



BROAD IMPACT SYSTEMS AND SOFTWARE

07.200.08

Authority:	Vice Chancellor Information Technology Systems
History:	Updated February 15, 2010; Reformatted June 6, 2005; supersedes policy ITS 2.00; effective September 11, 2002
Source of Authority:	<u>Consolidated University of North Carolina Netstudy – Security Subcommittee Baseline Recommendations</u> (Feb. 16, 2003); International Standard ISO17799
Related Links:	07.100 and 07.300
Responsible Office:	Information Technology Systems Division

I. Purpose

This document provides guidelines for the responsible management of the broad impact systems and software used by the university community. Coordinating the acquisition, development, and implementation of such systems and software is the responsibility of the Information Technology Systems Division. This policy provides the guidelines necessary to assist the university community with the process of development, purchase, design, implementation, and / or support of broad impact systems and software.

II. Policy

A. General Statement

Broad impact systems and software are applications or systems that enhance or support administrative, academic, or student/campus functions or services. Such software typically addresses needs at the institution, division, school department or other administrative unit level. Information Technology Systems Division (ITSD) is charged with assessment, administrative coordination and management authority for the purchase, implementation, design, development, and maintenance of such software. This responsibility is managed by the ITSD's Technology Needs Assessment and Consulting department.

B. Principles and Guidelines

1. Approval for purchase

The development, purchase and implementation of systems and application software may have significant technical implications for the university as well as require large allocations of financial and human resources. Divisions and departments must submit a project and/or work with the Technology Needs Assessment and Consulting department

of ITSD prior to purchasing broad impact systems and software. This will ensure that the technical and human resources required are available for the development, implementation, and ongoing support of systems and software.

2. Requests for development and implementation

ITSD provides service to the university community for the development and implementation of broad impact system and software as well as modifications and enhancements to existing systems. Projects are requested through the ITSD Project Request Application. For more information refer to <http://www.uncw.edu/itsd/services/administrative/ProjectRequestsITSD.html>. Each project must have a separate requester and approver before being reviewed by the ITSD project review team. All project requests are reviewed weekly by all ITSD Directors and assigned to teams of staff from appropriate ITSD departments for feasibility analysis or development.