

Chapter 5	Information Management & Services	Effective:	November 2005
Section 5.10	Project Portfolio Management	Revised:	May 2018
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 UT Health San Antonio 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 UT Health San Antonio'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 UT Health San Antonio 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 UT Health San Antonio 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 UT Health San Antonio 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, UT Health San Antonio 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 UT Health San Antonio 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 UT Health San Antonio missions.

Service

Use the following link to [Create New Project Request](#) via the TeamDynamix Client Portal. For additional questions or support, send

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an email to the Project Management Office (PMO) mailbox: pmo@uthscsa.edu. During the review process, members of the PMO may contact the Requestor for any additional clarifications or information as needed.

** 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](#)
