



UNIVERSITY OF BAHRAIN

IT Project Management Policy

Authority/Owner of Policy: Information Technology Center

Effective: 24 Feb, 2025

Table of Contents

1	Definitions	2
2	Policy Purpose	3
3	Policy Scope	3
4	Policy Statement.....	4
5	Roles and Responsibilities	4
6	Policy Procedures	6
7	Contact Information	Error! Bookmark not defined.

POLICY INFORMATION

Title:	IT Project Management Policy
Policy Description:	This policy includes providing a comprehensive framework for managing IT projects at the university, including planning, implementation and follow-up to ensure that the objectives are achieved efficiently and effectively.
Policy Scope:	<input type="checkbox"/> Academic <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Research <input type="checkbox"/> Student <input type="checkbox"/> general
Policy Status	<input checked="" type="checkbox"/> New policy <input type="checkbox"/> Revision of existing policy
Approval Authority:	University of Bahrain Council
Authority/ Owner of Policy:	Information Technology Center
Approval Date:	24 Feb, 2025
Effective Date:	24 Feb, 2025
Approval Date of Last Revision:	24 Feb, 2025
Date of Next Revision:	2 Jan, 2027
Related Documents:	Bahrain Tender Board Law, Unified Financial Guide, Information & eGovernment Authority Project Management Manual, Information & eGovernment Authority Cloud First Policy.

- Policy Stakeholders**
- | | |
|---|--|
| <input type="checkbox"/> President | <input type="checkbox"/> Faculty members |
| <input type="checkbox"/> Vice President | <input type="checkbox"/> Students |
| <input type="checkbox"/> Legal Advisor | <input type="checkbox"/> Admin Staff |
| <input checked="" type="checkbox"/> Deans | <input type="checkbox"/> All University Affiliates |
| <input checked="" type="checkbox"/> Directors | |

1 Definitions

Information Technology Project:	Any organized activity that seeks to achieve specific objectives in the field of information technology,
--	--

	such as developing systems, improving infrastructure, or implementing technical solutions.
Project Management:	A process through which knowledge, skills and tools are applied to ensure the success of a project.
Project Plan:	A detailed document that includes project objectives, scope of work, resources, schedule, budget, and risk management.
Information Technology Governance Committee:	A supervisory committee formed by the President of the University, responsible for the governance of all matters related to information technology, including the review, approval and prioritization of information technology projects.
User Acceptance Test (UAT)	The process of testing the required changes in the testing environment by the requester to ensure accurate implementation as per the requirements.
Project Management Committee:	A committee formed by the President of the University at the university level to manage projects at the university.
Project Closure:	The successful completion of the project.

2 Policy Purpose

Providing an organized and effective framework for managing information technology projects, ensuring the achievement of the university's strategic objectives and providing high-quality technical solutions.

3 Policy Scope

This policy applies to all IT projects at the university, whether they are systems development projects, infrastructure improvements, or other technical initiatives.

4 Policy Statement

1. Adopting the principles of strategic planning and effective implementation of IT projects to ensure the achievement of objectives and improve the services provided.
2. Demonstrate the procedures for obtaining the necessary approvals before proceeding with implementation to ensure that projects are compatible with institutional policies and financial commitments.

5 Roles and Responsibilities

5.1 Tasks of the project manager:

- A. Preparation of the project plan.
- B. Supervising the implementation of the project in accordance with the approved plan.
- C. Manage risks and take corrective action when needed.
- D. Submit periodic reports on project performance to the Information Technology Governance Committee.

5.2 Tasks of the project team:

- A. Carry out the technical and administrative tasks assigned to them according to the schedule.
- B. Participate in follow-up meetings and provide progress updates.

5.3 Tasks of the Information Technology Governance Committee:

- A. Review and approve proposed project plans.

- B. Giving priority to projects based on the criteria specified by the committee on (the extent to which the project is related to ministries and government institutions at the level of the Kingdom - the extent of the link to the university's strategic plan - the number of users - identifying risks in case of non-implementation).
- C. Monitor the progress of projects and take the necessary decisions in case of obstacles.

5.4 Tasks of the Information & eGovernment Authority:

- A. Review the feasibility of the project and approve the project after ensuring its compliance with e-government standards.

5.5 Tasks of the Project Management Committee:

- A. Review the proposed budget for the project.
- B. Coordinate with the Ministry of Finance to obtain the necessary financial approval.
- C. Follow up on spending during the project implementation period.

5.6 Tasks of colleges, supporting deanships and departments:

- A. Submit the project application including the objectives and requirements.
- B. Participate in coordination meetings to clarify needs.
- C. Participate in system or technical solution testing in the testing environment before moving to production.
- D. Review the final deliverables and ensure objectives are achieved.
- E. Provide feedback after the end of the project.

5.7 Tasks of the Information Technology Center:

- A. Receiving and technically evaluating applications.
- B. Preparing the technical feasibility study and providing technical support throughout the project period.

- C. Assess information security implications and requirements during the project management phase and implementation.
- D. Provide the necessary technical resources for the implementation of the project.
- E. Supervise the implementation of the project in coordination with the project manager.

6 Policy Procedures

6.1 Application Receipt Stage:

- A. Receiving the application from the requesting party through the approved communications channel.
- B. Ensure that the application contains a clear description of the project and the objectives required.
- C. Register the application in the project tracking system and give it a reference number.

6.2 Initial Assessment Phase:

- A. Hold a meeting with the requesting party to understand the requirements of the project.
- B. Evaluate the compatibility of the project with the objectives of the university.
- C. Document the results in a preliminary evaluation form.

6.3 Feasibility Study Preparation Phase:

- A. Prepare a simple study that includes cost, time and expected benefits.
- B. Identify potential risks and develop initial solutions.
- C. Submit the study to the IT Governance Committee for review.

6.4 Project Approval Phase:

- A. Obtain the approval of the Information Technology Governance Committee.

- B. Submit the project to the Information & eGovernment Authority for approval if necessary.
- C. Obtain the approval of the Ministry of Finance and National Economy through the Project Management Committee in case the project requires budget approval.

6.5 Project Planning Phase:

- A. Assigning a project manager and forming a project team to prepare the project plan.
- B. Submit the plan to the Information Technology Governance Committee for approval.

6.6 Needs Identification Phase (for Software Projects):

- A. Hold meetings with the requesting party to understand the requirements of the project.
- B. Analysis and documentation of requirements including (description of the required project - objectives and expected benefits - performance and safety requirements - information security requirements).
- C. Review the document with the requesting party and obtain their approval.

6.7 Market study and solution evaluation phase (for software projects):

- A. Conduct a market analysis to determine if there are ready-made technical solutions that meet the requirements.
- B. Prepare a comparative study between the available solutions to determine the most appropriate based on cost, efficiency and ease of implementation.
- C. Determine the implementation mechanism according to the following cases:
 - 1. If there is a suitable ready-made solution: recommend the purchase of the system and contract with the supplier.
 - 2. If there is no ready-made solution: consider hiring a supplier to develop the system.
 - 3. If capabilities are available internally: Recommend internal development.

6.8 Project Implementation Phase:

- A. Preparing the detailed project plan.
- B. Start implementation according to the approved plan.
- C. Hold periodic meetings to follow up on progress.
- D. Manage any changes in the scope of the project.

6.9 Systems Testing Phase (for Software Projects):

- A. Perform comprehensive performance and security tests to verify system quality.
- B. Document test results and fix any issues before moving on to User Acceptance Testing (UAT).
- C. User acceptance testing (UAT) is conducted on a testing environment by end users.
- D. Document the results of the User Acceptance Test (UAT) and make the necessary adjustments before launch.

6.10 Systems launch phase (for software projects):

- A. Preparing a comprehensive launch plan for the required training and technical support in coordination with the requesting party for the system.
- B. Carry out the launch gradually or completely depending on the size and complexity of the system.

6.11 Monitoring and evaluation phase:

- A. Prepare periodic reports on the progress of the project.
- B. Compare actual performance with planned goals.
- C. Use simple indicators to measure success (such as completing tasks on time).

6.12 Project Closure Phase:

- A. Ensure that all objectives are achieved and final deliverables are delivered.
- B. Hold a final meeting to draw lessons learned.
- C. Document the results in the project closure report.

7 Controls

- A. All requirements must be formally documented, and changes are only allowed after their approval by requesting a new change.
- B. The approved project schedule must be adhered to and any changes must be communicated to all interested parties.
- C. No system is launched before passing all approved tests.

8 Contact & Information

To further assist in implementing this procedure, relevant questions can be directed to the Office of the Director of the Information Technology Center:

Email: itdirector@uob.edu.bh

Phone Number: 17438855 17438164