

May 13, 2019

DFA SENIOR LEADERSHIP

RE: Practice Directive for DFA IT Projects

Dear DFA Senior Leaders,

To ensure that DFA funds, DFA IT resources, and OIT resources are maximized for only the most essential DFA and UCI community business needs, all new major DFA IT projects must be justified as essential prior to initiating any planning activities or committing funds. **All major DFA IT Project requests will be reviewed and approved by David Ott, Executive Director of Support Services**, and considered among new and ongoing projects.

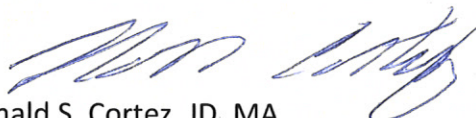
Major DFA IT projects are defined as initiatives or activities that fall within the following categories of work:

- Purchase or implementation of new on-site or cloud-based application or system
- Enhancements to existing IT applications and systems that require more than 80 hours of IT resources (e.g., resources for requirements gathering, integration design, development, and testing activities)
- Enhancements or new system implementation work with more than \$25,000 in consulting costs or in-house payroll expenses

Minor enhancements to existing systems or break-fix activity to restore existing service levels, requiring less effort than the above thresholds are exempt from the major project approval process as described above. However, to avoid the duplication of effort and increase our opportunities to extend technologies from one department to another, please inform the Director of IT Services, Pejman Khoshkhoo, of minor DFA IT activities regardless of scope or cost for prioritization.

I appreciate your leadership in enacting this practice directive. Please share this information with your staff, as appropriate.

Sincerely,



Ronald S. Cortez, JD, MA
Chief Financial Officer and Vice Chancellor