

<b>Investment Portfolio Management Procedure</b>			
<b>Parent Policy</b>	Digital Governance Control Framework – Governing Policy		
<b>Policy Sponsor</b>	Vice President Information Technology and Chief Information Officer (VPIT & CIO)	<b>Category</b>	Administrative
<b>Policy Contact</b>	VPIT & CIO	<b>Effective Date</b>	December 12, 2019
<b>Procedure Contact</b>	Director of Digital Transformation	<b>Review Date</b>	December 12, 2024

## 1. Purpose

The University’s commitment to the effective portfolio management of its digital initiatives investments exceeding \$25,000 is achieved through processes that:

- Support investment decisions based on the best interests of the organization.
- Give business leaders responsibility for ensuring executive sponsorship of and investment for IT projects.
- Improve communication between IT and business leaders.
- Reduce redundant projects and an improved ability to stop underperforming projects.
- Offer greater transparency and accountability with respect to IT investments and results.

## 2. Scope

The scope of portfolio management applies both to new investments in IT and to all existing IT services, resources and assets. IT investments fall into two general types: major investments and minor investments. Governance and reporting authorities are determined by the investment classification, with business units responsible for proposing investments to overcome a business problem or to achieve a business opportunity or goal via the Integrated Resource Planning process.<sup>1</sup>

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<sup>1</sup> Source: *Digital Governance Framework* p. 2-4

### 3. Definitions

<b>Digital Initiatives</b>	Major strategic or operational IT projects, digital in nature, that result in the creation or acquisition of a tangible capital asset (e.g., system, hardware), or that extend the useful life of an existing capital asset excluding internally or externally funded research projects.
<b>Investment Classification – Major IT Investment</b>	Large or major IT investments including strategic, mission-critical, high-risk, complex, enterprise system/service, or major upgrade.
<b>Investment Classification – Minor IT Investment</b>	Operational low to medium risk, uncomplicated, minor change(s) to existing system/service.
<b>Portfolio Management</b>	Collection of projects or programs and other work that are grouped together to facilitate effective management of that work to meet the University’s strategic objectives.
<b>Standard Operating Procedure (SOP)</b>	A standard operating procedure addresses process-related information that is below the level of policies and procedures. Their content often inform the Policy Framework. A SOP is highly detailed, regularly revised and is deemed internal to the University, although a SOP may be shared on a need-to-know basis.

### 4. Guiding Principles

4.1. Digital governance standards associated with investment portfolio management are:

- a. Portfolio management will be undertaken in a staged manner (e.g., first portfolio management of new investments, followed by portfolio management of existing investments) and will be determined through the Integrated Resource Planning process by the University’s needs and circumstances.
- b. Portfolio management is required to ensure the University takes an enterprise approach towards IT investment.

c. IT services must seek to make the best use of available resources and optimize the value being delivered from those resources, including for existing projects.

4.2. Procedural content may be drawn generally from the Digital Governance Control Framework – Governing Policy and its four pillars and guiding principles.

## 5. Applicable Legislation and Regulations

None applicable

## 6. Related Procedures/Documents

[Tangible Capital Asset Accounting Policy and related Procedure](#)

Digital Governance Framework for AU

[Alberta Association in Higher Education for Information Technology's ITM Control Framework](#)

NOTE: The subject matter and scope of this procedure are also supported by internal-use only Standard Operating Procedures.

## History

<i>Date</i>	<i>Action</i>
December 12, 2019	Executive Team (Policy Approved)