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MANAGEMENT OF IT PROJECTS

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# MANAGEMENT OF IT PROJECTS

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Position :	Deputy Information Technology Officer, Information Technology Division	Position :	Director, Information Technology Division
Date :	08/2019	Date :	08/2019

## 1. OBJECTIVE

The purpose of this procedure is to describe the process of managing IT projects to ensure that benefits obtained from these projects are maximized.

## 2. SCOPE

The procedure covers the processes for the management of IT projects.

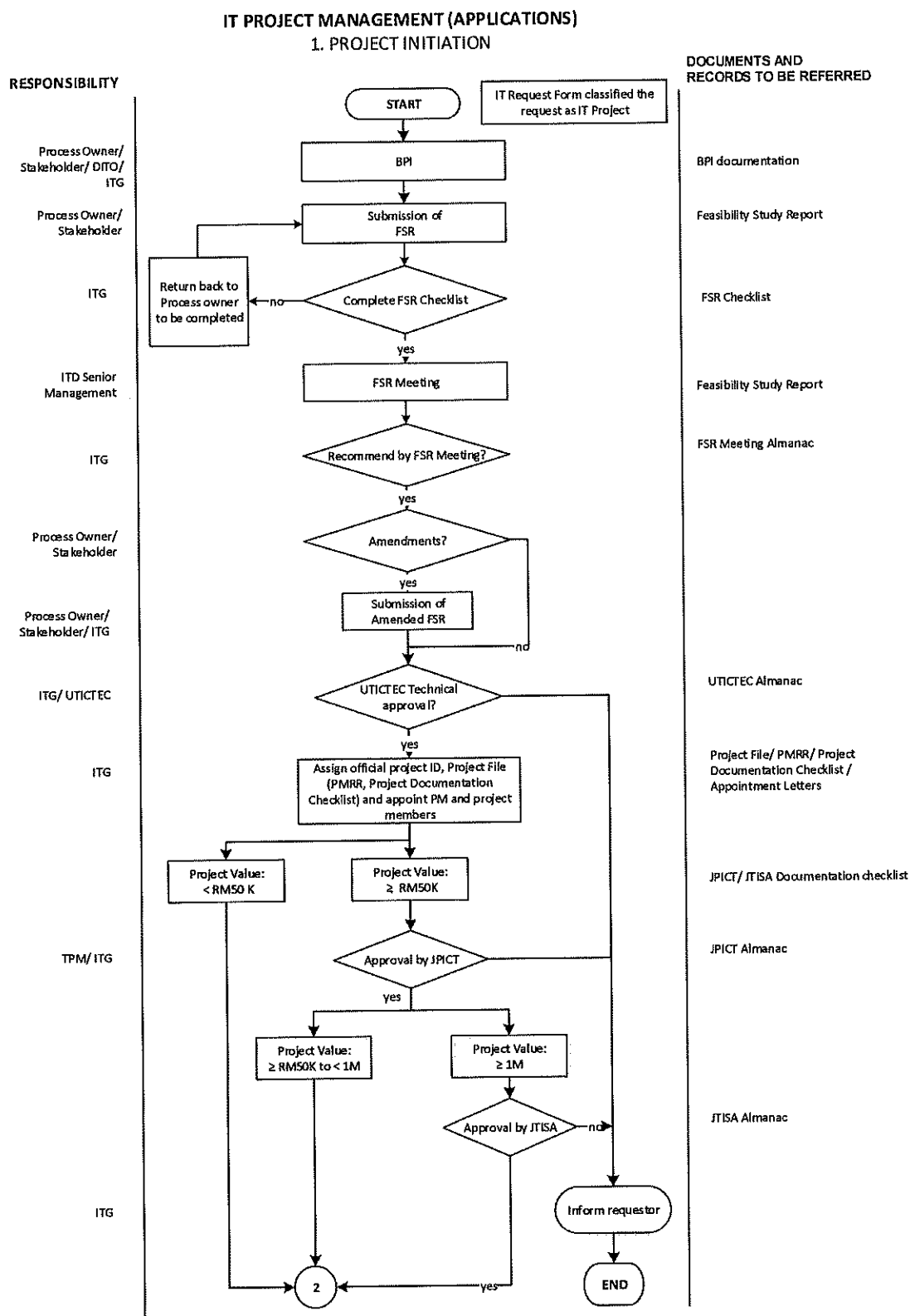
## 3. REFERENCE

1. Project Management Body of Knowledge (PMBOK), Project Management Institute
2. COBIT 4.1

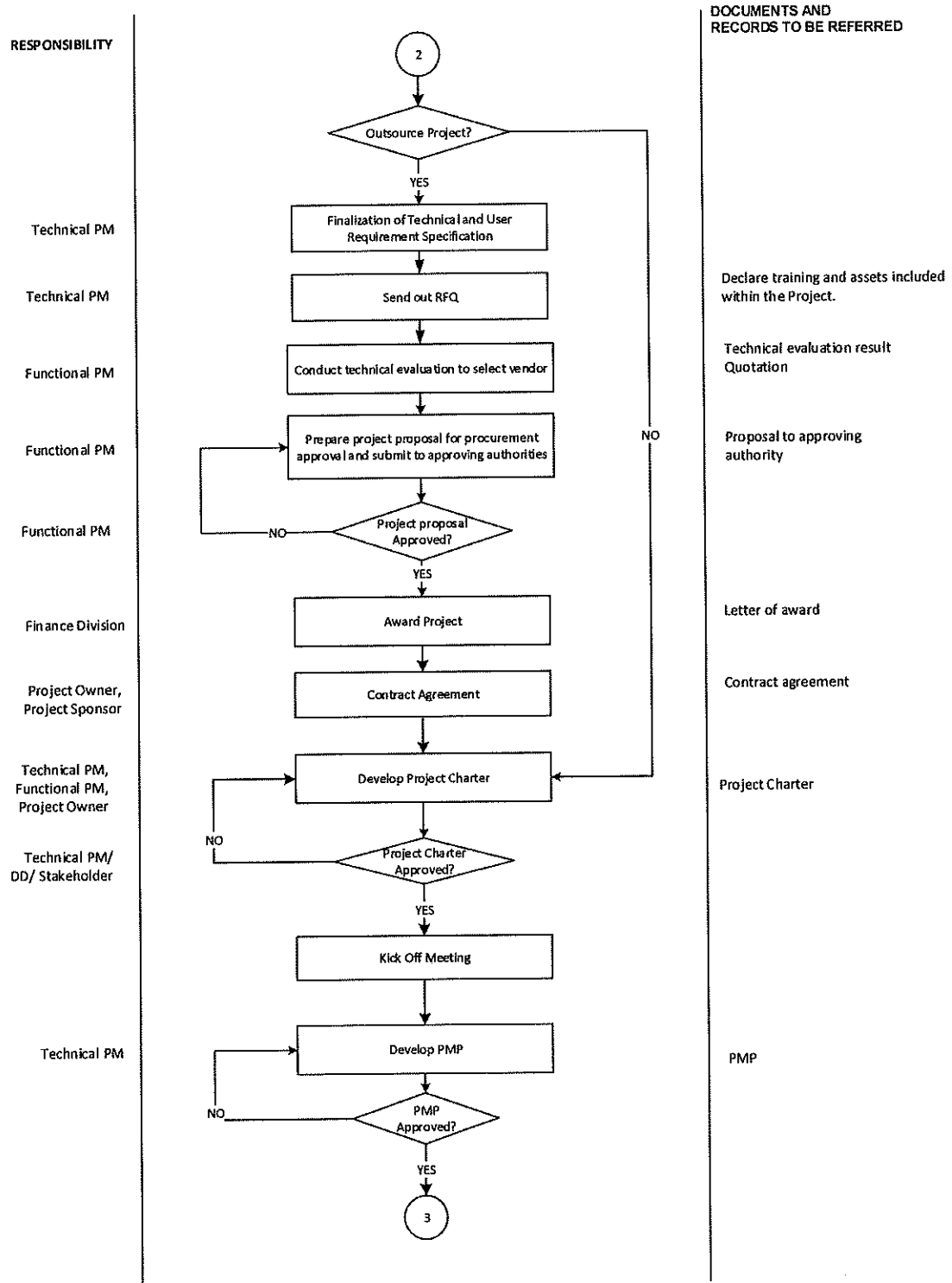
## 4. DEFINITION / ABBREVIATION

4.1	BPI	: Business Process Improvement
4.2	CR	: Change Request
4.3	DITO	: Deputy Director
4.4	FAT	: Final Acceptance Test
4.5	FPM	: Functional Project Manager
4.6	FSR	: Feasibility Study Report
4.7	ITD	: Information Technology Division
4.8	ITG	: IT Governance
4.9	JPICT	: Jawatankuasa Pemandu ICT
4.10	JTISA	: Jawatankuasa Teknikal ICT Sektor Awam
4.11	PIR	: Project Implementation Review Report
4.12	PMP	: Project Management Plan
4.13	PMRR	: Project Management Review Report
4.14	RFQ	: Request for Quotation
4.15	SDS	: System Design Specification
4.16	SRS	: Software Requirements Specification
4.17	TPM	: Technical Project Manager
4.18	UAT	: User Acceptance Test
4.19	UTICTEC	: University Technical ICT Committee
4.20	WBS	: Work Breakdown Structure

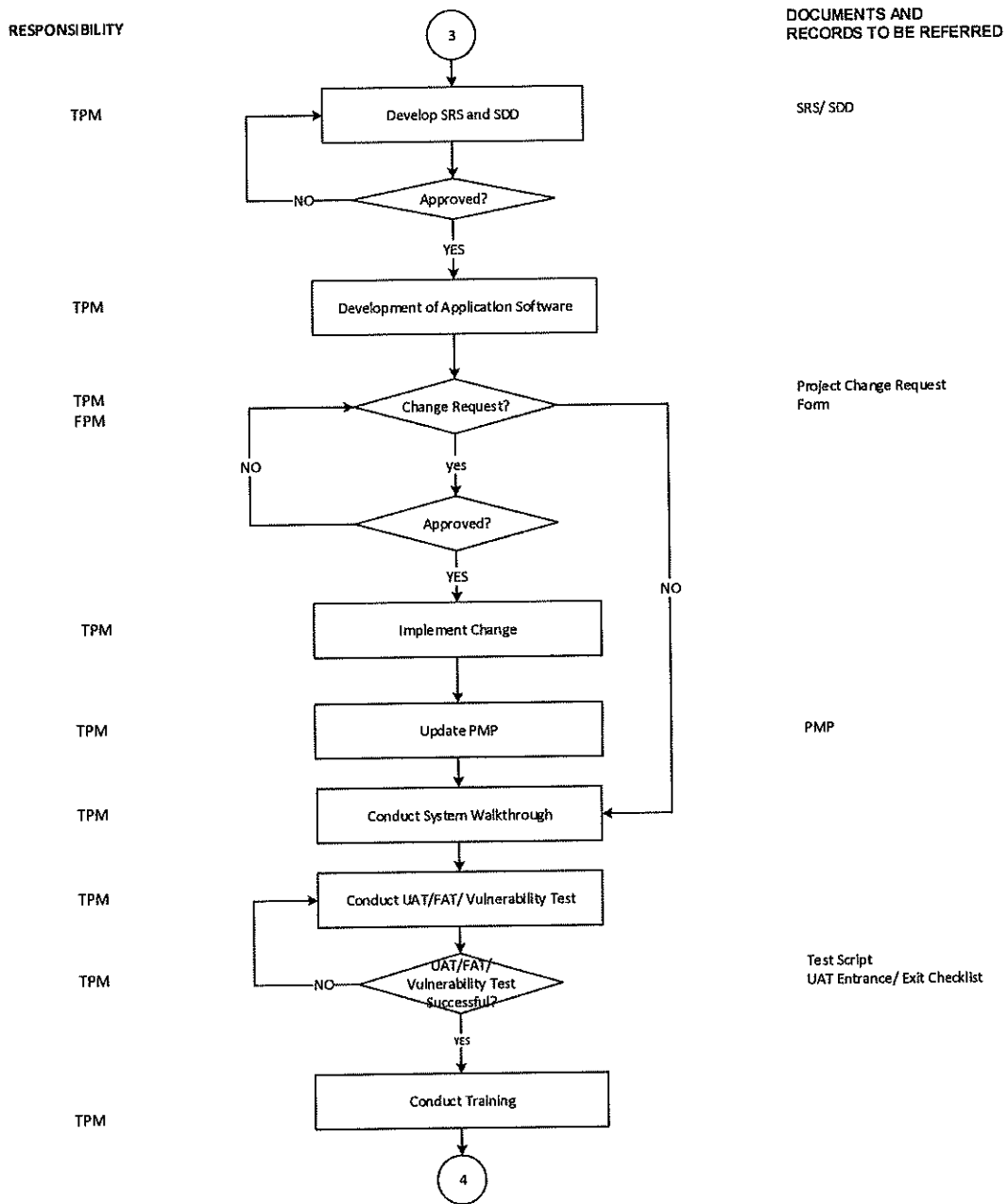
## 5. RESPONSIBILITY AND DETAILED PROCEDURE



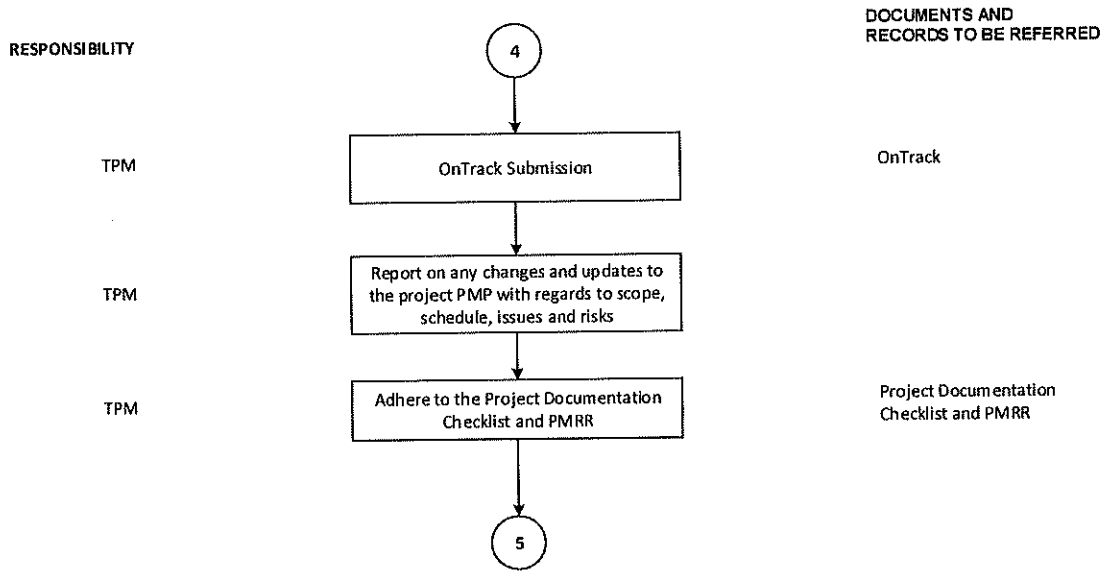
IT PROJECT MANAGEMENT (APPLICATIONS)  
2. PROJECT PLANNING



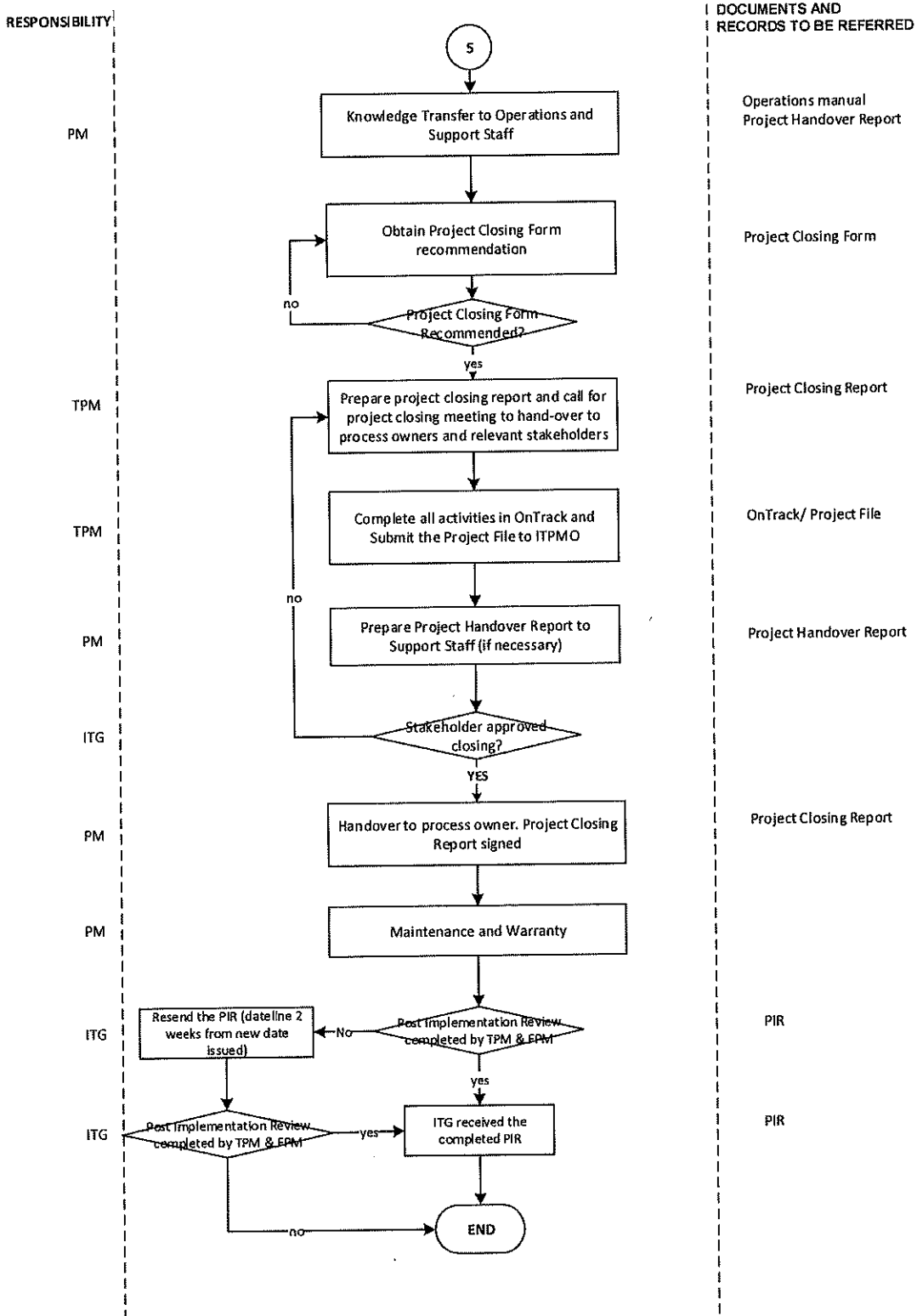
**IT PROJECT MANAGEMENT (APPLICATIONS)**  
**3. PROJECT EXECUTION**



**IT PROJECT MANAGEMENT (APPLICATIONS)**  
**4. PROJECT MONITORING & CONTROLLING**



IT PROJECT MANAGEMENT (APPLICATION)  
5. PROJECT CLOSING



**6. QUALITY RECORD**

<b>NO</b>	<b>QUALITY RECORDS</b>	<b>LOCATION</b>	<b>RETENTION PERIOD</b>	<b>RESPONSIBILITY</b>
1	IT Request Forms	File Cabinet	3 Years	ITG
2	Feasibility Study Reports (FSR)	File Cabinet	3 Years	ITG
3	Minutes of FSR Meetings	File Cabinet	3 Years	ITG
4	Endorsement Letter	File Cabinet	3 Years	ITG
5	Appointment letters for project managers and team members	File Cabinet	3 Years	ITG
6	Project Management Review Report (PMRR)	File Cabinet	3 Years	ITG
7	Project Charter	File Cabinet	3 Years	FPM & TPM
8	Project Management Plan (PMP)	File Cabinet	3 Years	FPM & TPM
9	SRS and SDS	File Cabinet	3 Years	FPM & TPM
10	Project Status Reports			
11	Project Change Requests	File Cabinet	3 Years	ITG
13	Operation Manuals, User Manuals, System Documentation, etc.	File Cabinet	3 Years	FPM & TPM
14	Project Closing Report	File Cabinet	3 Years	ITG
15	Project Implementation Review Report (PIR)	File Cabinet	3 Years	ITG