# **UQ IT Project Approval Board (PAB)**

# **Terms of Reference**

## Mandate

The UQ IT Project Approval Board (referred to as IT PAB) is responsible for the portfolio of IT projects and programs including all IT projects and programs at the University of Queensland. The primary function of PAB is to assess, approve and prioritise, or decline new project and program proposals.

PAB has authority to undertake the following:

1. Approve or decline all UQ virtual project and program proposals, inclusive of IT components within non-IT projects.
2. Determine suitability of proposals in the context of the UQ virtual landscape and architecture.
3. Direct proposals to further SME review.
4. Authorise and prioritise ITS resource allocation and scheduling for projects and programs.
5. Determine required oversight and governance of virtual projects and programs across UQ.
6. Consider, approve, and prioritise virtual projects and programs for inclusion in any virtual submission to the Capital Management Group (CMG); Subsequently authorise allocation of approved CMG funds to virtual projects and programs within IT capital portfolios; Authorise changes to budget allocations for virtual capital projects and programs within IT capital portfolios.
7. Authorise changes to schedule for all virtual projects and programs where changes impact ITS resource allocation, virtual capital budget allocations or other project performance indicators.
8. Formally close virtual projects and programs.
9. Review submissions endorsed by other UQ committees and/or refer submissions to other UQ committees or functional area executives to ensure appropriate endorsement.

## Membership

* CIO (Chair).
* Deputy Director, Infrastructure Operations, ITS
* Associate Director, Customer Support Services, ITS
* Associate Director, IT Governance, ITS
* Deputy Director, Applications, Delivery and Support, ITS
* Portfolio Manager, ITS (Secretary)

## Review Criteria

Members will review each project and program proposal against some or all of the following criteria:

* Submissions comply with relevant UQ and IT policies and procedures, including approved IT standards and frameworks.
* There is evidence of requirement for the proposal, and the proposed solution is appropriate for the identified requirement.

## The proposed solution does not introduce overlap in functionality with existing solutions.

## The proposal has clear support from a local executive sponsor, and (or) business owner.

## The estimated cost is realistic, and the budget source is identified.

## The cost is commensurate with the expected benefits.

## Key stakeholders have been identified and engaged; change impact is understood and managed.

## Required roles are appropriately allocated such as a qualified project manager and technical lead.

## Necessary resources have been appropriately identified.

## Project effort and duration has been realistically scoped.

## Dependencies on other projects have been identified and planned.

## Impact on ITS resources and established initiatives and projects/programs is manageable.

## Appropriate planning for benefit and risk identification and management is evident.

## Appropriate governance is planned or in place.

## Operation

IT PAB meets weekly; members and guests attend in person or remotely.

Quorum is 60% of filled voting positions.

Out of session PAB meetings are managed via SharePoint.

Meetings can be cancelled at the discretion of the CIO or delegate chair.

Submissions may be approved, not approved, or asked to return with further information.

PAB records are stored via SharePoint and access is managed by the PAB Secretary.

IT PAB reports to ITGC quarterly.

## PAB Terms of Reference Review

The PAB Terms of Reference will be renewed annually.

The ToR is subject to consultation with ITS Senior Managers, the Information Technology Governance Council (ITGC) and the Strategic Information Technology Council (SITC).