

Factsheet: IT Project Approval Board (PAB)

What is IT PAB?

The Information Technology (IT) Project Approval Board (PAB) is responsible for the portfolio of IT programs and projects within the University community, including IT components within broader projects. The primary functions of the IT PAB are to review, advise, approve, prioritise and/or decline new project and program proposals. An important aspect of the approval board is its authority to consider, approve, and prioritise virtual projects and programs for inclusion in any virtual submission to the Capital Management Group (CMG).

Project initiation documents, variation requests and close reports are submitted to PAB for review. Project Management Plans and other documentation may be requested by PAB for review.

IT PAB Membership

Position	Role
Chief Information Officer (CIO)	Chair, Member
Deputy Director, Applications, Delivery and Support	Member
Deputy Director, Applications, Delivery and Support	Member
Associate Director, IT Governance	Member
Director, Cybersecurity	Member
Deputy Director, Infrastructure Operations	Member
Associate Director, Customer Support Services	Member
IT Portfolio Manager	Secretary

Meeting Details

- IT PAB meets weekly on Thursdays between 10am and 11am.
- 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 IT PRAC quarterly.

Terms of Reference

IT PAB operates according to the Terms of Reference approved by the Information Technology Governance Committee, last updated December 2021.

Terms of Reference are available on the [ITGC sub-committees webpage](#)



Preparing for PAB

- Refer to the [IT Project Management at UQ webpage](#) for information on submitting to PAB. Submissions must be received by Monday CoB for inclusion in that week's PAB agenda. Ensure the relevant template is completed in full to the best of your knowledge. Supplementary information is welcomed.
- On submission, the submission owner may be contacted for a pre-PAB review of the document submitted. This will be a short meeting with the Portfolio Office to clarify information provided or seek additional information. Proposals submitted by ITS Relationship Managers can disregard this step.
- The submission will be included in the next available PAB sitting. Submission owners will receive a calendar invitation for a 10- or 15-minute window to discuss the proposal.

During PAB

- PAB members read PAB submissions prior to the meeting.
- You will be introduced to the PAB members if you have not attended PAB previously.
- You will be asked to provide a brief synopsis of the submission, and any additional or specific points you would like to highlight.
- PAB members may have prepared questions for the discussion or may ask you to provide further detail on any of the submission contents.
- New initiatives may be referred for data scoping, cyber security review, privacy assessment, and/or to the Technical Advisory Group (TAG) for subject matter expert review.
- In most cases you will receive an indication of the outcome during the meeting.

PAB Follow-up

- Following PAB, the outcomes are finalised, and sent to the Chair for approval.
- Once approved, new project outcomes are sent to Project Governance Office (PGO) for inclusion in ProTRAC if required, and to Finance for creation of UniFi project code if required.
- Project variations and close reports are similarly shared with Finance and the PGO for ProTRAC and financial follow-up.
- ITS Relationship Managers will notify clients of final approved outcomes and assist with any follow-up required.
- Projects not submitted via Relationship Managers will receive email notification of the approved PAB outcomes or can check PAB outcomes in the PAB teams' site when available.
- Where a new project is added to ProTRAC, an automated email will notify you when the project has been created.
- Where a new Unifi project number is required, Finance will notify you when that has been created.

Further Subject Matter Expert review

- If your project has been referred for further subject matter review, you will be contacted by the Portfolio Office with information on how this will proceed.
- Projects referred to Data Scoping will be included in the Data Scoping task list, and the data services team will contact you to arrange a meeting.
- In most cases, progression to the Technical Advisory Group (TAG) will follow conclusion of the data scoping process.