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|  UNIVERSITY of DENVER | UNIVERSITY OF DENVER POLICY MANUAL REVIEW OF BUSINESS APPLICATIONS AND SYSTEM IMPLEMENTATION | | |
| Responsible Department: Information Technology Recommended By: Provost, VC Business and Financial Affairs Approved By: Chancellor | <u>Policy Number</u> 2.10.080 | <u>Effective Date</u> 6/8/2018 | |

I. INTRODUCTION

It is University policy to evaluate the institutional risk and financial impact of all technology-based business or administrative applications prior to their implementation. To ensure consistency in the review process, a common business application proposal form as prescribed herein shall be completed and submitted for review by appropriate staff of the Office of Internal Audit, the Controller’s Office, and Information Technology (the “Review Panel”). Completion and review of the initiative proposal form will ensure that due diligence is conducted, including impact analysis, risk assessment, and compliance with adequate controls and regulatory standards.

The business applications and system implementation review will assist senior staff and the Trustees in determining that proper controls are in place, and that impacts on University financial resources and technological infrastructure are appropriately considered and planned for. New business application initiatives undergoing said review will benefit from the collective expertise and judgment of relevant institutional staff to ensure a successful implementation, and said review will enable timely and proactive identification and mitigation of risks at the inception of technology-based business application projects. For purposes of this Policy, “technology-based business application” refers to technology applications that support administrative functions and transactional activities associated with the conduct of University business, and which have implications for legal, regulatory or internal controls compliance.

II. POLICY OVERVIEW

This Policy applies to system and process implementations that involve the following elements:

1. Administrative systems, including Banner;
2. Efficient use of technological resources, including sustainability, storage and security;
3. Accuracy of management or financial information reported internally or externally;

4. Compliance with laws and regulations; and
5. Adequacy of internal controls.

This Policy is not intended to affect purely academic programs and systems, and will not change reporting lines.

III. PROCESS OVERVIEW

A. Initiative Review Process

Sponsoring departments of technology-based business applications shall complete and submit a technology review proposal form to the Vice Chancellor of Information Technology (or his/her designee), who will coordinate the review process with the Review Panel. Members of the Review Panel may contact initiative sponsors for additional information or clarification, and may choose to seek input from other departments affected by the proposed initiative as necessary.

In the case that the proposal review raises questions or concerns that are not resolved between initiative sponsors and the Review Panel, the decision on the initiative will be made the appropriate executive level staff (Provost or Vice Chancellor). The initiative will not be pursued until the Provost and/or appropriate Vice Chancellor(s) give final approval.

B. Content of the Initiative Proposal

The Provost and the Vice Chancellors for Business and Financial Affairs and Information Technology, pursuant to this Policy, shall specify detailed guidelines and procedures for initiative proposals. All initiative proposals will follow a common outline form available on the websites of the Vice Chancellor for Business and Financial Affairs and Information Technology.

IV. DEFINITIONS

None