

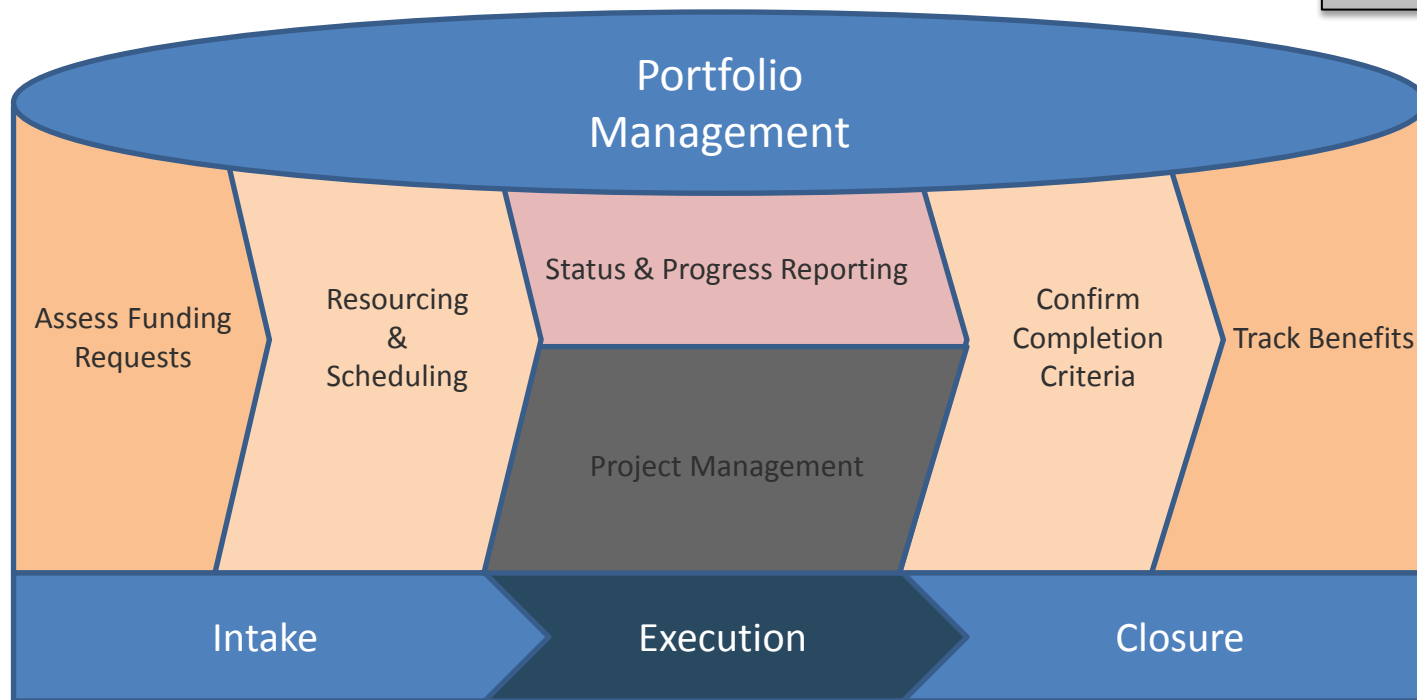
# IT Portfolio Management and the Project Request Process

a Xavier Technology Committee Initiative

## IT Portfolio Management

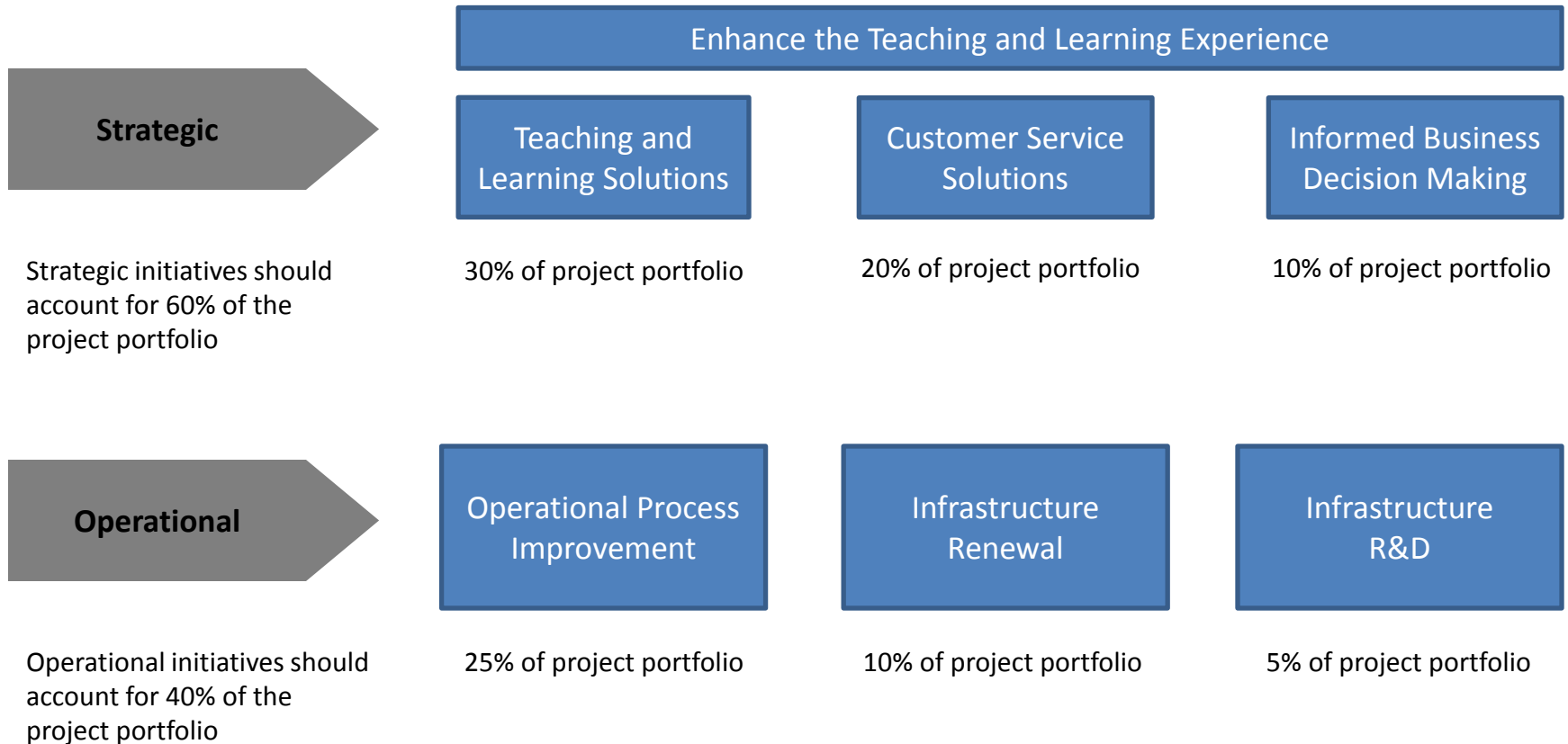
Portfolio Management is about approving the right projects, delivering the right resources at the right time, managing the project managers, and ensuring closure.

*Portfolio Management is **not** simply about a collection of projects.*



### Strategic Goal:

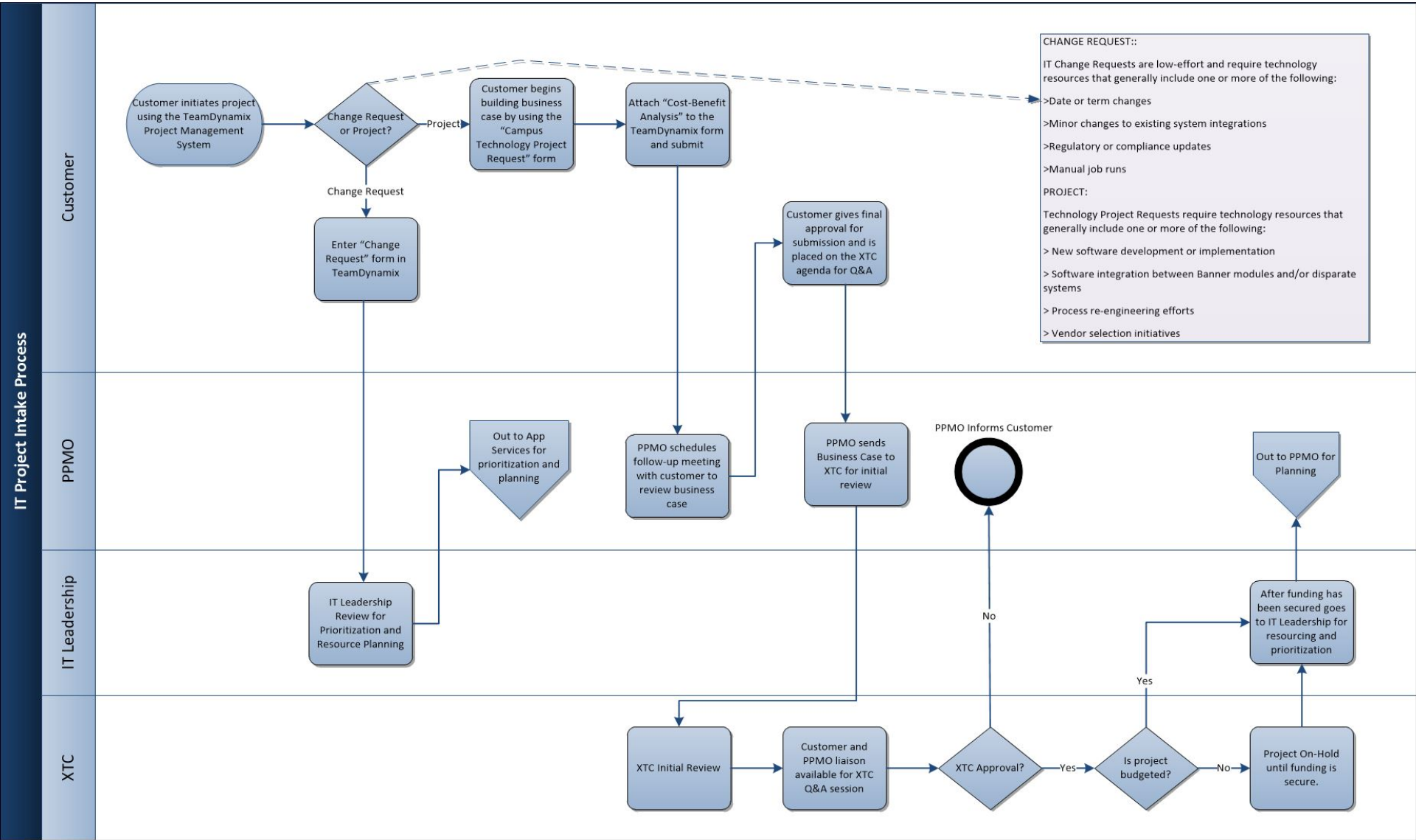
Create a structured portfolio process that starts with strategic objectives



The IT Portfolio Management process has been refined to support these goals

Process	Description
Project Requests	Simplified process makes it easier to submit an IT project request
Business Case	Higher value business case demonstrates strategic alignment, costs, and benefits
Scoring	University strategic alignment and budget and resource costs are now strong factors in the scoring result
Monthly Approvals by XTC	Approvals reflect the Business Case score along with the availability of budgeted resources for the related strategic initiative

IT Project Request Process: Workflow



## IT Project Request Process: Building your Business Case in TeamDynamix

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Project requests will be entered via a new submission form located within the project and ticketing system, [TeamDynamix](#).

*TeamDynamix Log in Instructions:* (VPN Access required if outside of the Xavier network)

1. Go to <http://projects.xavier.edu/TDClient/Login.aspx>
2. Log in using your Xavier credentials
3. Go to “Requests” Tab (top)
4. Click on “Service Catalog” (left)
5. Click on “I.T. Project Request Forms”
6. Select the appropriate request form to enter your Change or Business Case

### TeamDynamix



Xavier leverages a project and portfolio management tool called [TeamDynamix](#).

The project request forms are located within and are used to begin building your electronic business case.

Click [here](#) (TBD) for detailed instructions.