

Criteria for Submitting a Project

- Creates a unique product, service, or result.
- Complies with relevant laws, policies, and regulations.
- Are temporary in nature, with a fixed starting and ending point.
- Evaluate a product or solution prior to procurement.

Guidelines for Determining Project Size

	Small	Medium	Large	X-Large
Resource Hours	30 to 80 hours	81 to 160 hours	161 to 320 hours	>320 hours
Project Team Size (FTE)	1-2 people	3-6 people	6+ people	10+ people
Complexity	Problem is easily understood, solution is achievable	Problem/solution is understood	Problem is not understood/solution is unclear	Problem and solution are difficult to define and achieve
	Small modifications	More modifications to existing functionality	Moderate architectural or infrastructure changes	Cross-divisional integration and collaboration
	No new technologies	May involve new technologies	Cross-divisional integration and collaboration	Major architectural or infrastructure changes
	Similar work done in the past	Precedents exist for work	Involves new technologies	No precedents exist for work
			No precedents exist for work	Team has no experience
				New technologies
Strategic Importance	Internal interest only	Direct impact to low-medium priority initiatives	Direct impact to medium to high priority initiatives	Campus-wide impact and relates to key strategic initiatives
Level of Change	Impact in single area One division/college	Impact single area or number of areas	Impact to number of areas	Campus-wide impact
		Two or more divisions/colleges	Across all divisions/colleges	Across all divisions/colleges
Dependencies & Inter-related Projects	No major dependencies	Some low-risk dependencies	Some high-risk dependencies	Major high-risk dependencies