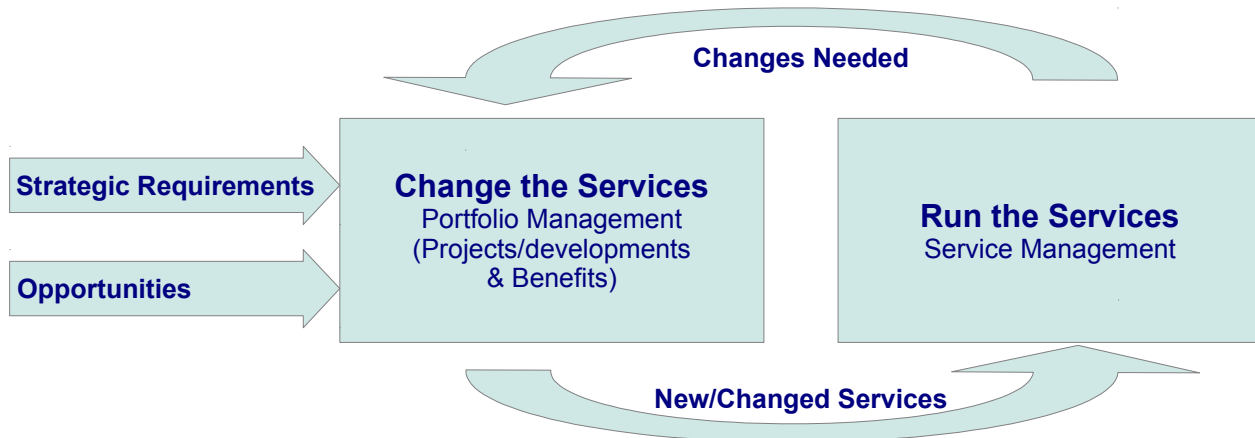


# CiCS Development Portfolio – Overview



Information Services is a constantly changing area, and CiCS therefore has to not only manage and maintain our services, but also organise the many significant changes in a coherent way. These two large areas of work – running our services and changing our services – need to be managed in a co-ordinated way, and of course we have to ensure that the strategic direction and priorities fit with the needs and priorities of the University.

## Governance

The governance of CiCS Development Portfolio is detailed in the [CiCS Service Strategy Board uSpace area](#).

There are seven **Service Advisory Groups** which give strategic direction to their area of services. They commission and prioritise new projects and make sure the benefits are realised from them. There is representation on the Boards from across the University community.

The Services Manager from each of the seven service areas sits on the relevant Service Advisory Group, and they all come together with the CiCS Executive and the Portfolio Manager on the CiCS **Service Strategy Board**, which co-ordinates the Portfolio of Projects and other developments, and co-ordinates resources across these and the services themselves.

The **Programme and Project Unit** supports and organises the Development Portfolio and supports the Project Managers.

## Information and Support

There is extensive information and support on the CiCS website:

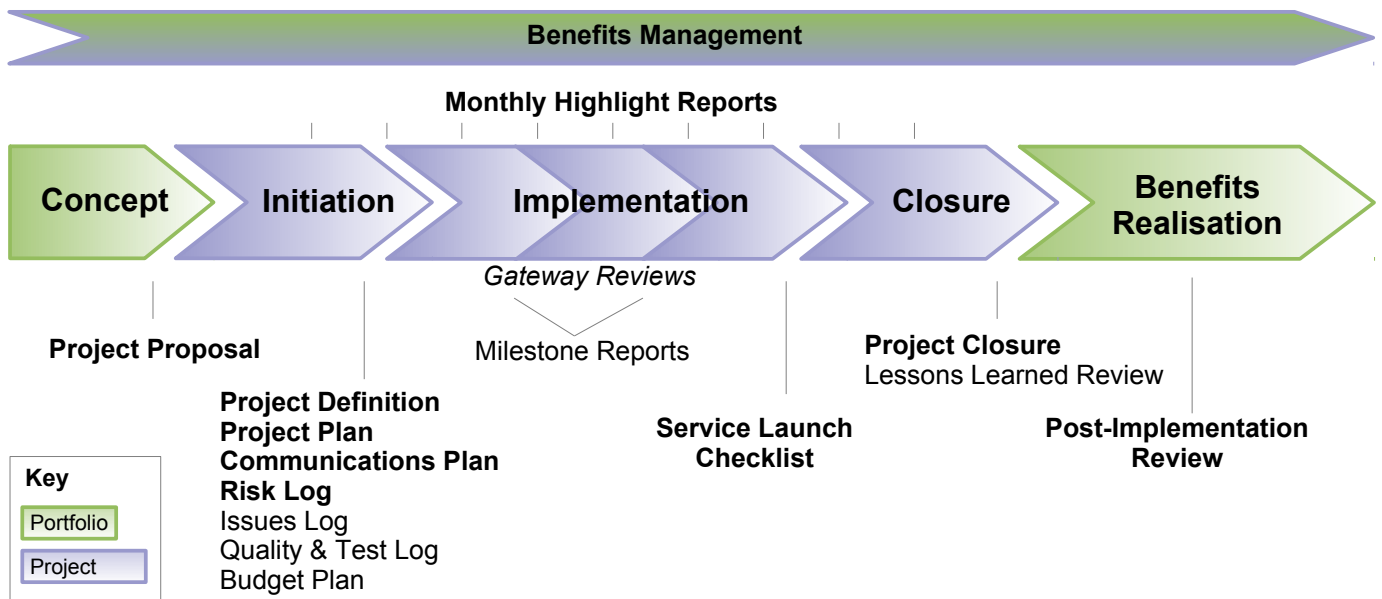
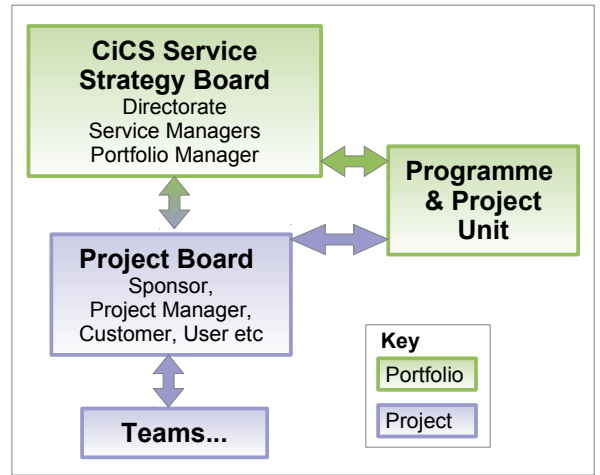
- [The Portfolio Definition](#) (of which this is one part)
- [Projects and other developments](#) – news and background
- [Information and support for those involved in CiCS projects](#), or with an interest in how they work
- [Support for Project Managers](#), or for those with a detailed interest in project management

# Project Organisation

Within each project there is a **Project Board**, which owns and controls the project. On the Board there will be the following roles, which may be merged or split:

- Sponsor: Project champion - may not be on the Project Board.
- Project Manager: Plans, co-ordinates, communicates.
- Customer: Specifies, signs off deliverables.
- User: Represents end users.
- Technical...: Other key stakeholder/s.

The diagram on the right shows where everything fits in, and the diagram below shows the processes and documents involved, with key documents in **bold**.



## ProjectsLite

CiCS has developed light weight versions of key Project Management docs, with guidance on their usage. These are suggested for informal projects, perhaps within a team. As they are not formal CiCS projects they are not supported directly by the PPU and do not report to the Programme Board. Teams and individuals can use and modify the templates just as they like. The aim is:

- To help people structure their work.
- To make greater use of people's APM-IC skills.
- To help embed project management principles more firmly across the board.

## Glossary

CiCS Project and Programme Management systems are based on the complementary PRINCE2 (for Projects) and MSP (for Programmes) methodologies. We also use the complementary Portfolio Management Guidance, which is currently in draft form.

Project Managers in CiCS all have qualifications from the Association of Project Managers (APM). The principles are entirely compatible, but there are different terms used for some key concepts. This is a rough translation:

- PRINCE2 Project Initiation Documents (PID)  
= APM Project Management Plan  
= CiCS Project Definition + Project Plan + Risk Log + Quality & Test Log
- PRINCE2 and APM Outline Business Case + Project Brief  
= CiCS Project Proposal
- The PRINCE2 and APM Business Case is within our Project Definition, though some large projects may have a separate Business Case document.