University College Dublin
IT Services

Planning 2024 – IT Project Planning Process
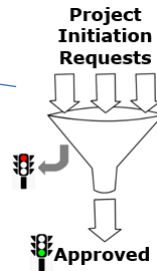This guide describes the annual IT project planning cycle, which is a strand of UCD's Integrated Business Planning (IBP) cycle

Quick Guide

Timeline

Units' Business Plans

23 February	12 April	18 April	29 April	May	August
Business Requests Submitted	*Project Initiation Requests Completed*	*Headline* Projects List Proposed*	*UMT ITSG Recommend Headline* Projects Approval*	*Headline* Projects Approved*	*non-Headline Projects Approved*

PROJECT INITIATION REQUESTS

	Business Requests	IT Solution Proposals	Determine Capacity	Prioritise Projects	Approve Projects	Sep Onwards *Start Approved Projects*
Activity	. Business Need / Problem / Opportunity (What & Why) **. Units submit Business Requests** (by 23 Feb)	IT evaluates requests and 1) Proposes solution (How) 2) Provides resource & cost estimates	IT conducts capacity planning exercises, taking business prioritisation, likely funding and resources into account.	UMT ITSG (IT Strategy Group) prioritise Headline* projects and recommend approval	UMT Finance, Staff, and Operations Group approve Headline* projects	
				. Units prioritise non-Headline projects within their area . IT Leadership Group (ITLG) approve non-Headline projects		
Financial Planning	Funding Source: Units consider how the project will be funded	. Initial cost assessment by IT . Requestor includes project funding in Unit's Financial Plan	26 Apr: Units' initial Financial Plans completed	10 May: Units' finalise Financial Plans	04 June: UMT recommend university budget 06 June: FRAMC recommend budget to GA 27 June: GA budget review and approval	
Outputs	Section 1 of Project Initiation Request	Section 2 of Project Initiation Request	. Proposed Headline* Projects . non-Headline Project candidates identified		. Approved Headline* Projects . Approved non-Headline Projects	

Project Initiation Requests

Approved

* **'Headline'** is a classification applied to high profile projects that require substantial financial investment, consume significant resources and/or have a high impact on staff/students.

Step 1 - Requestors complete Business Requests: Heads of Units/Schools (or their nominee) should engage with IT Services through their existing IT liaison channels (or ITPartners@ucd.ie) for assistance in completing a Business Request to initiate a new IT project.

Step 2 - IT Services prepare Solution Proposals: IT Services will then liaise with the requestor and prepare a Solution Proposal to include an estimate of the resources (people and financial) needed to deliver and support the solution on an ongoing basis. Resource requirements should be reflected in your Unit/School's Business and Financial Plans.

Note: if a request is received outside of the standard planning process, it may need to be brought to UMT ITSG (IT Strategy Group) for separate review and prioritisation.

Click here for more information on requesting an IT project