

## **Systems Development Moratorium Exception Procedures**

The BG@100 Executive Steering Committee approved Action Item CSS-A001 regarding a Moratorium on application development projects which runs until the end of the BG@100 Student Administration implementation project. Action Item CSS-A001 included a provision for handling exceptions to the moratorium. The procedures below describe the steps that should be taken to submit a moratorium exception request to the Executive Steering Committee.

1. A University department identifies a need for an application enhancement, application upgrade, or general program change (moratorium exception).
2. The department works with other individuals associated with the identified need to document it in one of the following formats.
  - a. If the exception is based on a regulator release, mandate, or application bug fix, the exception request will be documented in the form of an ESC Information Item (see sample document).
  - b. If the exception is not based on a regulator release, mandate, or application bug fix, the exception request will be documented in the form of an ESC Action Item (see sample document).
3. The documented moratorium exception request is submitted electronically to the Application Support Manager (John Konecny) for review and to provide additional documentation (time estimates, etc.). The updated exception request is shared with the submitting department for review by that department prior to proceeding to step 4.
4. The Application Support Manager places an entry for the exception request on the Moratorium Exception Tracking Spread Sheet. The Moratorium Exception Tracking Spread Sheet will be published to the BG@100 web site monthly. All exceptions submitted to the Application Support Manager will be recorded on the Moratorium Exception Tracking Spread Sheet including exceptions requests that do not get submitted to ESC.
5. The Application Support Manager forwards the exception request electronically to the BG@100 Project Director.
6. The BG@100 Project Director reviews the exception request and places it on the Executive Steering Committee Agenda. The ESC meetings are scheduled the second and fourth Mondays of each month. All agenda items must be submitted electronically with the agenda to the ESC members the Thursday prior to the scheduled ESC meeting.
7. The BG@100 Project Director notifies the department that submitted the exception request that the item has been placed on the ESC meeting agenda. The department that submitted the exception request will provide the name of the individual that will present the item at the ESC meeting.

8. The designated individual attends the ESC meeting and presents the Information or Action Item to the committee. The committee members will have an opportunity to ask questions and then will act on the item. Information Items will either be accepted by the ESC or tabled for further research. Action Items will either be voted on by committee member or tabled for further research. If an item is tabled, the presenter will be invited to the next meeting to finish the discussion on the item.
9. Once an Information or Action items has been acted upon by the ESC, the item will be published to the BG@100 web site and the BG@100 Project Director will notify the Applications Support Manager of the actions.
10. The Applications Support Manager will update the Moratorium Exception Tracking Spread Sheet.
  - a. If the moratorium exception item was approved by the ESC to be worked on, the item will be assigned to the appropriate ITS resource and scheduled. An ITS resource will contact the department that submitted the exception to notify them of the assignment and schedule the project to start.
  - b. If the moratorium exception item is not approved by the ESC, the department that submitted the exception is notified by the Applications Support Manager.