IT Projects

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.

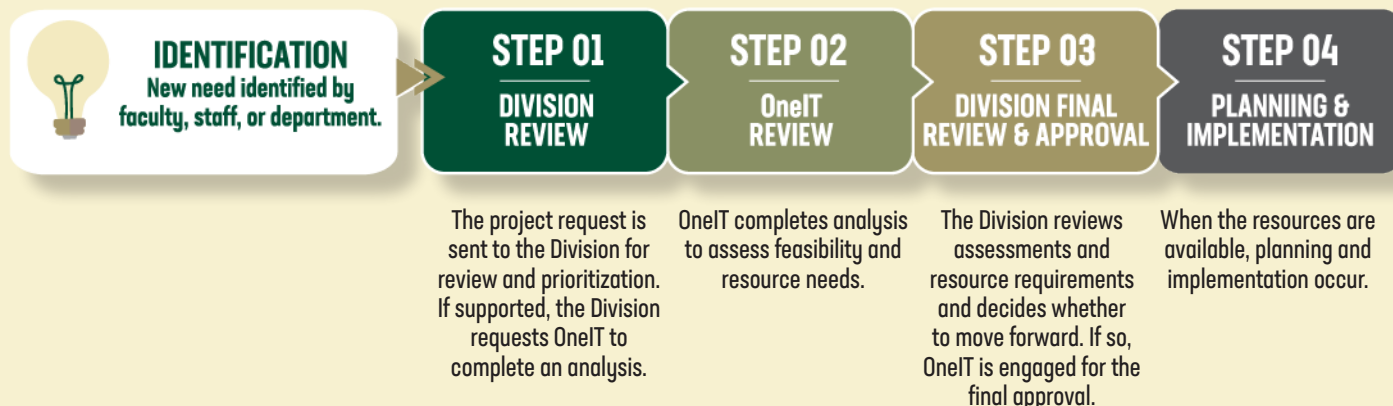Below is the way to submit project requests for consideration:

CALL FOR PROJECTS:
The Call for Projects happens each year in Spring, with a refresh in the Fall. 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?

IDENTIFICATION
New need identified by faculty, staff, or department.

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.

STEP 02 — OneIT REVIEW
OneIT completes analysis to assess feasibility and resource needs.

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.

STEP 04 — PLANNIING & 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.

CHARLOTTE
OFFICE OF OneIT

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