 جامعة الشارقة UNIVERSITY OF SHARJAH	Policy Main Title	Information Technology Center	Effective Date	30/05/2021
	Policy Subject	Project Management	Last Review date	10/05/2024
	Policy Number	ITC-27	Next Review date	10/03/2028
	Responsible Entity	Director of ITC	Approved By	Vice Chancellor for Financial and Administrative Affairs

Overview

This Policy describes various projects Management practices to carry out seamless operational activities. A project is unique set of coordinated activities, with definite starting and finishing points, undertaken by an individual or team to meet specific objectives within a defined: Time, cost, performance parameters and outcomes.

Scope

This policy is applicable to all projects conducted by UoS ITC. The projects can either be executed by the internal team and / or outsourced.

Purpose

The objective of this policy is to ensure that operational and security checks are considered in all IT related projects in all phases regardless of the size of the project. These objectives shall be met by establishing a common and consistent set of project management practices.

Abbreviations and Definitions

ITC: Information Technology Center


UoS: University of Sharjah

Project: A temporary endeavor undertaken to create a unique product, service or result. It is also referred to as a defined as an effort to create or modify a specific product or service.

Project Management: The application of knowledge, skills, tools and techniques to mitigate risk, control budget and manage scope of tasks.

Policy

- IT projects should be handled and managed by the ITC at UoS in accordance with best practices and standard related to the project management.
- Any project needs outsource company or consultations, the ITC should coordinate with all parties to ensure complete the project without any issues.
- The Project manager in the UoS is responsible for start and end the project successfully.
- The assigned company for any project should aligned the project with UoS goals before start the project.
- The project Gantt chart and project proposal should be submitted to the UoS top management before starting any project.
- The ITC should confirm with financial department for the budget availability.

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Procedures

Project Phases

Practically, all projects consist of four lifecycle phases. The number of stages within each phase is dependent on the category of project. The four main lifecycle phases of any project are:

1. Initiation and Approval.
2. Governance and Planning
3. Execution and Control
4. Project Closure and Review.

Appropriate management and controls through each of these four phases is essential to constitute an effective Project Management framework.

Security in Project Management

1. All projects that are managed by the ITC shall undergo information security checks to verify controls for information storage and processing.
2. A risk assessment shall be conducted on all projects taking into account resources, timelines, information sharing, storing and processing.
3. Every project shall be monitored in all phases to ensure there are no security controls and process being breached.

UoS shall implement relevant project management measures for below points.

Scope Management


The scope management plan is a component of the project management plan that describes how the scope will be defined, developed, monitored, controlled, and verified. The scope management plan is a significant input in developing the Project Management Plan process and the other scope management processes. UoS shall implement relevant scope management measures for projects

Cost and Time Management

Cost and time are two key elements that largely impact the success of a project.

Cost Management is the process of estimating, allocating, and controlling project costs. The cost management process allows a business to predict future expenses to reduce the chances of budget overrun. Projected costs are calculated during the planning phase.

Time Management is one of the key aspects of effective task management. Assigning time to the tasks is important for timely completion of the project. This means breaking down the project into tasks or milestones.

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Project Documentation and Records Management

All project outputs are required to be stored in UoS SharePoint and in compliance with the University's information and records management process.

Reference

ISO 27001:2013. ISMS

The Project Management Institute: PMBOK

SI No	Standard Name	Control Reference
1	ISO 27001:2013	A.6.1.5