What is a Project?

DoIT defines projects as **unique, one-time endeavors** consisting of **more than one activity** with a **defined timeframe and deliverables**.

Two types of projects are tracked through the DoIT Project Management Office:

Institutional

Project is sponsored by a campus division other than DoIT with significant DoIT involvement

Divisional

DoIT initiative resourced by two or more DoIT departments or with impact to campus

DoIT Departmental projects are overwhelmingly resourced by one DoIT department proposing the project. DoIT's PMO does not often track departmental projects.

SUBMIT AN IDEA FORM

SUBMIT AN INSTITUTIONAL PROJECT PROPOSAL

SUBMIT A DIVISIONAL PROJECT PROPOSAL

Contact the DoIT Project Management Office
Get more information on doit.umbc.edu/about/pmo or email doitpmo@umbc.edu with questions.

Institutional Project Process

1 IDEA FORM
Initial Idea for a project should be submitted via the Idea Form to the DoIT PMO. The proposing division should have support from division leaders.*

2 DISCOVERY & STAKEHOLDER IDENTIFICATION
DoIT PMO will assist in discovery with the proposing division and key stakeholders. Idea may be presented to campus committees.

3 PROJECT PROPOSAL
If campus committees agree that the value provided is worthwhile, sponsoring division will submit the finalized Project Proposal.

4 APPROVAL
DoIT and all involved divisions will discuss the project and confirm any necessary details. The CIO and sponsoring division lead will provide approval.

5 PROJECT BEGINS
If the project is approved, it will be tracked in Smartsheet according to DoIT's PMO processes with updates to all stakeholders.

*DoIT Divisional Projects may skip the Idea form by bringing their idea to the DoIT Leader meeting and presenting research. If the DoIT Leadership team agrees, the proposing department(s) will work to submit a Project Proposal.