

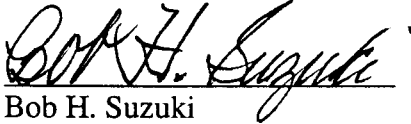


## Memorandum

**Date:** April 28, 2003

**To:** Patricia L. Farris  
Vice President for Administrative Affairs

**cc:** A. Michael Berman  
Vice President for Instructional and Information  
Technology

**From:**   
Bob H. Suzuki  
President

**Subject:** EXECUTIVE ORDER NO. 862  
Information Technology Project Management

Pursuant to Executive Order No. 862, I am delegating to you the authority to implement and exercise the provisions of said Executive Order subject to the conditions expressed therein.

(w/attachment)

THE CALIFORNIA STATE UNIVERSITY  
OFFICE OF THE CHANCELLOR

RECEIVED

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OFFICE OF THE PRESIDENT

BAKERSFIELD

April 18, 2003

CHANNEL ISLANDS

CHICO

DOMINGUEZ HILLS

**MEMORANDUM**

FRESNO

**TO:** CSU Presidents

FULLERTON

**FROM:** Charles B. Reed  
Chancellor

HAYWARD

HUMBOLDT

**SUBJECT:** Information Technology Project Management - Executive Order No: 862

LONG BEACH

Attached is a copy of Executive Order No. 862, which addresses information technology project management.

LOS ANGELES

MARITIME ACADEMY

In accordance with the policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

MONTEREY BAY

NORTHRIDGE

Guidance or assistance on the implementation of this executive order should be directed to the Executive Vice Chancellor and Chief Financial Officer.

POMONA

SACRAMENTO

SAN BERNARDINO

CBR:BR:pd

SAN DIEGO

Attachment

SAN FRANCISCO

cc: Executive Staff, Office of the Chancellor  
Assistant Vice Chancellor, Information Technology Services  
Vice Presidents, Administration/Business Affairs  
Executive Deans  
Business Managers

SAN JOSE

SAN LUIS OBISPO

SAN MARCOS

SONOMA

STANISLAUS

**THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
401 Golden Shore  
Long Beach, California 90802-4275  
(562) 951-4000**

**Executive Order No.:** 862  
**Title:** Information Technology Project Management  
**Effective Date:** April 18, 2003  
**Supersedes:** No previous executive order

This executive order, issued pursuant to Sections 1 and 2 of the Standing Orders of the Board of Trustees of The California State University, establishes the process to be followed for information technology projects in the California State University.

**I. Scope and Applicability**

An Information Technology Project (IT Project) subject to this executive order is a procurement of information technology goods or services that is neither routine nor reoccurring but:

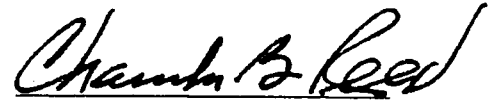
- A. has an estimated cost for procurement and implementation which is \$500,000 or more, or
- B. comprises an activity that regardless of cost poses a high project risk or will have a high impact to the CSU.

**II. Project Approval**

Prior to undertaking an IT Project a feasibility study and a solicitation plan must be developed in accordance with the model Information Technology Project and

**Executive Order No. 862**  
**Effective Date: April 18, 2003**  
**Page Three**

- whether the transition from project to ongoing operation has occurred successfully;
- the management process of the project;
- the need for subsequent actions and/or projects;
- the need for subsequent reviews of the project.



Charles B. Reed  
Chancellor

Dated: April 18, 2003