**WHAT IS A PROJECT?**

IT projects come in a variety of shapes and sizes. They are unique and temporary with a distinct beginning and end. They are defined by specific deliverables. They also require a team to be convened that collaborates on the work.

Below are two main project types:

- **INITIATIVES** (University or Division Strategic)

- **REQUIRED**

If you’re still not sure if your idea is considered a project, please contact your unit’s Executive Director. Their information can be found on the IT Projects website > Committees > OneIT Leadership.

**WHEN ARE PROJECT REQUESTS SUBMITTED?**

IT project requests start when a new need is identified. These new needs could be related to existing software or systems or something the University has never done before.

Below is the way to submit project requests for consideration:

**CALL FOR PROJECTS:**

The semi-annual Call for Projects happens each year in January, with a refresh in September. This is a big change from the previous years.

Please note: project requests outside of these windows should be directed to the associated OneIT Executive Director.

**HOW DO PROJECT REQUESTS GET APPROVED?**

1. **STEP 01**
   - **DIVISION REVIEW**
   - The project request is sent to the Division for review and prioritization. If supported, the Division requests OneIT to complete an analysis.

2. **STEP 02**
   - **OneIT REVIEW**
   - OneIT completes analysis to assess feasibility and resource needs.

3. **STEP 03**
   - **DIVISION FINAL REVIEW & APPROVAL**
   - The Division reviews assessments and resource requirements and decides whether to move forward. If so, OneIT is engaged for the final approval.

4. **STEP 04**
   - **PLANNING & IMPLEMENTATION**
   - When the resources are available, planning and implementation occur.

**HOW TO SUBMIT A PROJECT?**

Submitting a project is easy and can be done by visiting itprojects.charlotte.edu. There you will click “Submit My Project Request” and fill out the webform.

**FOR MORE INFORMATION, TO SUBMIT AND TO TRACK A PROJECT VISIT:** itprojects.charlotte.edu