




**ORIGINAL**

 <b>INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA</b>	<b>VERSION NO</b> : 02
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<b>MANAGEMENT OF IT PROJECTS</b>	<b>EFFECTIVE DATE</b> : 09/2020
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**MANAGEMENT OF IT PROJECTS**

<b>Prepared by:</b>		<b>Approved by:</b>	
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Position :	Deputy Information Technology Officer, Information Technology Division	Position :	Director Information Technology Division
Date :	09/2020	Date :	09/2020

## 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.

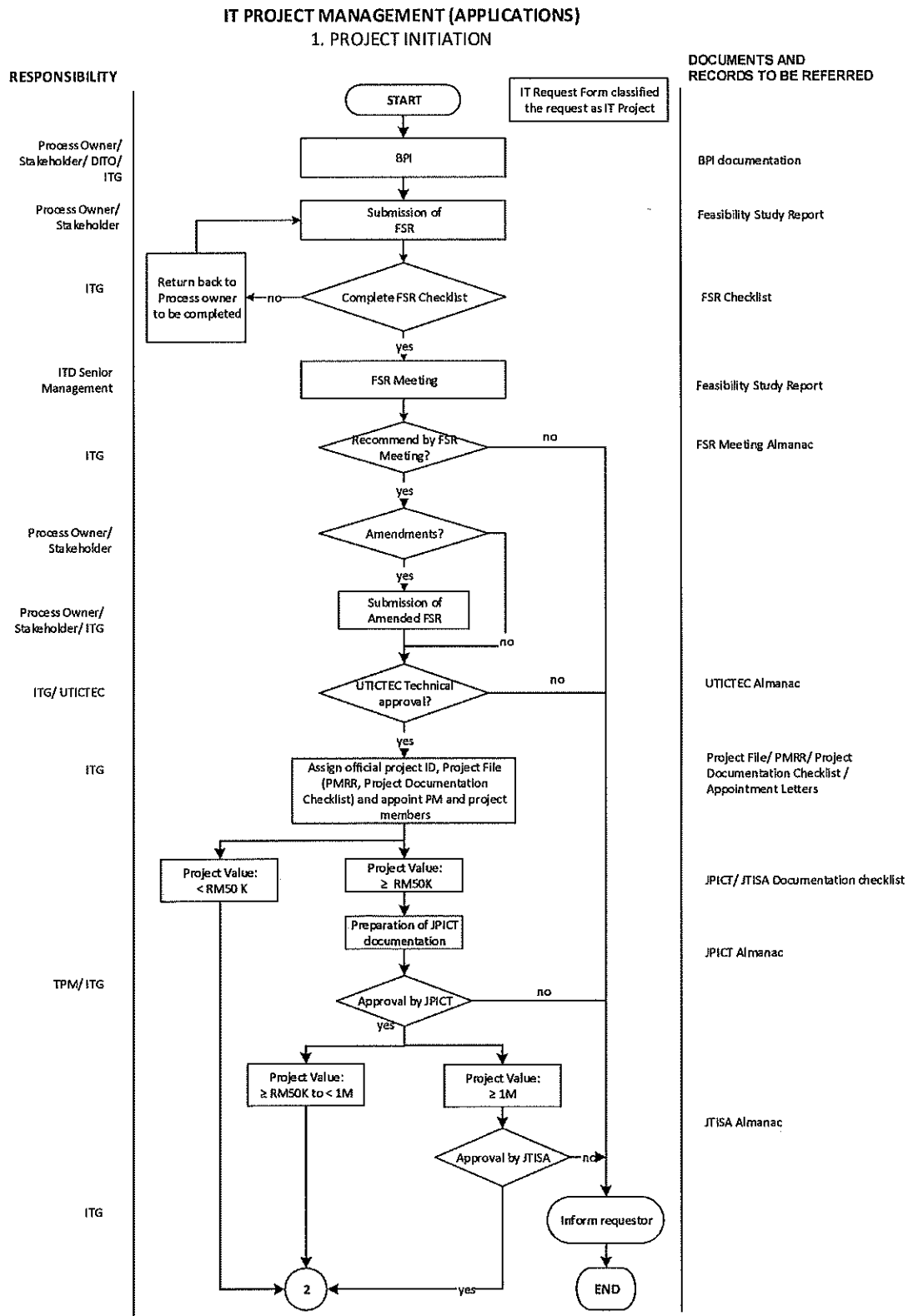
## 3. REFERENCE

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

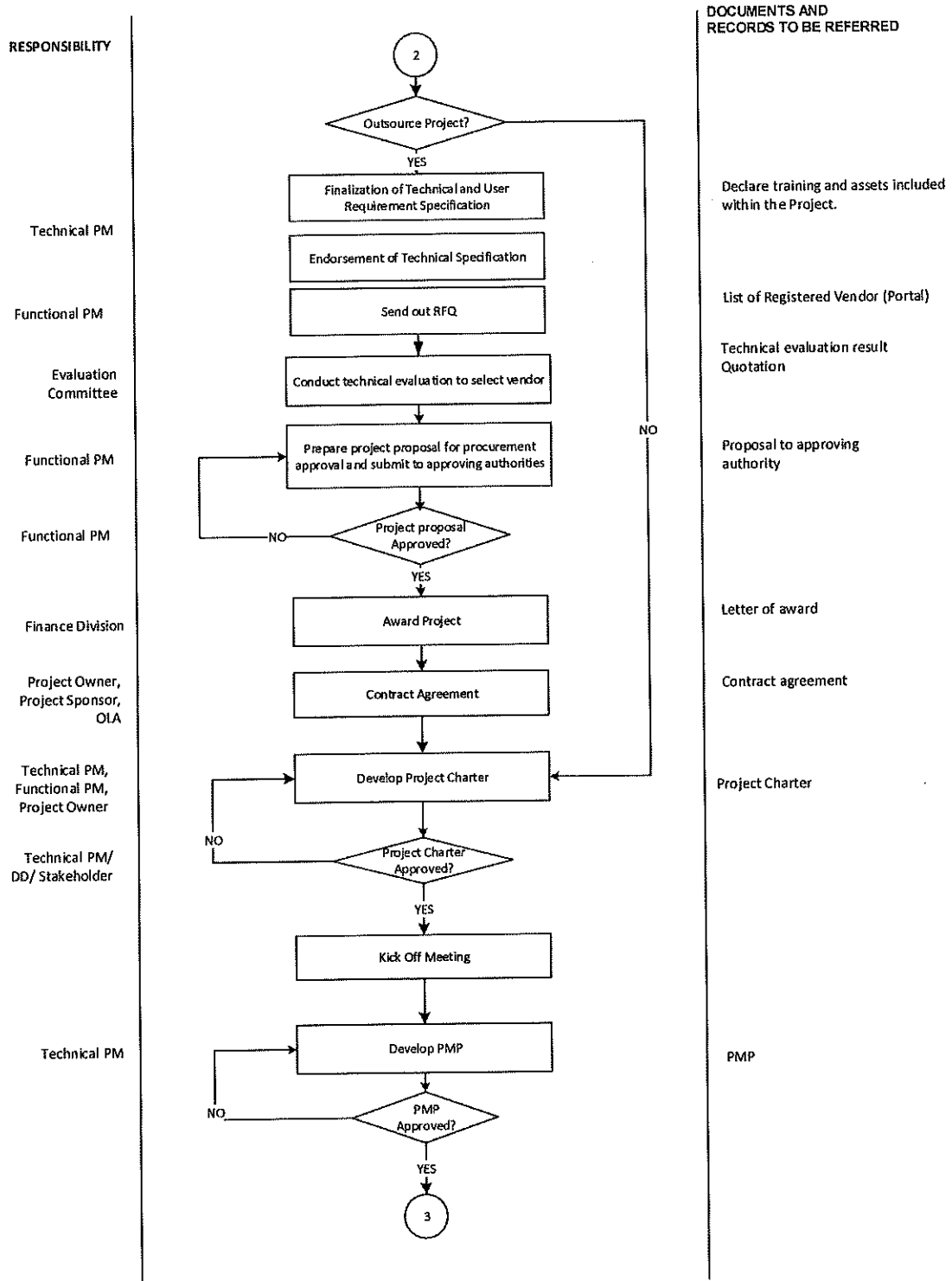
## 4. DEFINITION / ABBREVIATION

- |      |         |   |
|------|---------|---|
| 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              |

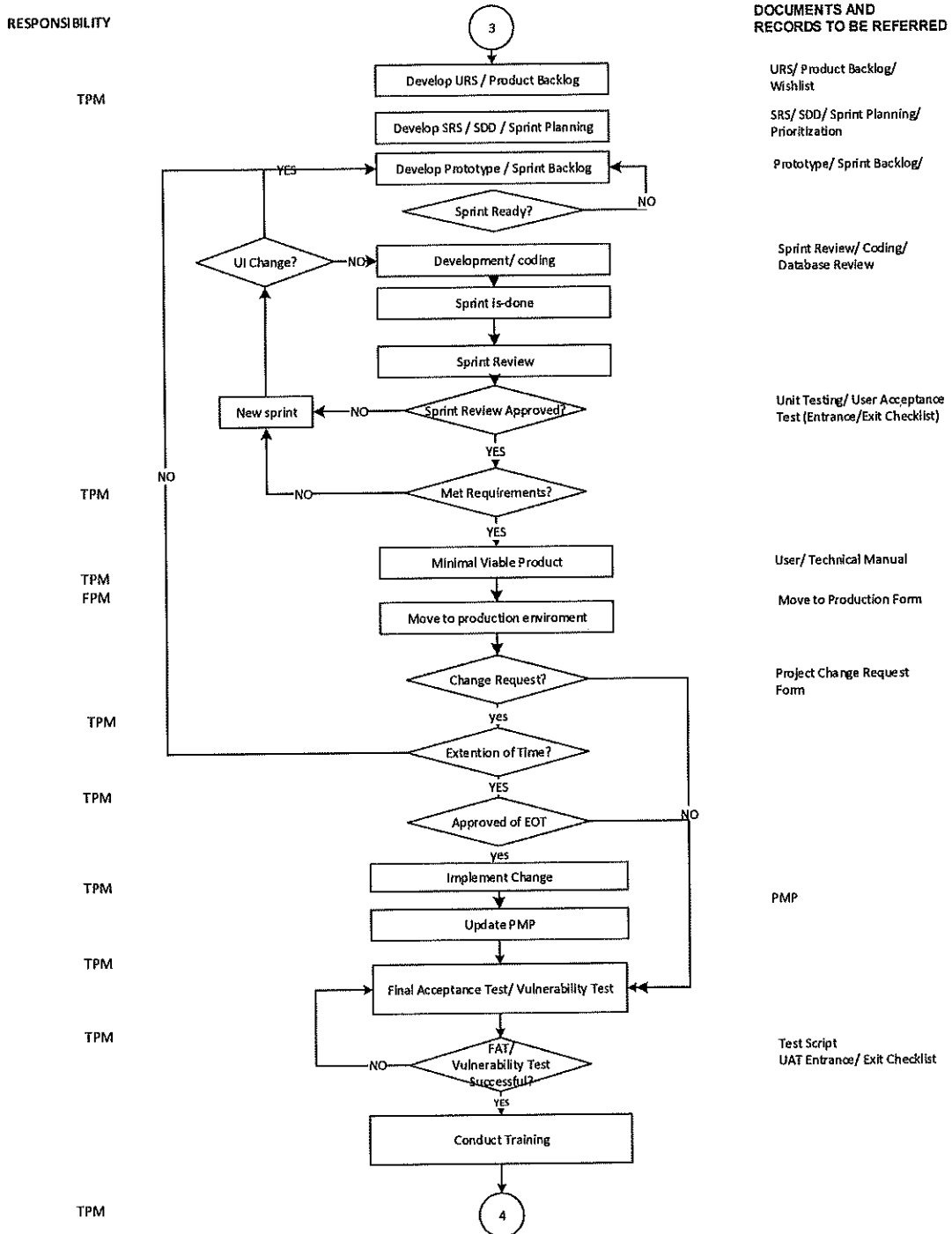
5. RESPONSIBILITY AND DETAILED PROCEDURE



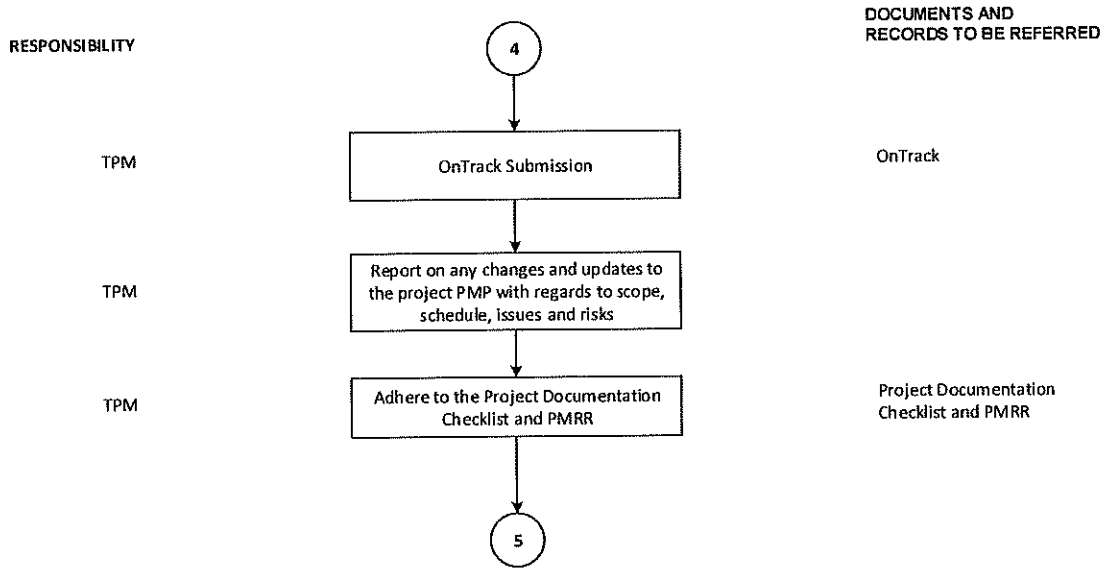
IT PROJECT MANAGEMENT (APPLICATIONS)  
2. PROJECT PLANNING



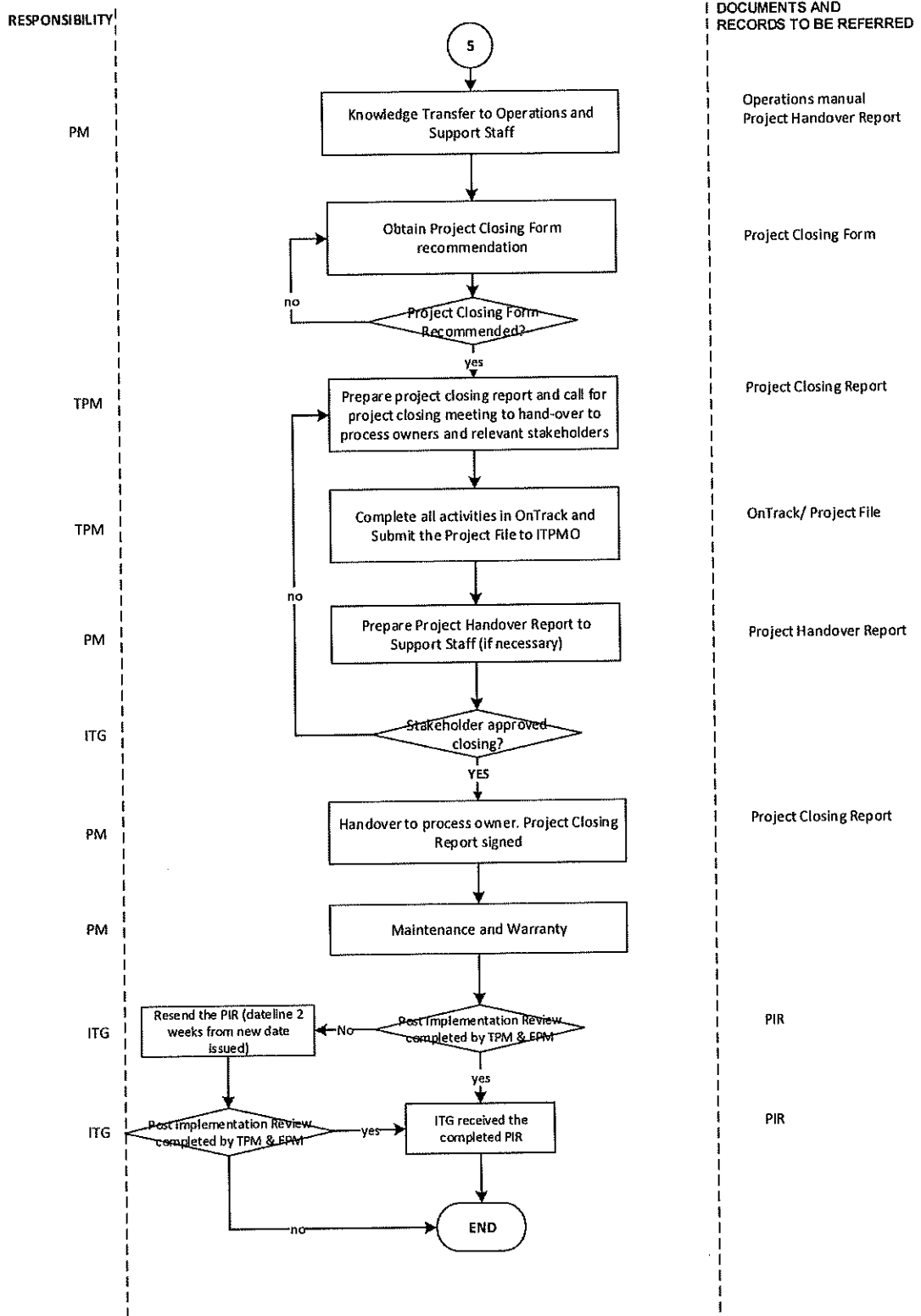
IT PROJECT MANAGEMENT (APPLICATIONS)  
3. PROJECT EXECUTION



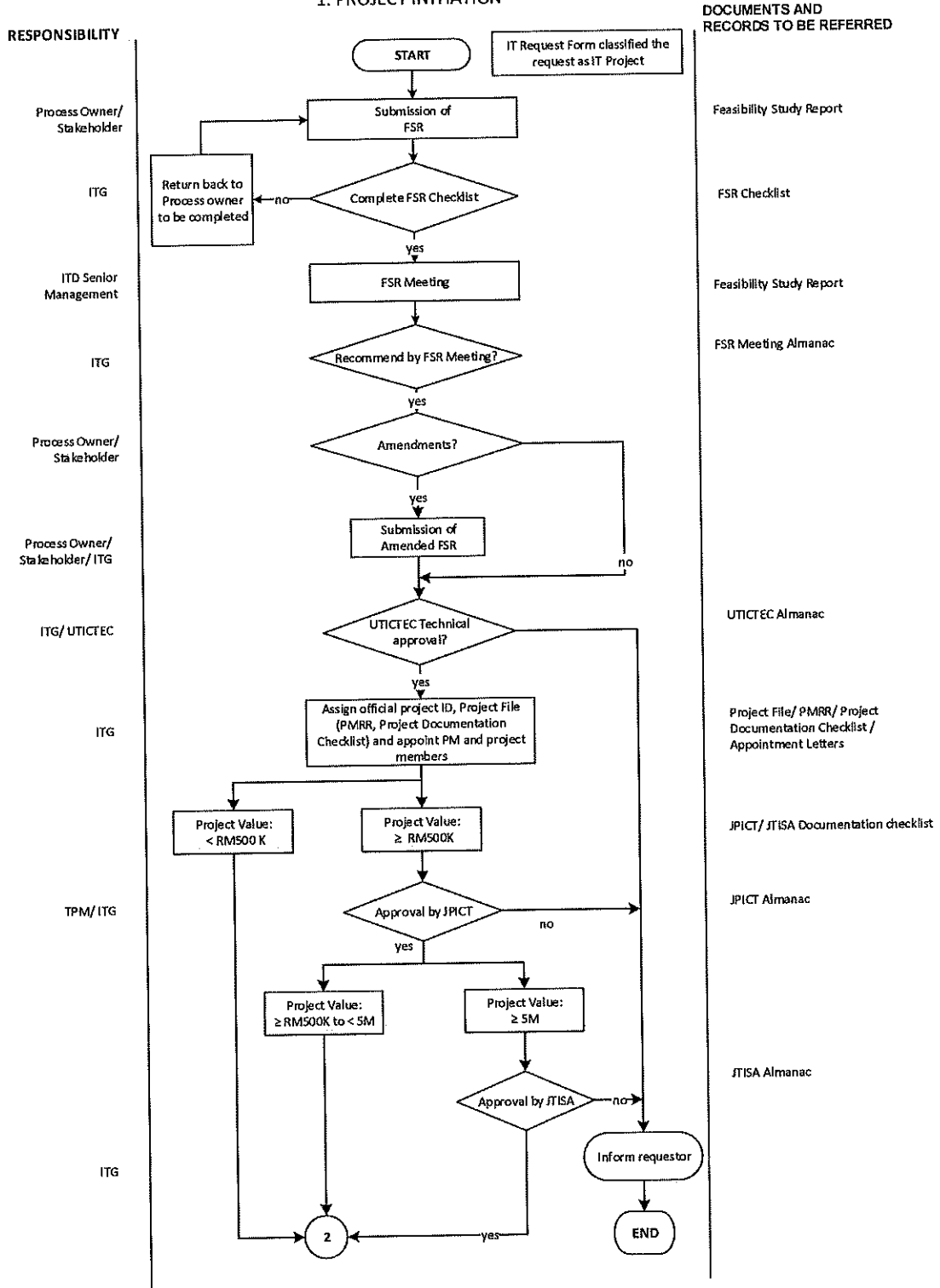
**IT PROJECT MANAGEMENT (APPLICATIONS)**  
**4. PROJECT MONITORING & CONTROLLING**



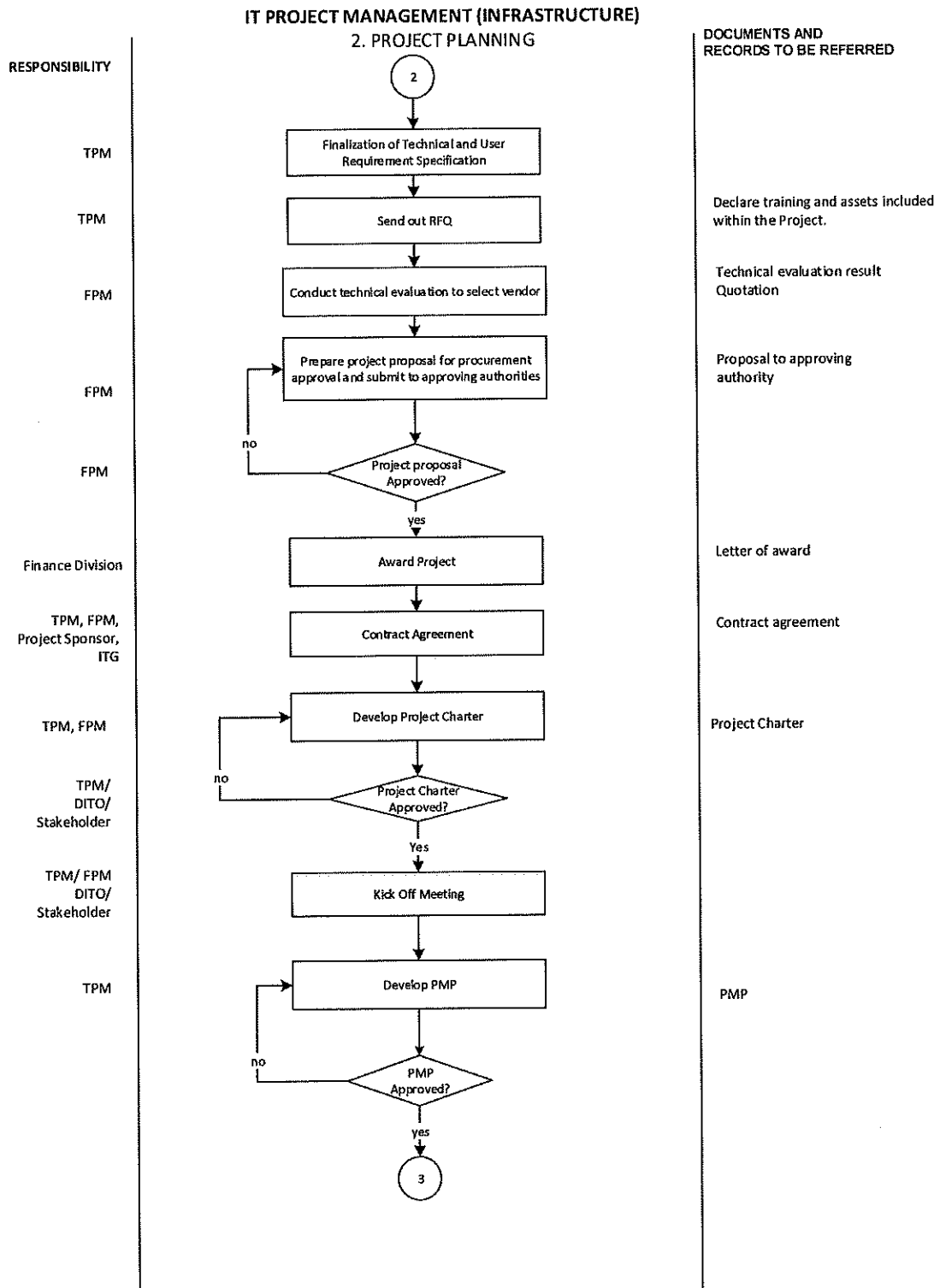
IT PROJECT MANAGEMENT (APPLICATION)  
5. PROJECT CLOSING



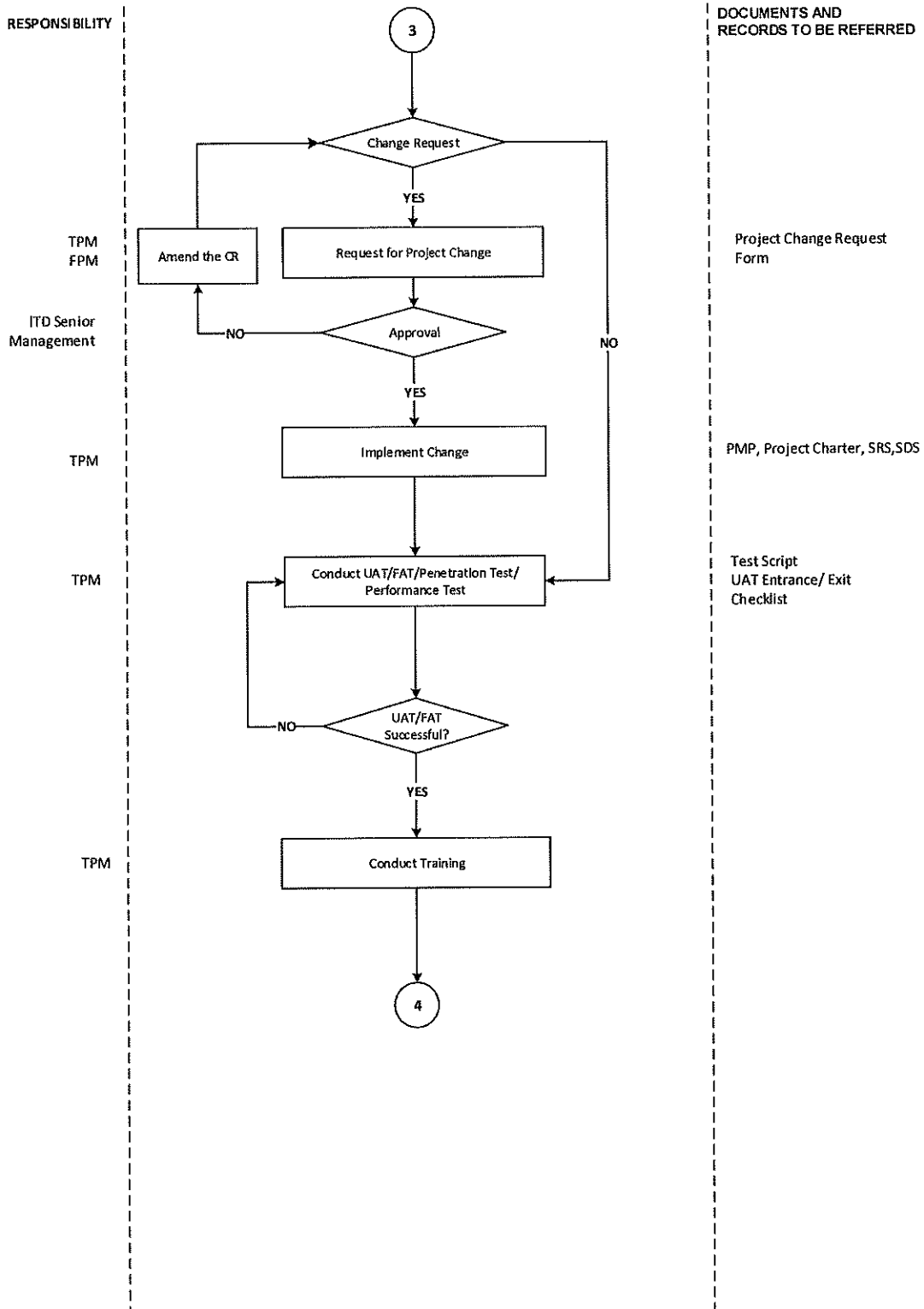
**IT PROJECT MANAGEMENT (INFRASTRUCTURE)**  
**1. PROJECT INITIATION**



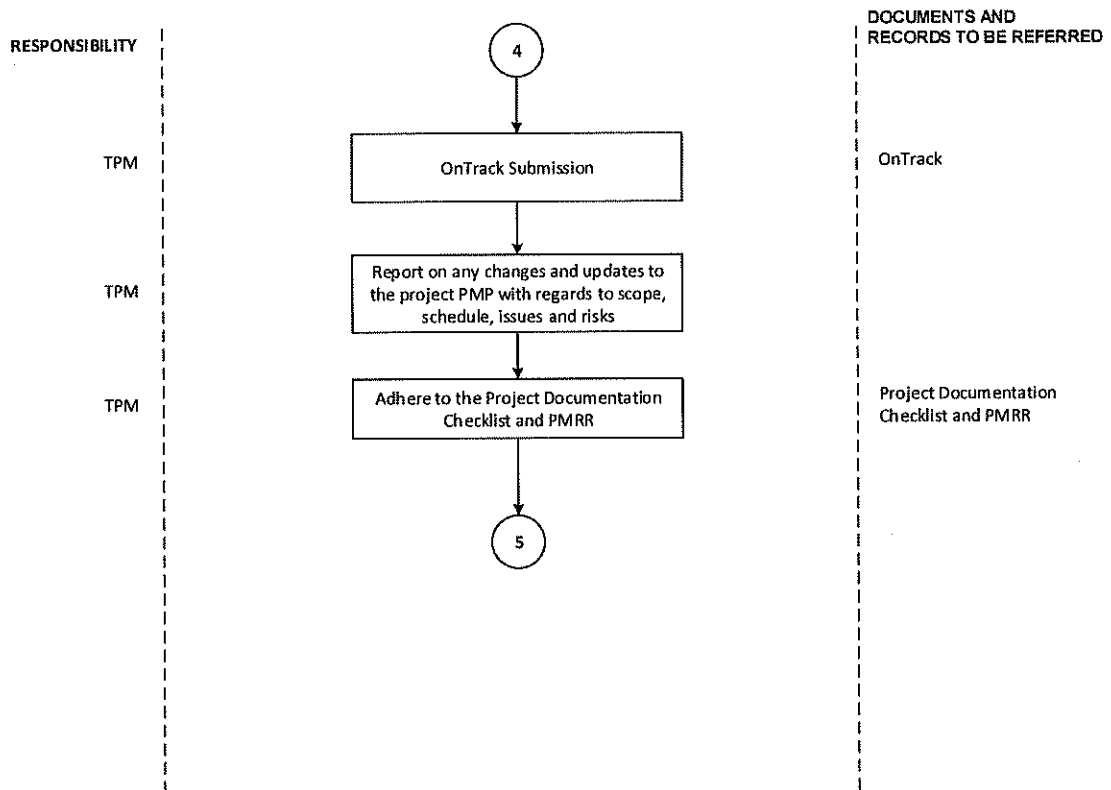




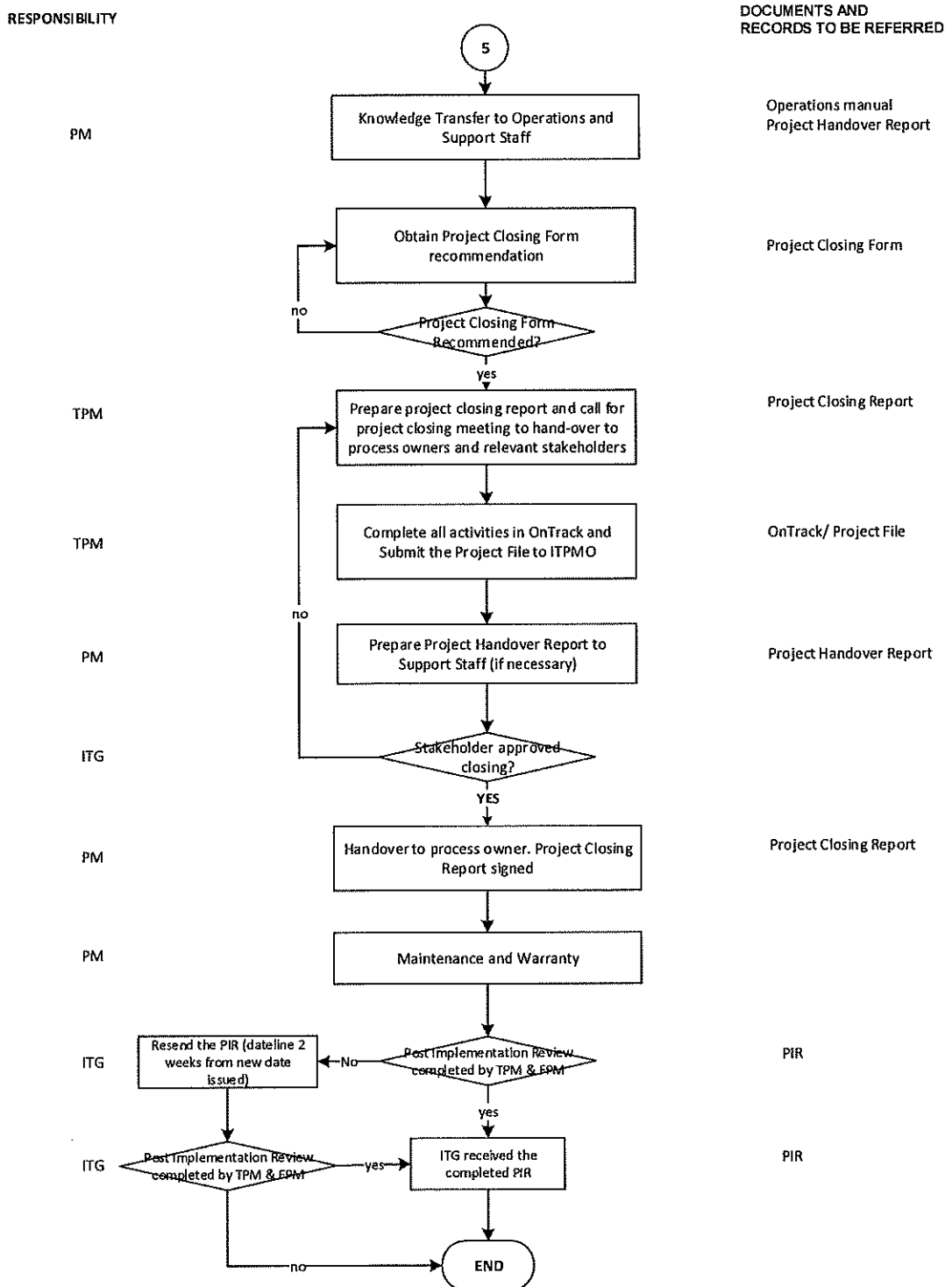
IT PROJECT MANAGEMENT (INFRASTRUCTURE)  
3. PROJECT EXECUTION



IT PROJECT MANAGEMENT (INFRASTRUCTURE)  
4. PROJECT MONITORING & CONTROLLING



IT PROJECT MANAGEMENT (INFRASTRUCTURE)  
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	OnTrack System	3 Years	ITG
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