Information Technology Project Scoping Document

Date:	
Name:	
Title:	
Project Title:	
Project Summary:	
Project Lead:	
Project Members:	
Affected Area(s):	
Desired Project Start Date:	
Desired Project Live Date:	
Project Budget:	
CMU Strategic Initiative(s):	

Introduction

This Information Technology project proposal is designed to be a planning and information gathering tool. By providing the information requested prior to the budgeting process, additional details and potential costs may be identified and addressed proactively. It is not necessary to complete this form for biannual curriculum software requests.

Project Details

Is this project governed by state, federal or other mandated requirements? If so, please indicate below and briefly summarize.

- ☐ **FERPA**
- ☐ **PCI**
- ☐ **HIPAA**
- ☐ **The item is not listed. (Please indicate below.)**

Summary:

☐ **This does not apply to this Project.**

Data Classification

Will the project process, store, or transfer electronic information?

☐ **No, this is not applicable.**

☐ **Yes (Please choose the data classification below.)**

Data classification levels must be assigned to the data in order to guide data owners, data custodians, project teams, and others in the use and access authorization mechanisms appropriate for the information.

The *Data Protection Plan* provides further clarification of the data classification levels.

This categorization assists in understanding the nature of the data being displayed, manipulated or transferred. Please classify the data by choosing one of the following categories:

☐	***Public*** **(low level of sensitivity)**	Access to "Public" university data may be granted to any requester. Public data is not considered confidential and is generally viewable by the public and does not include student directory information as defined by Colorado Mesa University's FERPA policy statement Examples of Public data include staff directories, athletic team rosters, and academic course descriptions. The integrity of Public data must be protected and should not be modified without the consent of the author.
☐	***Sensitive*** **(Default) (moderate level of sensitivity)**	Access to "Sensitive" data must be requested from, and authorized by, the individual who is responsible for the data. Data may be accessed by persons as part of their job responsibilities. The integrity of this data is of high importance, and the privacy of this data must be maintained. Examples of Sensitive data include financial transactions that do not include confidential data, information covered by non-disclosure agreements, purchasing data, and library transactions.
☐	***Confidential*** **(highest level of sensitivity)**	Access to "Confidential" data must be controlled from establishment to destruction, and access will be granted only to those persons associated with the University who require such access in order to perform their job duties, or to those individuals permitted by law. The confidentiality of data is of primary importance, although the integrity of the data must also be safeguarded. Access to confidential data must be requested from, and authorized by an individual with responsibility for the information. Confidential data includes information protected by regulation or law and the improper disclosure or use could:

		○ Lead to the risk of identity theft by the release of personally identifiable information regarding university constituents ○ Negatively affect the university's ability to fulfill its vision, values and mission ○ Place the university into a state of non-compliance with contractual obligations ○ Cause the university to fall into a state of non-compliance with state and federal regulations such as FERPA, HIPAA, and GLBA The categorization of data as confidential should include references to related legal or externally imposed constraints that require the restriction, the groups of users typically given access to the information, and under what conditions or restrictions access is typically given. In order to comply with the Family Educational Rights and Privacy Act (FERPA), other state and federal laws, and to provide a high level of confidence in Colorado Mesa University's data protection model, the university follows strict guidelines in the release of confidential or personally identifiable information. ○ Financial Aid data and Bank Account numbers – Only released in compliance with local, state and federal law including, but not limited to the PCI Data Security Standard ○ Social Security Numbers – Not to be released in whole or in part Current or Former Student Information – Only released in strict compliance with FERPA

It is the protocol of the IT department to prohibit local storage of sensitive or confidential information. Local storage would include any storage media that is not the intended storage location of system data as indicated by the vendor or the IT department. Local system hard drives, USB storage devices, and mobile devices are not appropriate storage locations. In addition, it is vital that sensitive and confidential information not be transmitted over unsecured networks.

Is there a need for sensitive or confidential information to be exported from the system for any reason including transmission or transfer to an entity other than Colorado Mesa University?

☐ **Yes (Please explain in the box below.)**

☐ **No, information will not be removed from the default system storage.**

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Software

If this project has a software component, please select the following items as they apply.

☐ **This is a new software product.**
☐ **This is replacing existing software functionality.**

Replacing what system(s):

Is an agreement necessary to proceed with this project?

☐ **Yes (Please attach a copy of the agreement, contract, EULA, and/or SLA.)**
Has the Purchasing department reviewed these documents?
☐ **Yes**
☐ **No (Please contact Purchasing for appropriate steps.)**
☐ **No an agreement is not necessary.**

How is the software licensed?

☐ **By user. Indicate total user licenses:**

☐ **By device. Indicate total device licenses:**

☐ **Other (Please explain below.)**

Will additional or replacement hardware need to be ordered for this project?

☐ **Yes (Please indicate additional/replacement hardware and include mobile devices if applicable.)**

☐ **No additional hardware will be necessary.**

Will the project involve construction?

☐ **Yes**

Has the Facilities department been informed?

☐ **Yes**

☐ **No (Please contact the Facilities department for appropriate steps.)**

☐ **No construction is necessary.**

Will the project necessitate additional networking locations or wireless access?

☐ **Yes (Please explain below.)**

☐ **No additional network locations are necessary.**

Project Submission

Please email this completed form to **Jeremy Brown**, using the button below, and he will initiate the review process by the IT Directors. You may be contacted by the IT department for additional information. Following the review of this project proposal, a meeting will be coordinated to discuss the specifics of the potential project and to address any concerns.

Thank you for taking the time to complete this project request documentation.

Send to Jeremy Brown