De Anza Faculty Senate Briefing on Project Prioritization Introductory Notes

The new prioritization process applies to significant projects and not to other work that ETS is doing.

For purposes of this prioritization process, a project is defined as an activity undertaken to acquire, develop, enhance, or repair functional capabilities or services using IT components (software, hardware, or both) requiring a significant level of effort to meet user objectives:

- taking more than 40 labor hours to complete
- costing more than $5K

The following technology areas are already and will continue to be handled through separate prioritization processes and are not covered under the new process:

- Computer refresh / installs: ETS coordinates with Rowena & Letha to set priorities
- Multimedia (smart classroom) equipment refresh / installs: ETS coordinates with Rowena & Letha to set priorities
- Wireless networking installs: ETS coordinates with the Technology Task Force to set priorities
- Routine break / fix / moves: Requests are sent to call center
- Banner functionality improvements and bug fixes that are within original project scope
- Infrastructure projects: Primarily Measure C funded

The old project prioritization process:

- Everyone sends projects requests to ETS
- All projects are critical
- All projects must be completed in a short period of time
- Requestors (and ETS personnel) are often frustrated

ETS has:

- Limited resources
- An overly large number of critical infrastructure projects to complete primarily due to Measure C

Overarching goals with the new process are to:

- Give colleges more control over determining what is important
- Achieve consensus on project priorities
- Achieve transparency in the process and in the outcomes