

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	November 2005
Section 5.10	Project Portfolio Management	Revised:	May 2016
Policy 5.10.1	Project Portfolio Management	Responsibility:	Vice President and Chief Information Officer

PROJECT PORTFOLIO MANAGEMENT

Purpose

Projects involving Information Technology (IT) for each mission area and the administration are requested and prioritized for planning and execution through the Project and Resource Engagement Process known as [PREP](#). The purpose of this policy is to provide oversight to help leverage resources, reduce project risk, and to mitigate unnecessary duplication while improving information solutions. Project Business Case review and prioritization is conducted within five (5) Domain Councils representing Health Science Center business administration and the missions. Hours and overall complexity determine the level of review and approval for a request. Projects within the domains exceeding 1000 man-hours are presented to the Institution Project Council (IPC) with executive management representation for major mission and business administrative areas. Below are descriptions for each council.

Councils

- **Business Support Services Domain Council (BSS)**
Reviews, refines, prioritizes, and authorizes projects having an IT component and supporting the HSC strategies for enhancing the Health Science Center’s Business and Administrative processes and systems including those for Business Affairs, Business Systems & Technology, Human Resources and UT Police.
- **Clinical Domain Council**
Reviews, refines, prioritizes, and authorizes projects having an IT component and supporting the Health Science Center Clinical mission. This council has representation from UT Medicine, CTRC, and the Clinical Information Office.
- **Education Domain Council**
Reviews, refines, prioritizes, and authorizes projects having an IT component that support the Health Science Center Education mission. This council has representation from Academic, Faculty, and Student Affairs, Academic and Business Technology Solutions, Academic Scheduling, and the Associate Deans from the Schools.

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- **Research Domain Council**

Reviews, refines, prioritizes, and authorizes projects having an IT Component that support the Health Science Center Research mission. This council has representation from the Vice President of Research (VPR), UT Medicine, CTRC, Clinical Research, Business Affairs, and as necessary from the following:

- ❖ Across the VPR, the Health Science Center Schools, Centers, Departments, and Divisions – those associated with Research and Clinical Research Activities, e.g. Research Teams (Principal Investigators, research nurses, coordinators, etc.), Financial Operations, Grants & Contracts Management, Quality Assurance & Regulatory Functions
- ❖ UT Medicine (patient demographic data, scheduling, billing, eMR notes)
- ❖ Office of Sponsored Programs (PeopleSoft Grants/Financial Data)
- ❖ Affiliate Hospitals (study approval, services provided/billing)

- **Technology Operations & Security Domain Council**

The Technology Operations & Security Domain Council serves to improve coordination and prioritization of Health Science Center projects focused toward computer hardware, network infrastructure and telephony.

- **Institution Project Council (IPC)**

The Institution Project Council recommends new programs/projects and also reviews, prioritizes programs and projects escalated by the domain councils to maintain a desired project portfolio balance across all Health Science Center missions.

Service

Use the following link to access a [Project Request Questionnaire](#). Email completed questionnaire to pmo@uthscsa.edu.

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** Note: You must be logged into the UTHSCSA Network Domain for the links above to work.*

Related Policies

[TEXAS ADMINISTRATIVE CODE \(TAC\) 216 SUBCHAPTER C: Project Management Practices for Institutions of Higher Education](#)

[UTS140 Enhancing Major Software Projects](#)
