uOttawa

(IT-enabled) Projects Review Committee (PRC)
—Terms of reference —

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Terms of Reference

Overview

This document provides the terms of reference and the governance structure for the IT-enabled Projects Review Committee (PRC).

This Committee will serve as mechanism to support, control and report on all IT Projects (all categories) where Institutional IT is either the business owner, or primary technical service delivery, whether projects are funded through operational budgets, or the institutional IT dedicated projects envelope.

The primary mission of this committee is to serve as gatekeeper for projects and ensure quality control as well as recommend escalations to governance committees when needed. The committee is also a means to consult with other project managers to do peer reviews of deliverables when project managers need it.

Mandate

The primary mandate of this committee is to:
- Review key gating artefacts such as project charter, project management plan, acceptance report, and change/waiver request, lessons learned;
- Review portfolio dashboard and discuss projects that are reporting an overall status of "red" or "yellow", two months in a row;
- Discuss risks escalated by the Project Steering Committee (PSC) and contribute to finding mitigation strategies;
- Review and discuss significant scope changes escalated by the PSC;
- Offer potential recommendations and peer reviews;
- Discuss potential solutions and contribute to change management strategies for key projects and initiatives;
- Approve passing gates;
- Recommend escalations to governance;
- Assist in addressing and resolving issues escalated by the PSC
- Review and approve proposed changes to the project management framework;
- Identify, where applicable, impacts of scope changes on other projects

Exclusions:

- This group is not mandated to make investment decisions or reprioritize projects.
- This group is not mandated to replace project Steering Committees, where they are needed, or Architecture Review Board meetings and gates.
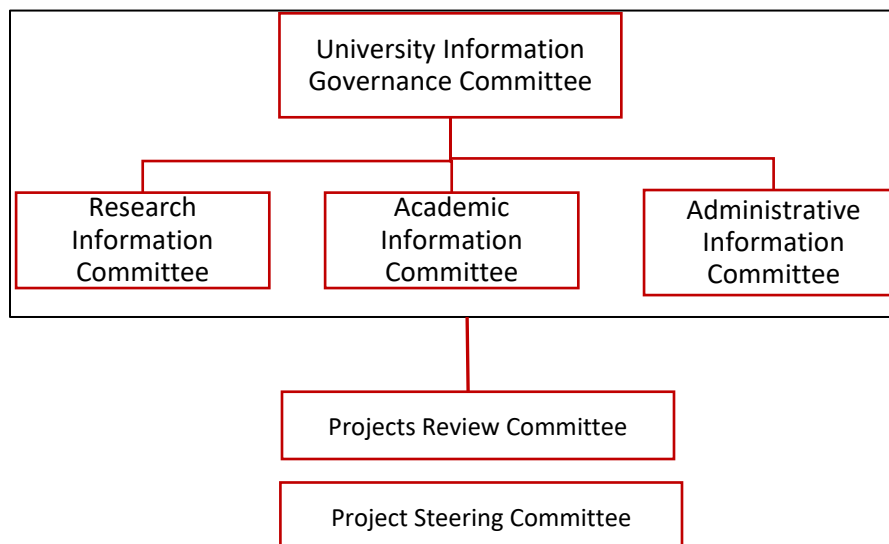
Meetings and communication channels

- Meetings will be booked on a regular basis, once a month or as needed;
- Secretariat function will be provided by the PPM and Project Manager,
- A Teams communications channel will also be established to facilitate *ad hoc* communications, consultation, and questions amongst membership;

- Artefacts should be submitted at least a week prior to the PRC meeting to allow time for members' review
- Project Managers may be requested to provide updates following PRC's request for actions

Membership and Quorum

- Quorum is set to fifty percent plus one person for the committee proceedings;
- Members are encouraged to attend meetings, but can send alternates for meetings they cannot attend. They are responsible to ensure the alternates have the documents for the meeting, and to brief them as needed;
- Project sponsors and managers may be asked to come discuss their projects (with business owners, where appropriate), when reaching a gate, submitting a change/waiver request or when their overall project status is red, or have been yellow two months in a row.
- The meetings will be chaired by the Institutional IT Deputy CIO, and the Executive Director IT solutions.
- The proposed membership:
  - Institutional IT Deputy CIO (Co-Chair) (voting member)
  - The Senior Director IT Solutions (voting member)
  - The Senior Director IT Services and Infrastructure (voting member)
  - The Project and portfolio manager (voting member)
  - The Vendor relations officer (support)
  - The Chief Administrative Officer
  - Three representatives from IT Solutions & IT Services & Infrastructure (voting members)
- Projects will be escalated to the appropriate information committee, depending on the value and portfolio:

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                    │  University Information  │
                    │  Governance Committee    │
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   │ Research │       │ Academic │       │Administrative│
   │Information│      │Information│      │ Information   │
   │Committee │       │Committee │       │ Committee     │
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                 ┌────────────────────────┐
                 │ Projects Review Committee │
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                 │ Project Steering Committee │
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History of changes to the Terms of Reference

Revision	Author of change	Date	Comments
0.1	K. Webster	March 2021	First draft for comments
1.0	M. Siblini	May 2021	Final Draft