

Essex County College College Regulation

REG 2-3 REQUESTS FOR SYSTEMS AND PROGRAMMING CHANGES

Purpose:

To outline the process for submission and approval of requests for systems and programming changes.

Definition(s):

Data Owner: Data owners shall be designated for every system in the College. The Data Owner's primary responsibilities shall be to authorize access and deny access to certain systems and data. The Data Owner is also responsible for data accuracy, integrity, and timeliness. The list of Data Owners may be reviewed and amended at least once every year or as needed.

Data Custodian: Data Custodian oversees the safe transport and storage of data, and is primarily responsible for the safekeeping and ongoing operation of College systems. In most cases, the Data Custodian shall be the Information Technology Department (IT).

Application:

1. All requests for systems and programming changes are to be authorized by the Data Owner of the target system and/or database and coordinated by the Data Custodian to ensure that the needs of and objectives of the College are fully served.
2. Data Owners shall be designated for every system in the College. The Data Owner's primary responsibilities shall be to authorize access to their systems and data; and to authorize changes to their systems.
3. Data Custodian, in most cases, shall be the Information Technology Department (IT) area and shall be primarily responsible for the safekeeping and ongoing operation of College systems and data. Based on the direction of the Data Owner, individual users may be granted access, by the Data Custodian, to specific systems and databases. The Data Custodian shall also be responsible for implementing changes to target systems as per the procedures outlined in this Regulation.
4. System changes refer to enhancements or improvements to existing production systems and databases. These changes will be categorized as either major or minor projects. Major projects are defined as those that exceed either one or both of the following thresholds:
 - (a) Design and development to exceed 20 working days for one person (i.e., 1 Person-Month)
 - (b) Project costs (including pro-rated salaries, outside consulting expenses, software, hardware, and communications costs, etc.) in excess of \$10,000.All projects which do not exceed either of the thresholds above shall be categorized as a minor project. Third-party system (acquired through a vendor) changes will be limited to upgrades and patches only.
5. A College-wide technology committee shall be responsible for reviewing major projects to ensure that they support the goals and objectives of the College. Project requestors may present the costs and benefits of major projects and the committee shall decide whether to recommend the project to the Cabinet for approval. Membership, frequency of meetings, and other committee specifics shall be documented in a separate procedure. All hardware and software purchase must be approved by the IT.
6. Prior to purchasing new large systems, the following requirements must be met:
 - a. An analysis of existing Enterprise Resource Planning (ERP) modules is conducted to determine that the ERP does not meet the functionality need provided by the new large system.
 - b. The new systems must be in compliance with the IT environment and standards;
 - c. IT must review and approve the integration process of the new system with the existing ERP system;
 - d. IT must review, validate, and approve the system interface.

7. All requests will be processed as follows:

- (a) All requests must be authorized by both the Area Head of the requesting department and by the Data Owner of the target system and/or database.
- (c) The Data Custodian will assist the requestor in forecasting the development effort and project costs and will categorize the request as either a major project or a minor project based on the threshold criteria above.
- (d) All minor projects will be scheduled at the discretion of the requestor and the Data Custodian.
- (e) An appropriate ad-hoc Technology Committee will convene, and review major projects to ensure that they support the needs and objectives of the College. The requestor, with the assistance of the Data Custodian, will perform a cost/benefit analysis for all major projects. Major projects will then be presented to a Technology Committee for consideration, setting of priorities, and recommendation to the Cabinet for approval.
- (e) Once approved, major projects will be scheduled and coordinated by the Data Custodian. For timely closing of the project, Data Owners must meet the deadlines set forth by the Data Custodian.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A: 64A-12(o)
Regulation History: App. 8/93, Rev. 10/01, 7/11, 3/17	Attachment(s):