Clarendon College
Information Technology Services (CLARENDON COLLEGE-IT)
Project Lifecycle Policy:

PURPOSE:
This policy establishes guidelines for managing the lifecycle of Information Technology (IT) projects at Clarendon College. It ensures IT investments align with institutional goals, comply with regulations, and provide sustainable, secure, and efficient solutions.

SCOPE:
This policy applies to all IT projects undertaken by the college, including hardware, software, network infrastructure, and cloud-based solutions.

POLICY STATEMENT:
1. **IT Project Lifecycle Phases**
   Initiation
      a. Define project objectives, scope, and stakeholders.
      b. Conduct feasibility analysis and risk assessment.
      c. Secure approval from the IT Governance Committee.
      d. Identify funding sources and budget requirements.
   Planning
      a. Develop a detailed project plan, including timeline, milestones, and resource allocation.
      b. Conduct stakeholder engagement and requirement analysis.
      c. Define key performance indicators (KPIs) for success measurement.
   Development & Implementation
      a. Procure necessary hardware, software, and services.
      b. Configure, develop and integrate systems per requirements.
      c. Conduct security, compliance, and accessibility assessments.
      d. Perform testing, user training, and documentation.
   Maintenance & Support
      a. Establish a support structure for troubleshooting and updates.
      b. Implement regular security and performance assessments.
      c. Provide ongoing training and user support.
      d. Monitor KPIs and adjust as necessary.
   Retirement & Decommissioning
      a. Develop an end-of-life transition plan.
      b. Migrate or archive critical data following retention policies.
      c. Decommission outdated systems securely and environmentally responsibly.
      d. Conduct a post-project evaluation and document lessons learned.
2. **Roles and Responsibilities**
   a. **IT Governance Committee**: Approves and prioritizes projects.
   b. **Project Manager**: Oversees execution and ensures compliance with the policy.
   c. **IT Security Team**: Ensures adherence to cybersecurity standards.

d. **Stakeholders**: Provide input, feedback, and validation throughout the lifecycle.
3. **Compliance & Review**
    a. All IT projects must adhere to federal, state, and institutional regulations.
    b. This policy will be reviewed annually and updated as needed.
4. **Exceptions**
    Exceptions to this policy require written approval from the Vice President of Information Technology and justification outlining the necessity of the deviation; see Compliancy Policy and the Policy Exemption Form.

DEFINITIONS:

IT Governance Committee: A group that oversees an organization's IT strategy, systems, financing, and risk management. The committee's role is to ensure the organization's IT investments align with its goals. A committee consisting of the President, Vice President of Academic Affairs, and the Vice President of Information Technology.

Key Performance Indicator (KPI) IT Lifecycle: Refers to the complete process of identifying, selecting, implementing, monitoring, and refining key metrics that measure the performance of an IT system or service throughout its lifecycle, allowing organizations to track progress towards their strategic goals and identify areas for improvement within their IT operations.

Related Policies, References and Attachments:
An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at https://www.clarendoncollege.edu/information-technology. The Policy Compliance Document contains reference materials, legal compliance guidelines, and policy enforcement. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

The Clarendon College Board of Regents approved this policy on March 27, 2025, version 1.2. This policy was reviewed by Will Thompson, Vice President of IT, on February 18, 2025.