



Information Technology Project Review Board (IT PRB) – Terms of Reference

The IT Project Review Board (IT PRB) provides governance and oversight of the Technology Master Plan project portfolio, Annual Plans, and Infrastructure Funding Group (IFG) funded IT projects. It monitors progress, makes strategic delivery decisions, and ensures UQ's IT investment is aligned to enterprise priorities.

Objectives

The committee supports the Chief Information Officer (CIO) to:

Annual Plans under the Technology Master Plan

- Review and endorse the Annual Plan, ensuring prioritised sequencing of initiatives based on strategic priorities, funding, dependencies, readiness, impacts and resources.
- Oversee execution of the Annual Plan and its projects through progress and performance reporting.
- Manage and review benefits realised by the Annual Plan projects

IFG-Funded IT Projects (Major & Medium)

- Ensure projects are strategically aligned, enterprise focused, and consistent with Technology Principles and Technology Strategies.
- Ensure projects have appropriate governance, prerequisites, resourcing, support, and risk mitigation (including cyber security, privacy and AI).
- Ensure project assurance is appropriate to risk and complexity.
- Recommend Gates 0, 2 and 3 approvals and associated IFG funding requests for IFG for approval.
- Approve Gate 1 Feasibility Options Review, or endorse and escalate to IFG where required as determined by the Chair.
- Approve Gate 5 Project Closure.
- Recommend procurement and contracting strategies for IFG approval as part of the relevant gate approval.
- Review and recommend material scope, cost, schedule or quality variations for IFG approval.
- Approve non-material variations
- Monitor performance of the IT project portfolio against approved business cases.
- Oversee portfolio level risks and escalate to IFG where required.
- Provide direction to the IT PMO, project steering committees or project teams on strategy, engagement, budget and variations.

NOTE: Minor IT projects are reviewed by the IT PRB Sub-Committee

Membership

Ex Officio

- Chief Information Officer (Chair)
- Deputy Vice-Chancellor (Academic)
- Deputy Vice-Chancellor (Research and Innovation)
- Deputy Chief Operating Officer
- Chief Financial Officer

Appointed

- A Faculty / Institute representative



Non-voting

- Senior Manager, IT Portfolio Management Office (Secretary)
- Director, IT Governance and Investment (non-voting)
- Associate Director, IT Planning and Architecture (non-voting)
- Director, Office of the Provost and Senior Vice-President (optional observer)

Meeting processes

- Meets monthly except January and December
- Out of session decisions may occur via email.
- Quorum: 70% of voting members (attendance includes in-person, phone, video).
- Members can delegate attendance appointed member terms are 24 months.
- Project Sponsors and Goal IT Leads may be invited to attend to present.
- Papers should be provided at least one week prior; members are expected to read all papers.
- Members should read all documentation prior to the meeting.
- Submissions may be approved, not approved, or asked to return with further information.
- The committee may establish sub-committees or working groups.
- Secretariat services provided by IT PMO.
- IT PRB records are stored in Teams; decision records are stored in TRIM.

Agenda Submissions

- Templates from the IT PMO webpage must be used and include all required reviews and recommendations.
- Submissions must be emailed to itpmo@uq.edu.au with Goal Governance Committee recommendation.
- Submission deadlines are published on the IT PRB webpage.
- Late submissions will be considered at the next meeting.