

**EDUCATION & INFORMATION TECHNOLOGY PROJECT
MANAGEMENT SUB COMMITTEE (EIT PROMS)
TERMS OF REFERENCE**



PURPOSE:

The purpose of the Committee (EIT PROMS) is to apply overall project management principles to the guidance and monitoring for all EIT projects at Red Deer College. The Committee:

- Helps senior leadership across the College maximize institutional value from IT projects
- Ensures EIT projects are properly managed and structured to maximize the likelihood of their success
- Ensures that the College community is aware of all EIT projects

MANDATE:

The Committee will oversee the progress of all EIT projects that have been approved through the EIT Committee. Projects and activities related to required maintenance and upkeep of existing IT services are out of scope for the EIT PROMS Committee.

The Committee:

- Ensures that projects are meeting milestones through regular project updates as required.
- Provides assistance where required for approved EIT projects.
- Reports back to EIT on progress for all EIT projects.
- Provides direction to projects on project management methodology, not their objectives.

RELATIONSHIP TO OTHER COMMITTEES:

Information from the EIT PROMS Committee will be reported to the EIT Committee.

COMPOSITION:

The Committee is composed of the following:

- Manager Application, Support & Development (Chair)
- Student Services Representative
- Finance Representative
- Human Resources Representative
- Library/CTL Representative
- IT Services Representative
- Other committee members as assigned based on current projects.

ACCOUNTABILITY:

The authority of the EIT PROMS Committee is an advising authority as per the outline below. The Chair of a committee is normally accountable to the group that established the mandate of the committee.

REPORTING:

Agendas and minutes will be generated at all of the EIT PROMS Committee meetings and will be reported back to the EIT Committee.

RESPONSIBILITY:

The EIT Committee assures the appointment of the EIT PROMS Committee.

ADMINISTRATIVE SUPPORT:

The Committee Chair will review approved projects from the EIT Committee and set up meetings accordingly, depending on the number of projects approved.

Information from the EIT PROMS Committee will be given to the EIT Committee for use at their meetings and will be shared by way of the Administrative support at the EIT Committee.

OPERATING PROCEDURES:

- The Committee meets monthly if there are active projects and/or updates to those projects to reviews. The Committee meets quarterly at a minimum.
- The Committee and its members are able to access the Project Sponsor and/or the Project Manager for information.
- The Chair is selected by the EIT Committee Chair.
- Agendas and minutes will be set and recorded by Administrative support from the IT Services department.
- Terms of Reference are reviewed yearly and must be approved by the EIT Committee.

Levels of authority:

The following text box must be included in all terms of reference.

Levels of Authority for Decision Making:

Decision authority: The right to make a decision or create a policy without consultation with other individuals or groups.

Principal authority: The right to make a decision or create a policy with input and recommendations from other groups or individuals; such input may be accepted or rejected. Principal authority allows for the right to make decisions and create policy which is forwarded to another body for action. Decisions or policies may be forwarded to another group or individual for approval where such approval would not be unreasonably denied. Principal authority also permits policy creation within the guidelines established by another group or individual. Finally, principal authority accommodates decision-making or policy creation within the parameters set by another body.

Shared authority: Authority to make decisions or create policy that is delegated equally to two or more groups or individuals where all parties are required to approve the decision or policy.

Recommending authority: The right to make recommendations for approval by another group or individual, where the final decision may approve, reject, or amend the recommendations. Recommending authority specifies the requirement that the recommendations be received by the decision making group or individual before a final decision is made.

Advising authority: The right to provide advice on a decision or policy created by another group or individual. The final decision may include or reject the advice provided. The group or individual making the decision in this case would be considered the principal authority.

