



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO : 02 ✓

REVISION NO : 05 ✓


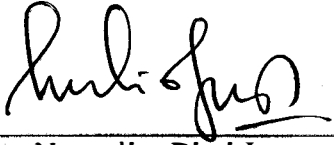
MANAGEMENT OF IT PROJECTS

EFFECTIVE DATE : 08/2021

DOCUMENT NO. : IIUM/ITD/07 ✓

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MANAGEMENT OF IT PROJECTS

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Position :	Deputy Information Technology Officer, Information Technology Division	Position :	Acting Director Information Technology Division
Date :	08/2021	Date :	08/2021

1. OBJECTIVE

The purpose of this procedure is to describe the process of managing IT projects to ensure that benefits obtained from these projects are maximized.

2. SCOPE

The procedure covers the processes for the management of IT projects.

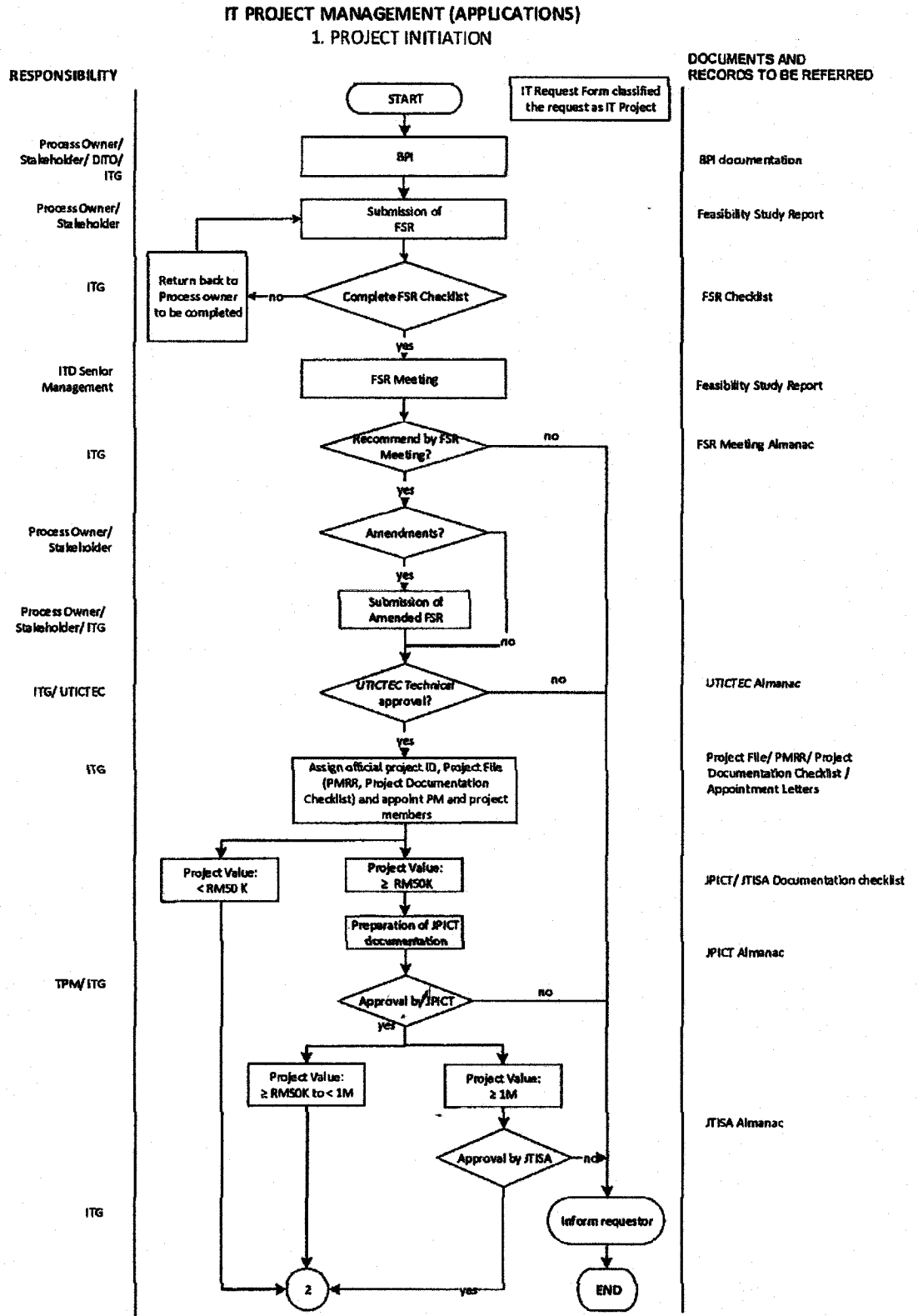
3. REFERENCE

1. Project Management Body of Knowledge (PMBOK), Project Management Institute
2. COBIT 4.1

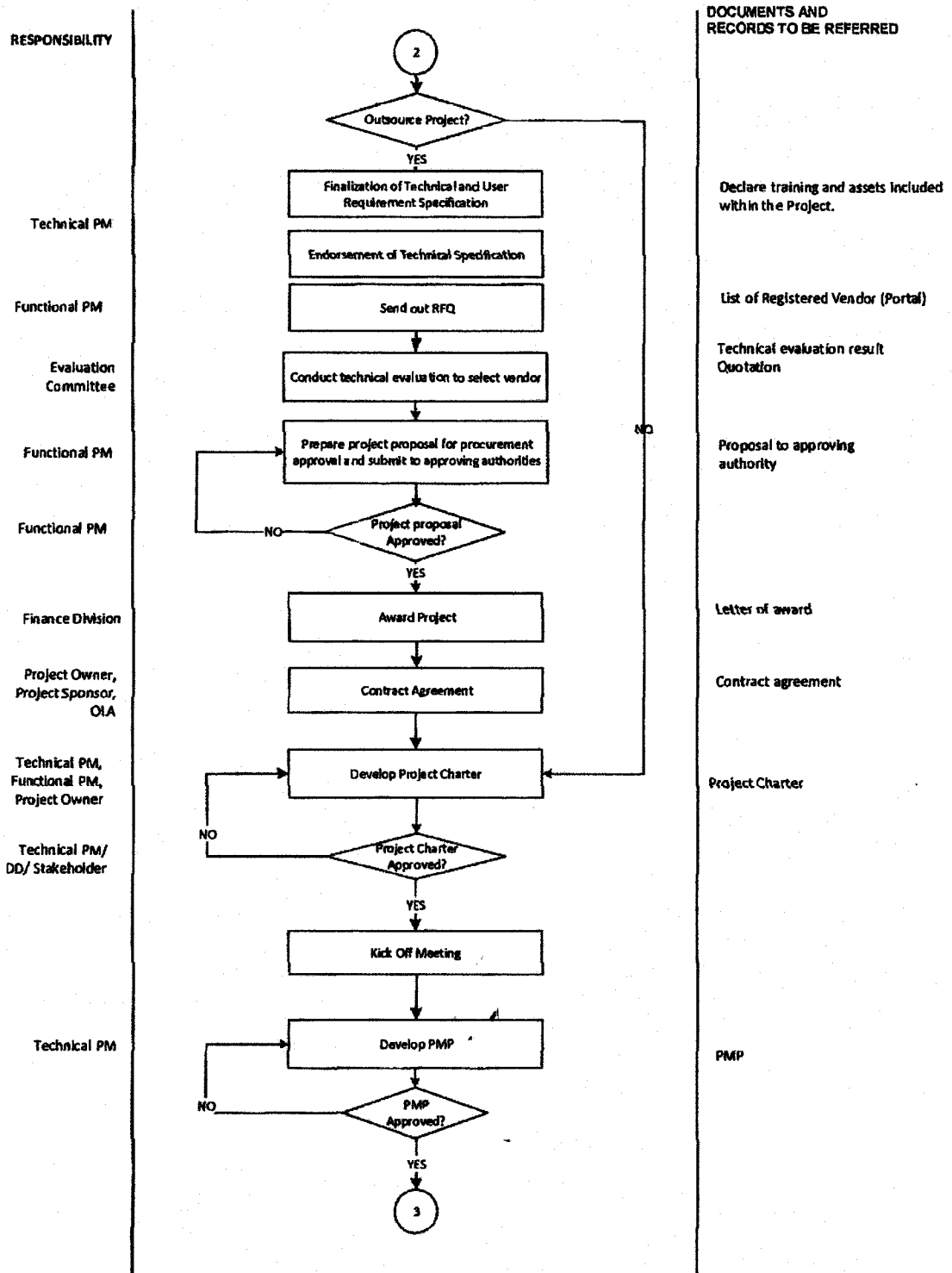
4. DEFINITION / ABBREVIATION

4.1	BPI	: Business Process Improvement
4.2	CR	: Change Request
4.3	DITO	: Deputy Director
4.4	FAT	: Final Acceptance Test
4.5	FPM	: Functional Project Manager
4.6	FSR	: Feasibility Study Report
4.7	ITD	: Information Technology Division
4.8	ITG	: IT Governance
4.9	JPICT	: Jawatankuasa Pemandu ICT
4.10	JTISA	: Jawatankuasa Teknikal ICT Sektor Awam
4.11	PIR	: Project Implementation Review Report
4.12	PMP	: Project Management Plan
4.13	PMRR	: Project Management Review Report
4.14	RFQ	: Request for Quotation
4.15	SDS	: System Design Specification
4.16	SRS	: Software Requirements Specification
4.17	TPM	: Technical Project Manager
4.18	UAT	: User Acceptance Test
4.19	UTICTEC	: University Technical ICT Committee
4.20	WBS	: Work Breakdown Structure

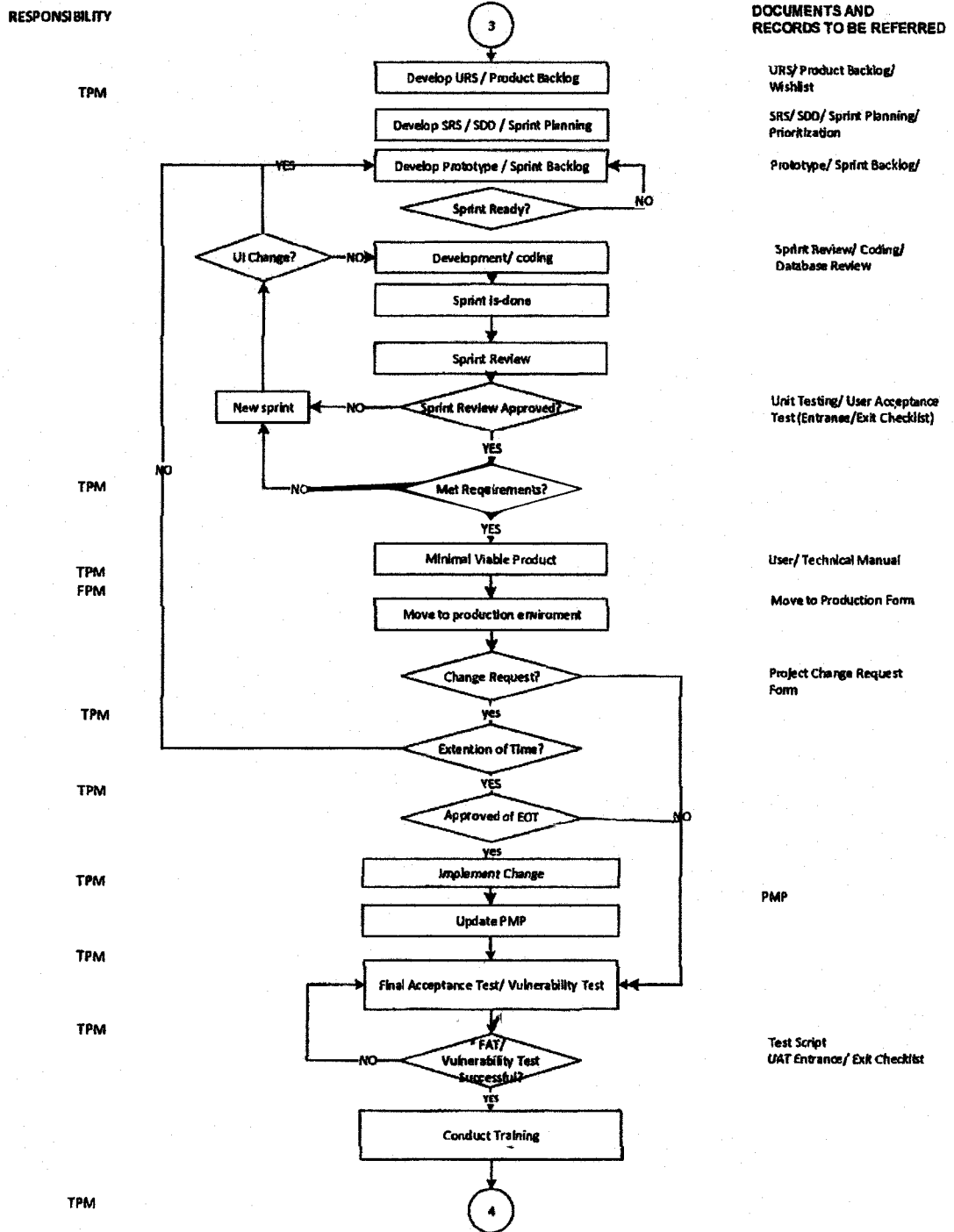
5. RESPONSIBILITY AND DETAILED PROCEDURE



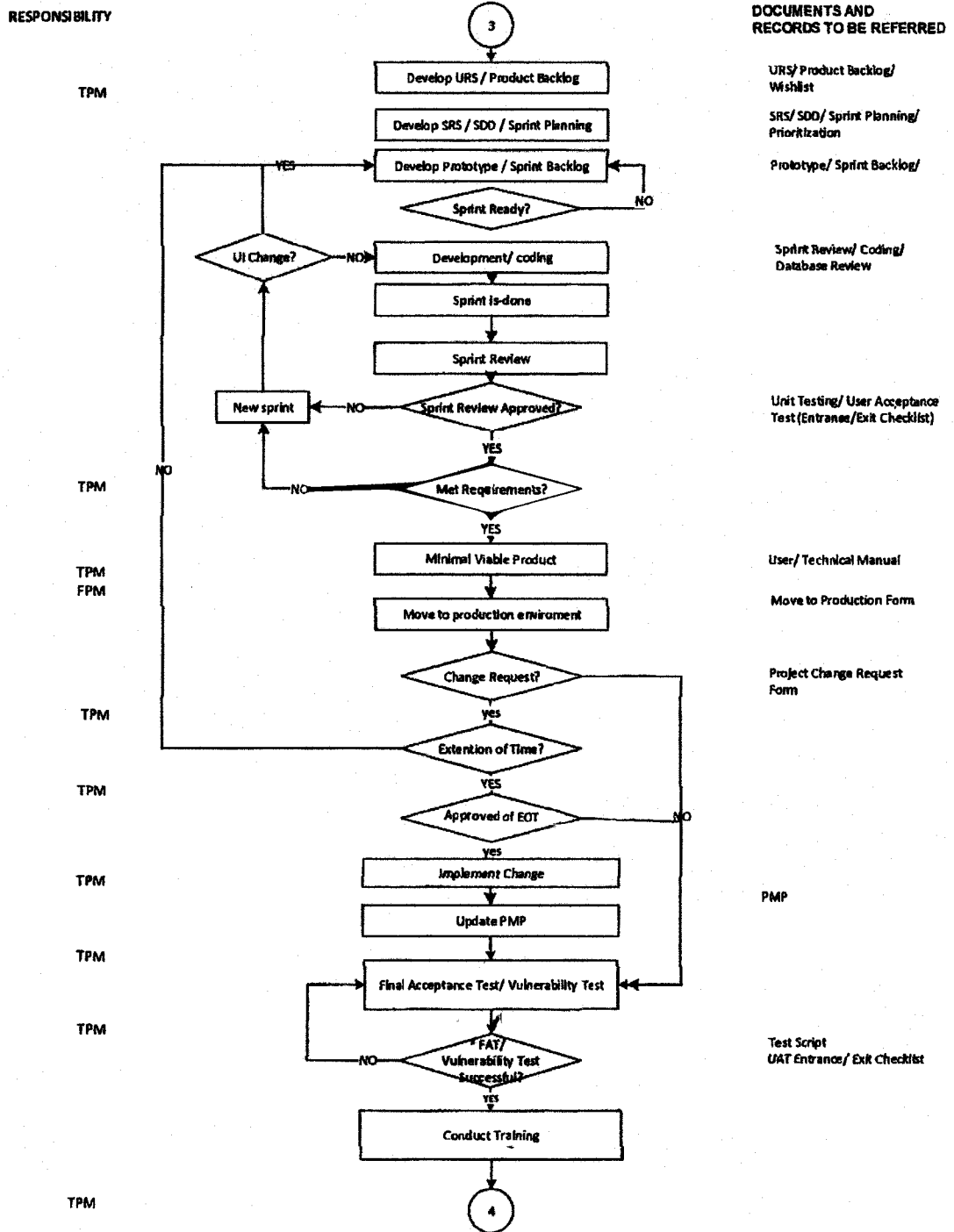
IT PROJECT MANAGEMENT (APPLICATIONS)
2. PROJECT PLANNING



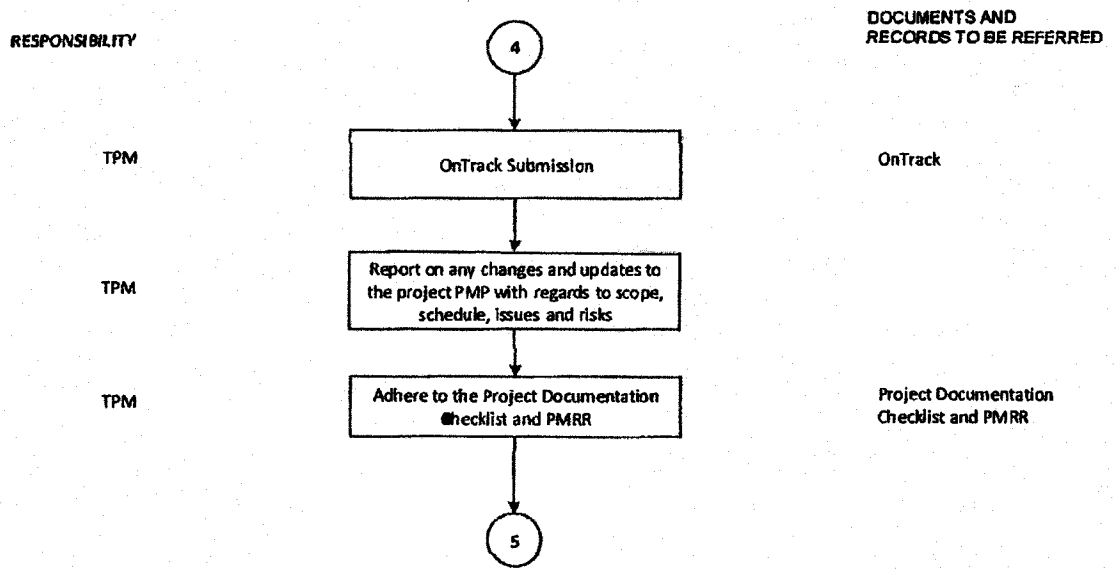
IT PROJECT MANAGEMENT (APPLICATIONS)
3. PROJECT EXECUTION



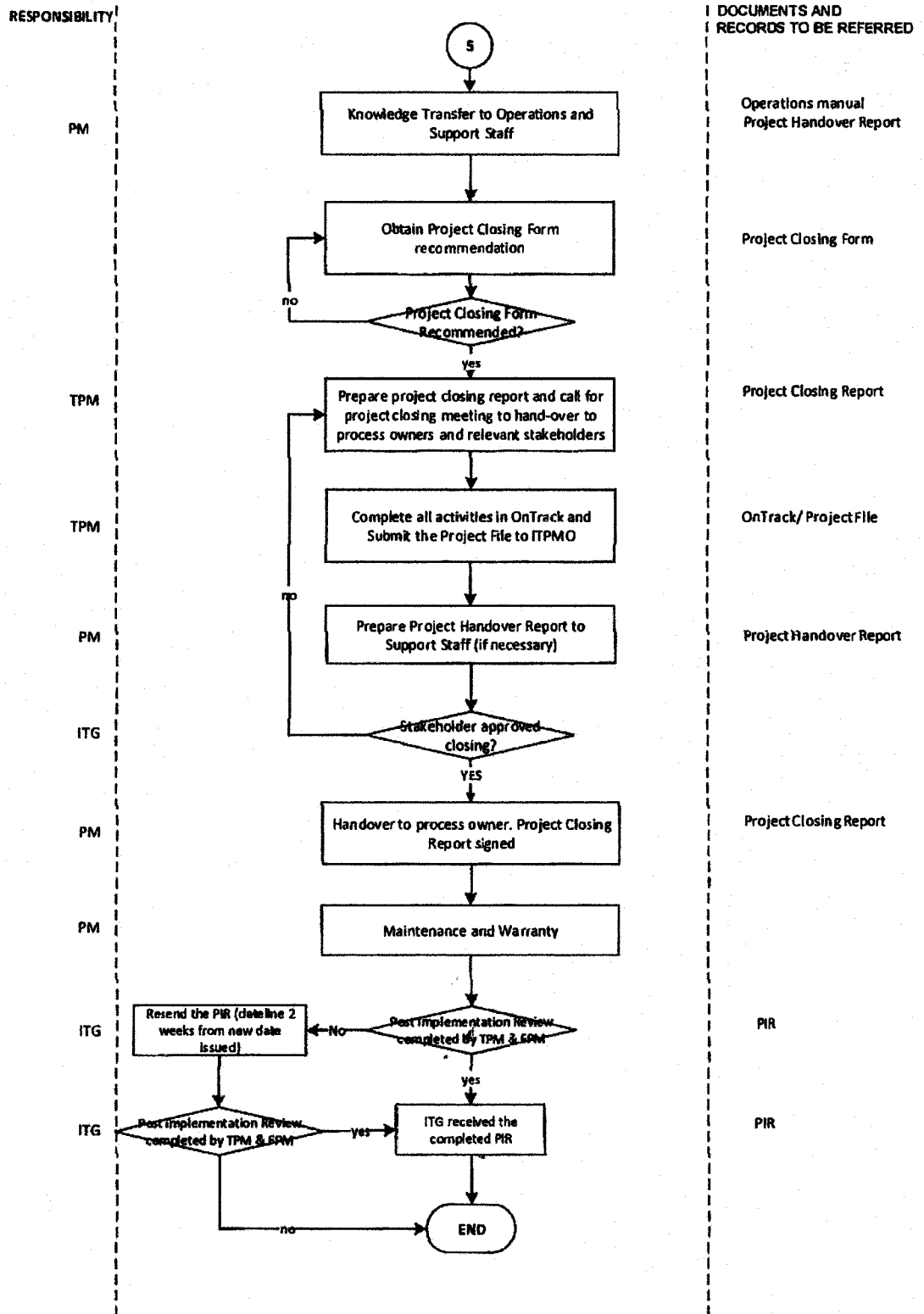
IT PROJECT MANAGEMENT (APPLICATIONS)
3. PROJECT EXECUTION



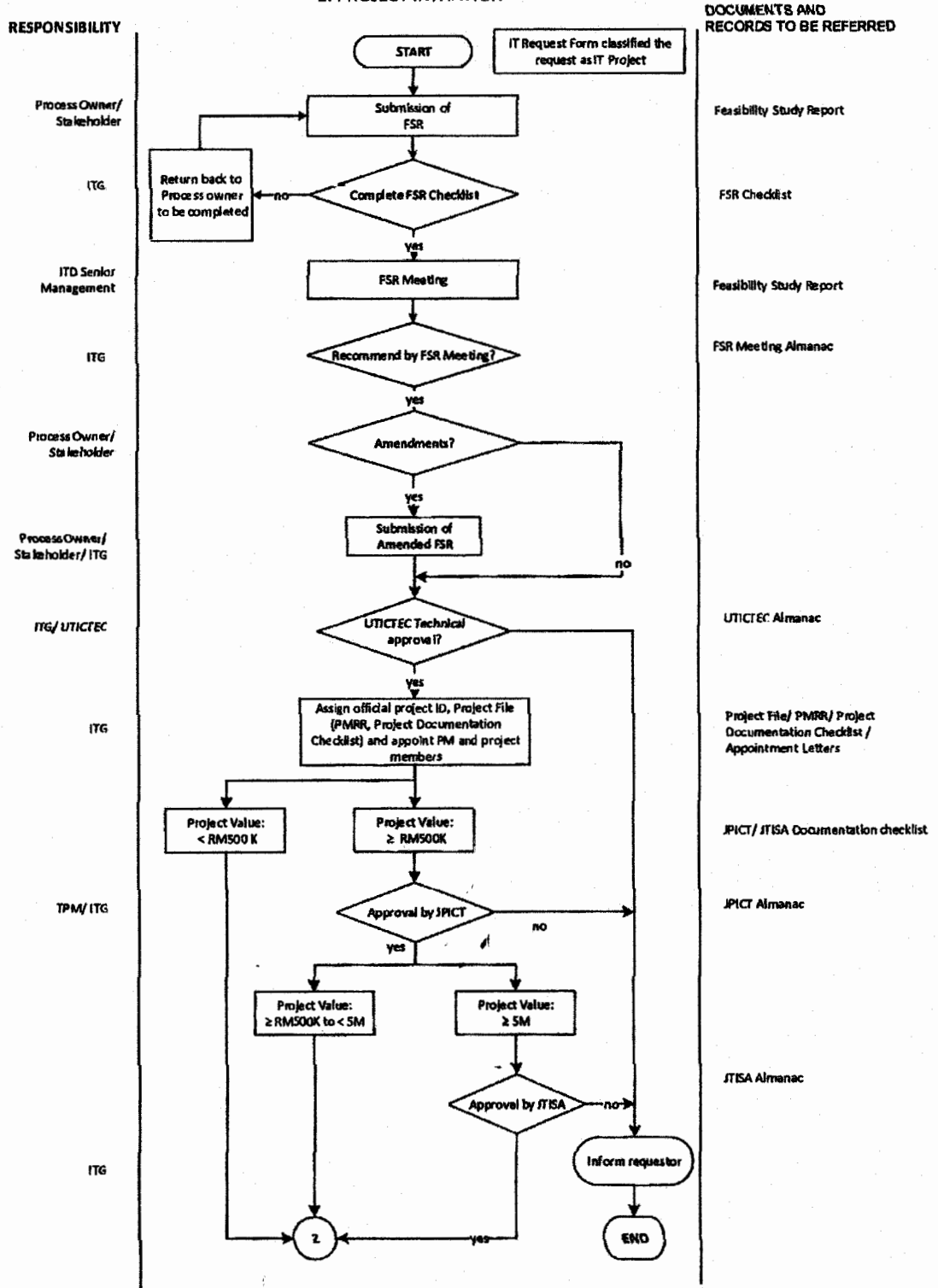
IT PROJECT MANAGEMENT (APPLICATIONS)
4. PROJECT MONITORING & CONTROLLING



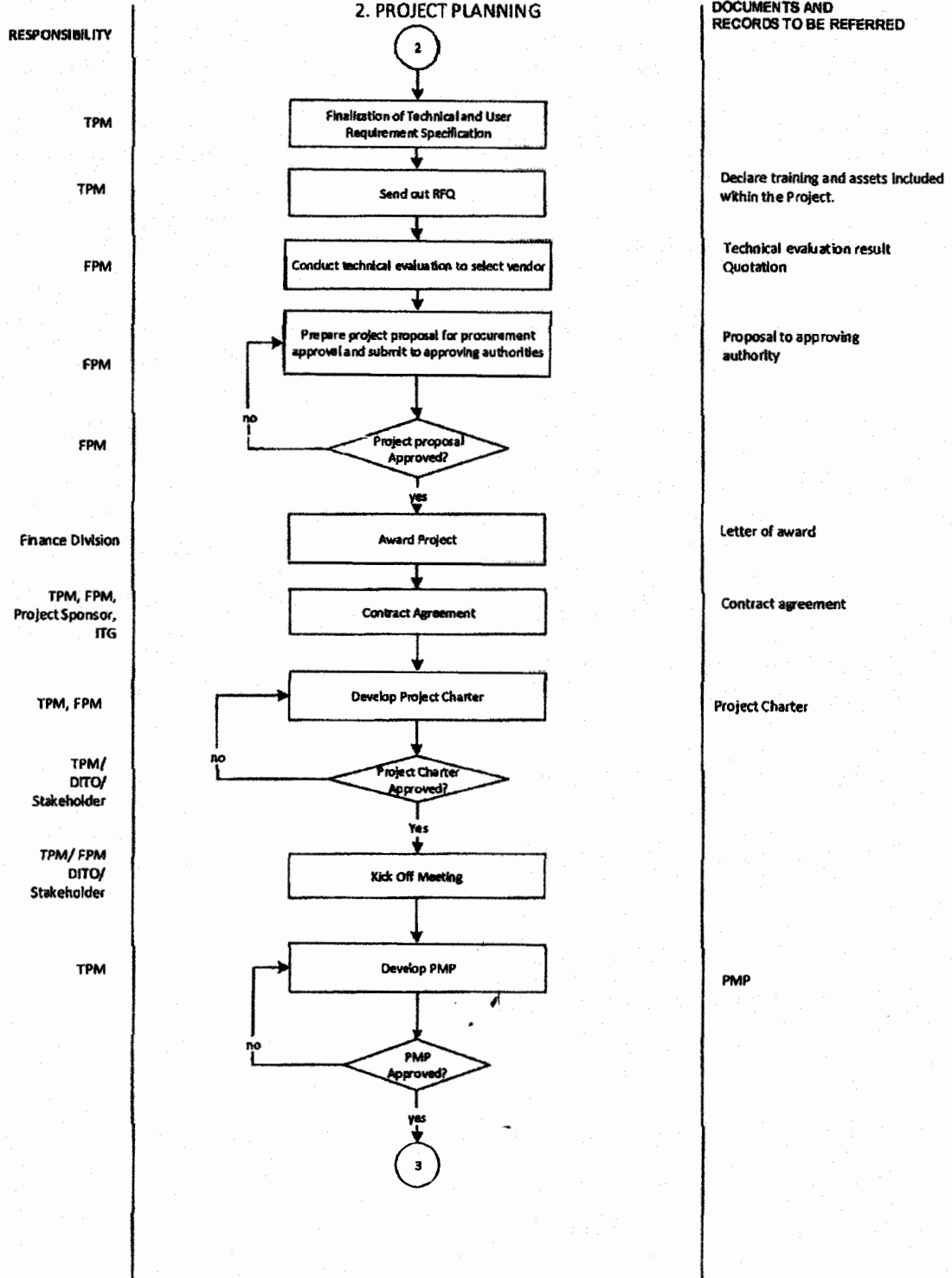
IT PROJECT MANAGEMENT (APPLICATION)
5. PROJECT CLOSING



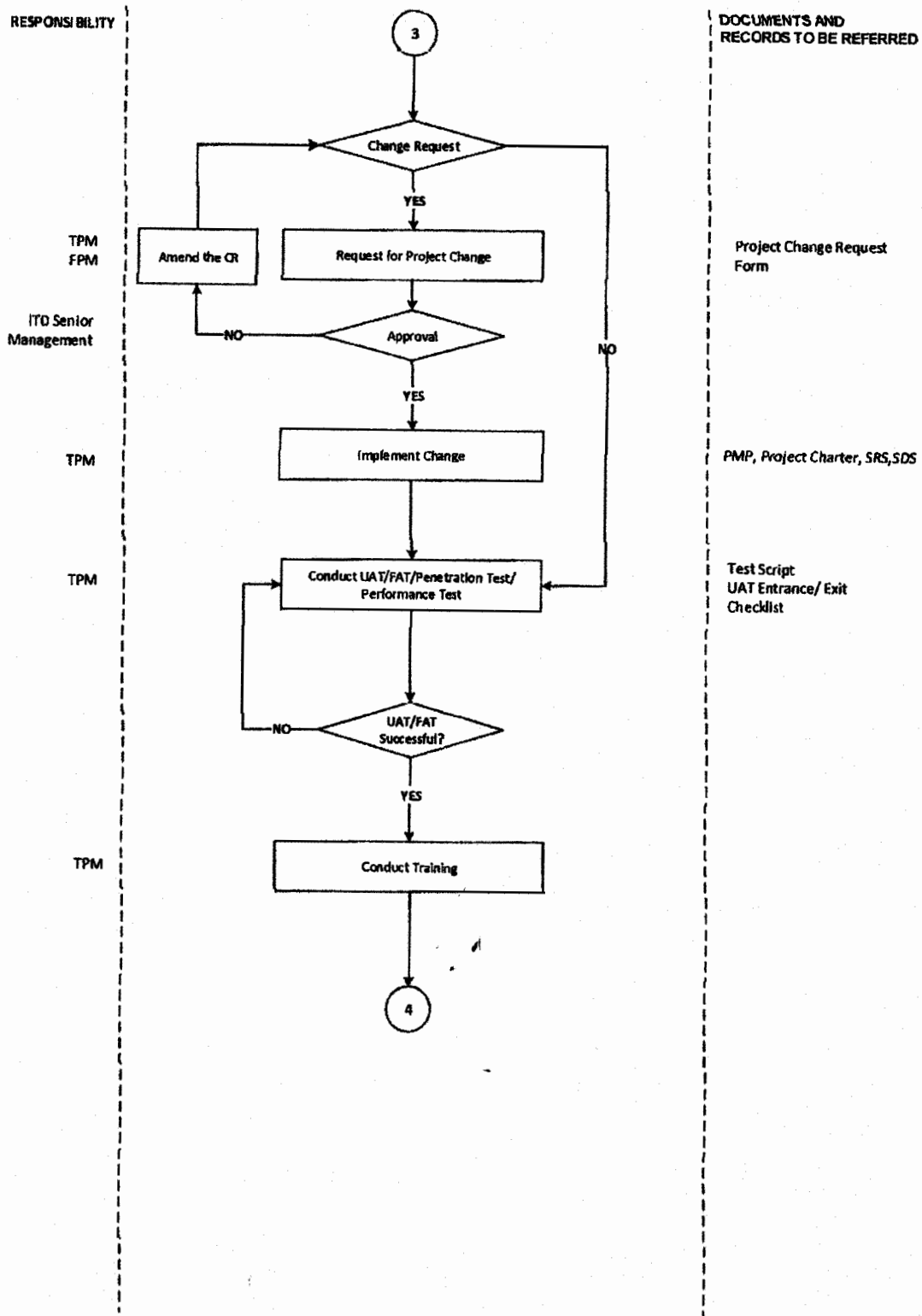
IT PROJECT MANAGEMENT (INFRASTRUCTURE)
1. PROJECT INITIATION



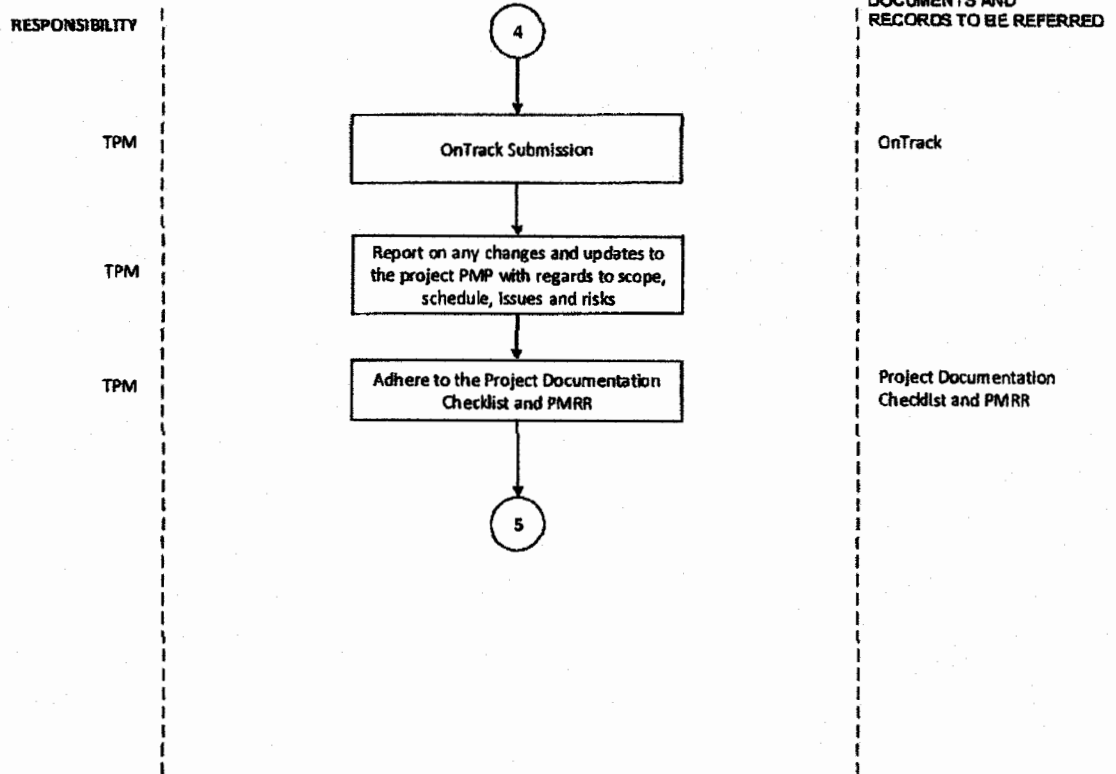
IT PROJECT MANAGEMENT (INFRASTRUCTURE)
2. PROJECT PLANNING



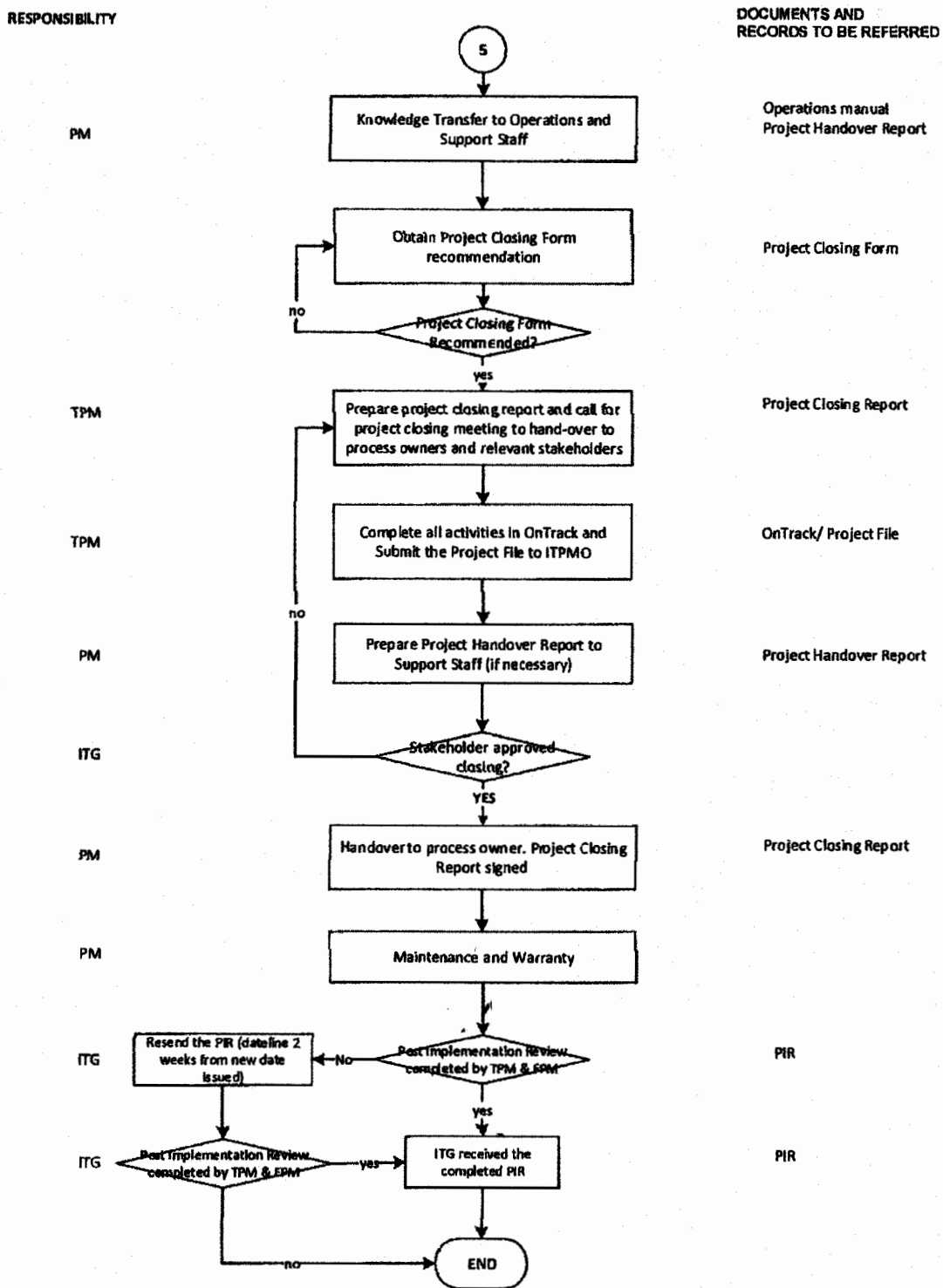
IT PROJECT MANAGEMENT (INFRASTRUCTURE)
3. PROJECT EXECUTION



IT PROJECT MANAGEMENT (INFRASTRUCTURE)
4. PROJECT MONITORING & CONTROLLING



IT PROJECT MANAGEMENT (INFRASTRUCTURE)
5. PROJECT CLOSING



6. QUALITY RECORD

NO	QUALITY RECORDS	LOCATION	RETENTION PERIOD	RESPONSIBILITY
1	IT Request Forms	File Cabinet	3 Years	ITG
2	Feasibility Study Reports (FSR)	File Cabinet	3 Years	ITG
3	Minutes of FSR Meetings	File Cabinet	3 Years	ITG
4	Endorsement Letter	File Cabinet	3 Years	ITG
5	Appointment letters for project managers and team members	File Cabinet	3 Years	ITG
6	Project Management Review Report (PMRR)	File Cabinet	3 Years	ITG
7	Project Charter	File Cabinet	3 Years	FPM & TPM
8	Project Management Plan (PMP)	File Cabinet	3 Years	FPM & TPM
9	SRS and SDS	File Cabinet	3 Years	FPM & TPM
10	Project Status Reports	OnTrack System	3 Years	ITG
11	Project Change Requests	File Cabinet	3 Years	ITG
13	Operation Manuals, User Manuals, System Documentation, etc.	File Cabinet	3 Years	FPM & TPM
14	Project Closing Report	File Cabinet	3 Years	ITG
15	Project Implementation Review Report (PIR)	File Cabinet	3 Years	ITG