

**IT PROJECT MANAGEMENT OFFICE (ITPMO)**

Information Technology Division (ITD)

**ITD-ITPMO-08**

Version 00
Revision: 01

Effective Date: 10/2016

**IT PROJECT INITIATION CHECKLIST**

|  |  |
| --- | --- |
| **Name of Project**  | **:**  |
| **Project ID** | **:**  |

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Item** | **Approving Authority** | **Checklist (√)** |
| 1 | Business Process Improvement performed (where relevant) | - |  |
| 2 | Budget for the project has been approved | Relevant Budget Approving Authority |  |
| 3 | Recommendation from Feasibility Study Report (FSR) Meeting | FSR Meeting |  |
| 4 | UTICTEC Approval | UTICTEC |  |
| 5 | Fulfilled **ONE** of the following approval requirement:  | -  |   |
|   | 1. New Project
 | 1. Development, enhancement of Application Systems and/or integration:
 | < RM50K | UTICTEC |   |
|  | < RM50K to < 1M | JPICT |  |
|  | ≥ 1M | JTISA |  |
|  | 1. Hardware procurement (purchasing and leasing), and/or software, and/or ICT Services
 | ≤ 20K | ITD Director |  |
|  | > 20K to < 500K | UTICTEC |  |
|  | ≥ 500K to < 5M | JPICT |  |
|  | ≥ 5M | JTISA |  |
|  | 1. System Enhancement
 | 1. Enhancement of Application System and/or integration
 | < 1M | JPICT |  |
|  | ≥ 1M | JTISA |  |
|  | 1. Upgrading of hardware (purchasing and leasing), and/or application, and/or network, and/or ICT services
 | ≤ 20K  | ITD Director |  |
|  | > 20K to < 500K | UTICTEC |  |
|  | ≥ 500K to < 5M | JPICT |  |
|  | ≥ 5M | JTISA |  |
|  | 1. Additional Equipment
 | Hardware Procurement (purchasing and leasing), and/or software, and/or network and/or ICT Services | ≤ 20K  | ITD Director |  |
|  | > 20K to < 500K | UTICTEC |  |
|  | ≥ 500K to <5M | JPICT |  |
|  | ≥ 5M | JTISA |  |
|  | 1. Roll Out Project
 | 1. Application system roll out
 | < 1M | JPICT |  |
|  | ≥ 1M | JTISA |  |
|  | 1. Hardware Procurement (purchasing and leasing), and/or software, and/or network and/or ICT Services
 | ≤ 20K  | ITD Director |  |
|  | >20K to < 500K | UTICTEC |  |
|  | ≥ 500K to <5M | JPICT |  |
|  | ≥ 5M | JTISA |  |
|  | 1. Consultancy
 | ICT Consultant Services | No Limit | JTISA |  |
| **No** | **Item** | **Approving Authority** | **Checklist (√)** |
| 6 | Procurement processes have been referring to the **Manual of Purchasing Policies and Procedures** (available at the My Financial Portal) | -  |   |
| 7 | Procurement activities have incorporated the requirement specified in the **IIUM Integrity Pact** (available at the My Financial Portal) | -  |   |
| 8 | Draft of RFQ/Tender document has been officially vetted and approved by the appointed Specification Committee. (refer Template of RFQ/Tender document). **Appendix B and C of IIUM Integrity Pact for Specification Committee** have been completed and attached with this checklist |  Specification Committee |  |
| 9 | RFQ/Tender activities have been managed by the administrative office that is authorized to manage the project procurement |  - |   |
| 10 | For RFQ, the list of potential vendors have been issued by the administrative office who shall extract the potential vendors from the IFIS | -  |   |
| 11 | **Appendix B and C of IIUM Integrity Pact**; and **Form of Tender/Quotation for Opening Committee** have been completed and attached with this checklist | Opening Quotation Committee |  |
| 12 | The technical evaluation exercise has included IT representative(s) nominated by the ITPMO. **Appendix B and C of IIUM Integrity Pact**; and **Technical Committee Evaluation Report** **for Evaluation Committee** have been completed and attached with this checklist | - |   |
| 13 | Appointment letter has been issued to the Technical Evaluation Committee. | - |  |
| 14 | The Technical Project Manager has ONLY been assisting in compiling and preparing the documents for technical evaluation and has not been part of the technical decision-making members. |  - |   |

Notes:

1. The completed checklist **MUST** be submitted along with the proposal for recommendation by the ITD Director.
2. Project Contract/Agreement shall be drafted and ready to be signed before Project Kick-off

Submitted by: Received by:

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Name: Name:

Date: Date: