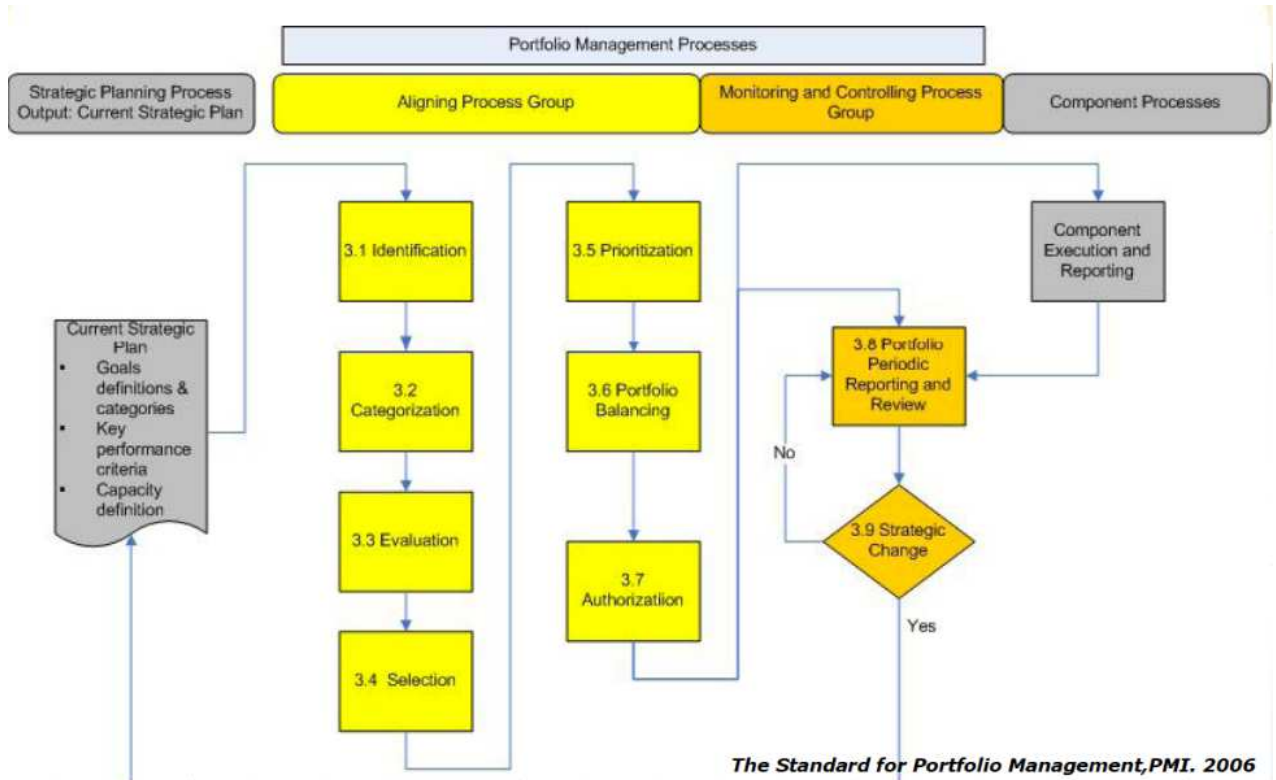
Initial Trainin
Managers
ITG4TU



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Steps of an IT Portfolio for Universities (ITP4U)

Draw a figure with the main 5 or 6 steps of your own ITPortfolio



5. Evolution and strategic change

