



MANAGEMENT OF IT PROJECT

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
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Position: Deputy Information Technology Officer, Information Technology Division	Position: Director, Information Technology Division
Date : 23/5/2025	Date : 23/5/2025

1.0 OBJECTIVE

The purpose of this procedure is to describe the process of managing IT projects to ensure that benefits obtained from these projects are maximized.

2.0 SCOPE

The procedure covers the processes for the management of IT projects.

3.0 ACCOUNTABILITY

Quality Assurance & Customer Care (GACC), Information Technology Division.

4.0 ABBREVIATION (If any)

4.1	BPI	: Business Process Improvement
4.2	CR	: Change Request
4.3	DITO	: Deputy Director
4.4	FAT	: Final Acceptance Test
4.5	FPM	: Functional Project Manager
4.6	FSR	: Feasibility Study Report
4.7	ITD	: Information Technology Division
4.8	QACC	: Quality Assurance & Customer Care
4.9	JPICT	: Jawatankuasa Pemandu ICT
4.10	JTISA	: Jawatankuasa Teknikal ICT Sektor Awam
4.11	PIR	: Project Implementation Review Report
4.12	PMP	: Project Management Plan
4.13	PMRR	: Project Management Review Report
4.14	RFQ	: Request for Quotation
4.15	SDS	: System Design Specification
4.16	SRS	: Software Requirements Specification
4.17	TPM	: Technical Project Manager
4.18	UAT	: User Acceptance Test
4.19	UTICTEC	: University Technical ICT Committee
4.20	WBS	: Work Breakdown Structure

5.0 REFERENCE

5.1 Project Management Body of Knowledge (PMBOK), Project Management Institute

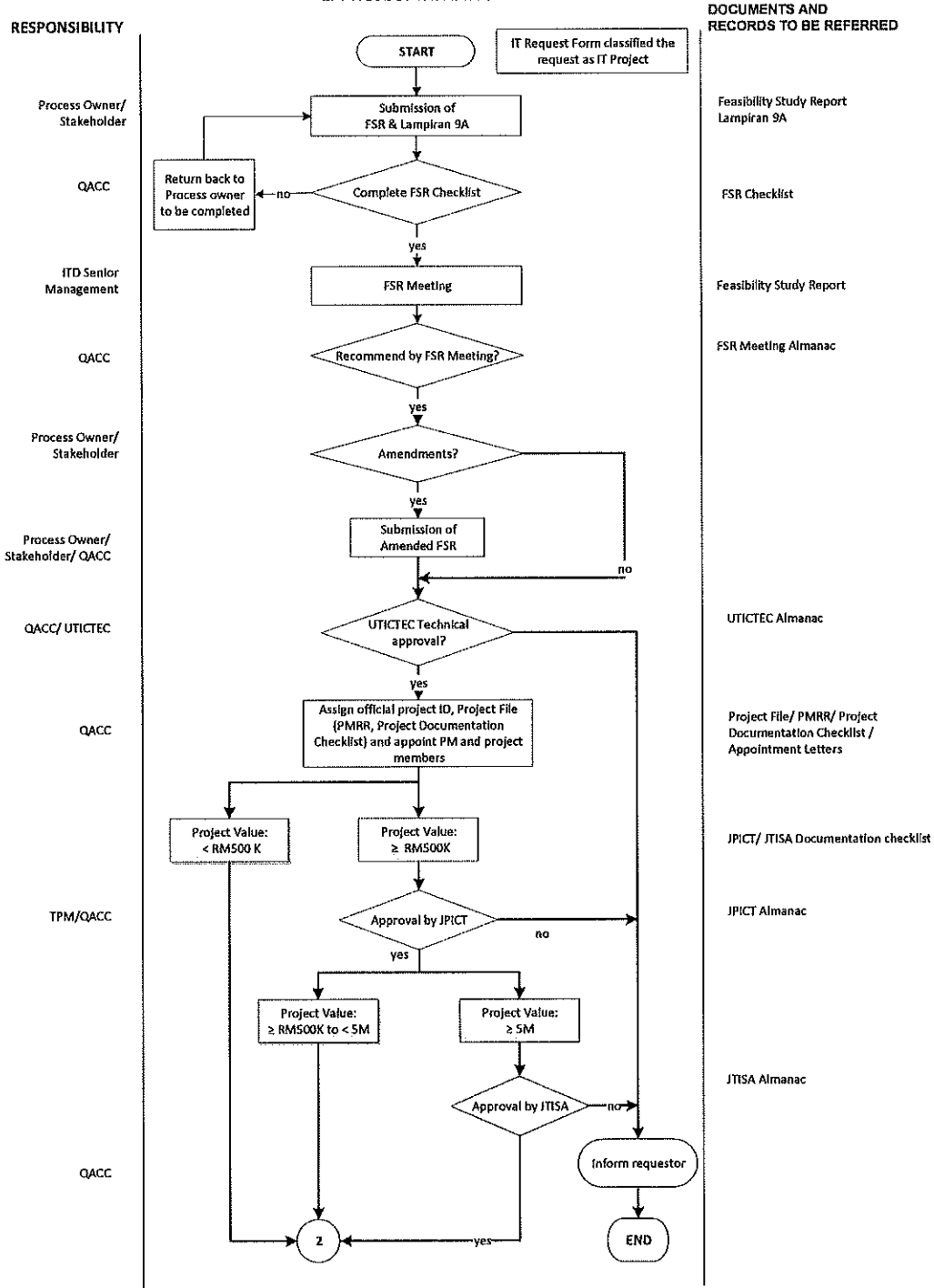
5.2 COBIT 2019

6.0 RECORD RETENTION PERIOD

No	Quality Records	Location	Retention Period	Responsibility
1.	IT Request Forms	Online Folder	3 Years	QACC
2.	Feasibility Study Reports (FSR)	Online Folder	3 Years	QACC
3.	Minutes of FSR Meetings	Online Folder	3 Years	QACC
4.	Endorsement Letter	Online Folder	3 Years	QACC
5.	Appointment letters for project managers and team members	Online Folder	3 Years	QACC
6.	Project Management Review Report (PMRR)	Online Folder	3 Years	QACC
7.	Project Charter	Online Folder	3 Years	FPM&TPM
8.	Project Management Plan (PMP)	Online Folder	3 Years	FPM&TPM
9.	SRS and SDS	Online Folder	3 Years	FPM&TPM
10.	Project Status Reports	OnTrack System	3 Years	QACC
11.	Project Change Requests	Online Folder	3 Years	QACC
12.	Operation Manuals, User Manuals, System Documentation, etc.	Online Folder	3 Years	FPM&TPM
13.	Project Closing Report	Online Folder	3 Years	QACC
14.	Project Implementation Review Report (PIR)	Online Folder	3 Years	QACC

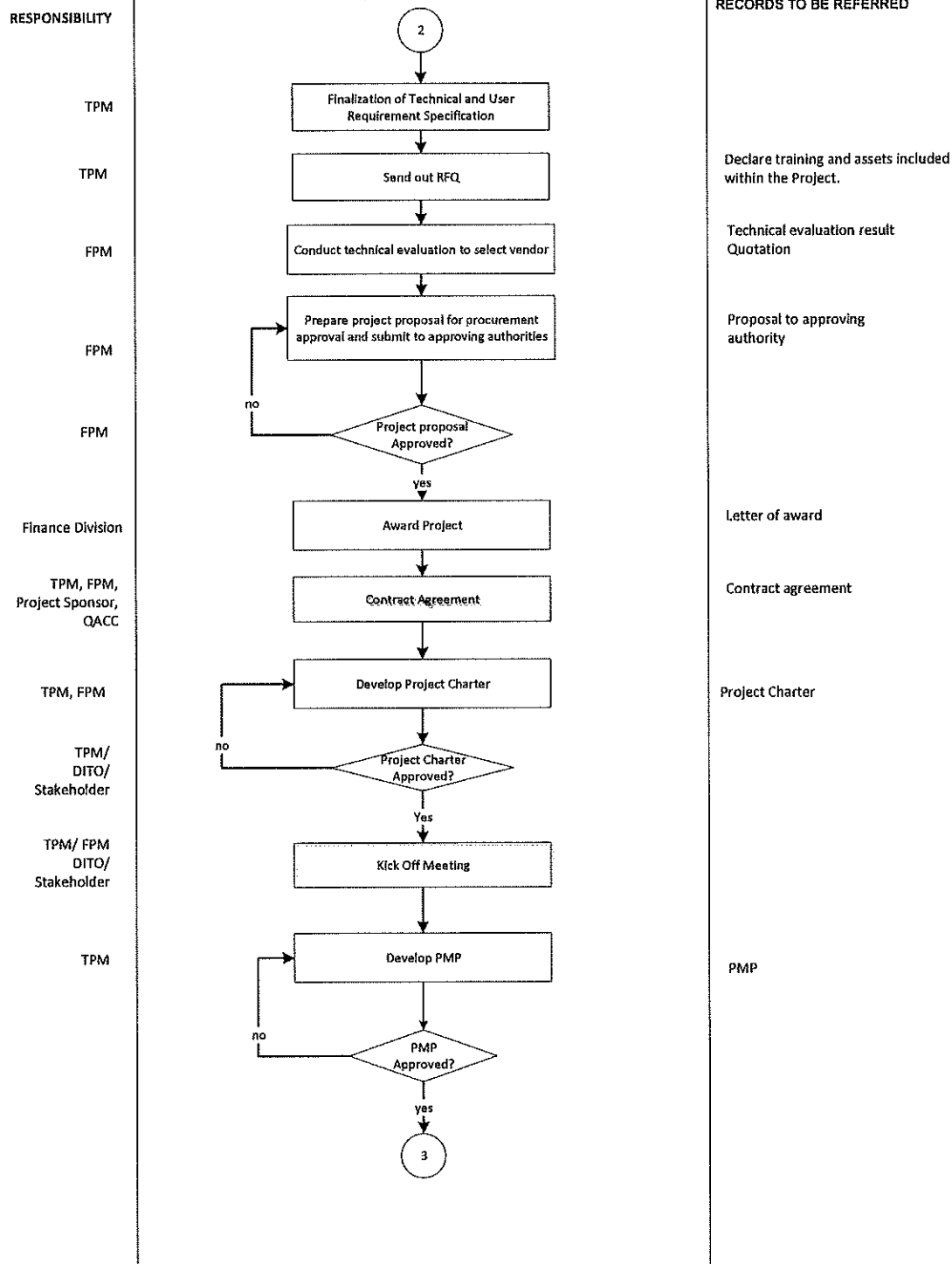
7.0 PROCESS FLOW

IT PROJECT MANAGEMENT (INFRASTRUCTURE) 1. PROJECT INITIATION



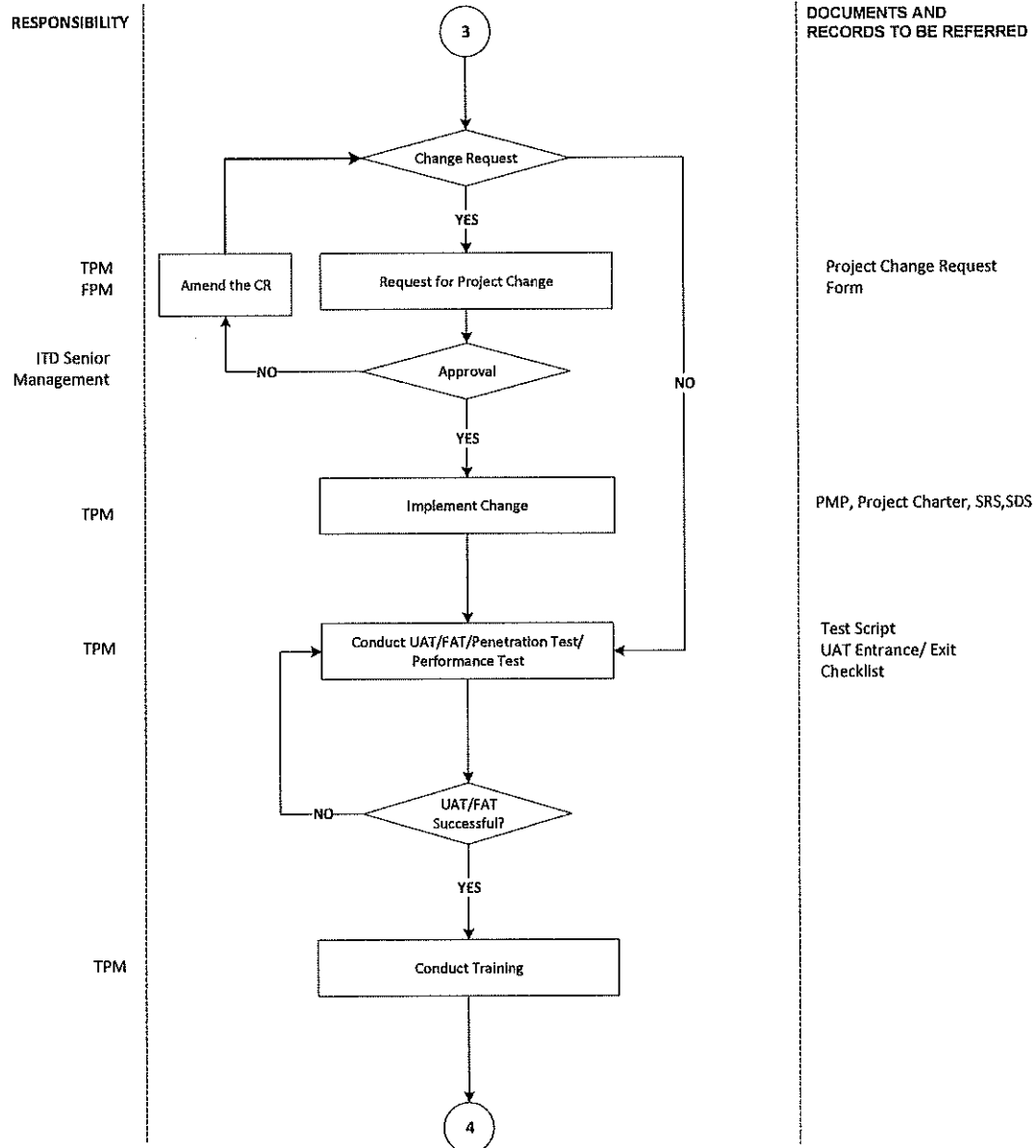
IT PROJECT MANAGEMENT (INFRASTRUCTURE)

2. PROJECT PLANNING

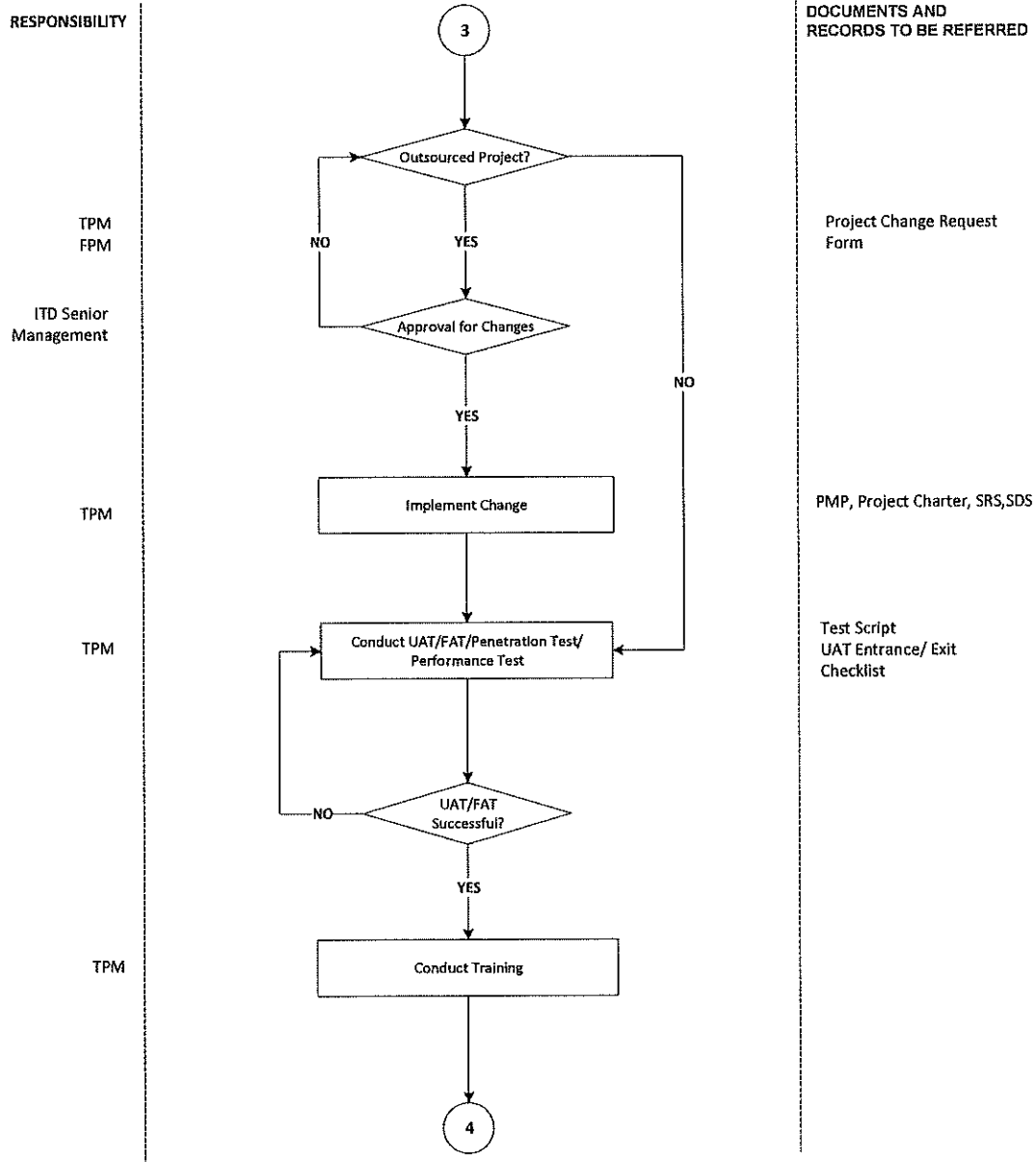




IT PROJECT MANAGEMENT (INFRASTRUCTURE)
3. PROJECT EXECUTION

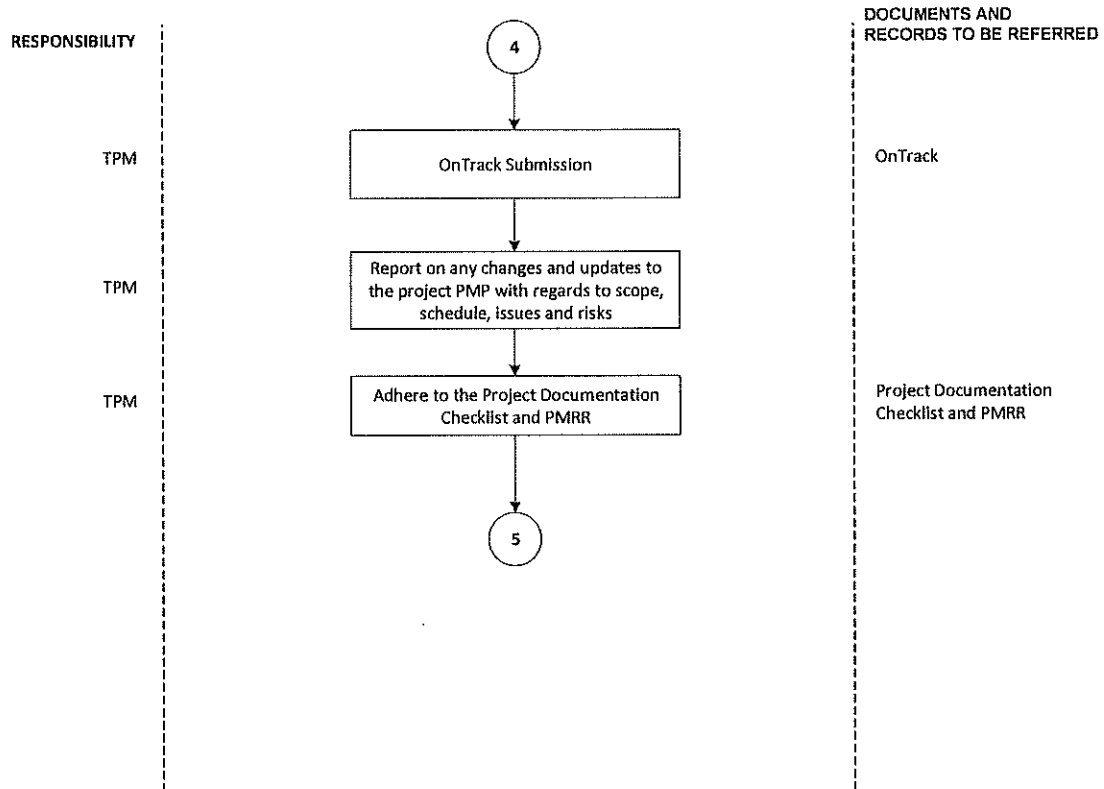


IT PROJECT MANAGEMENT (INFRASTRUCTURE)
 3. PROJECT EXECUTION (CHANGES INCLUDING PAYMENT)

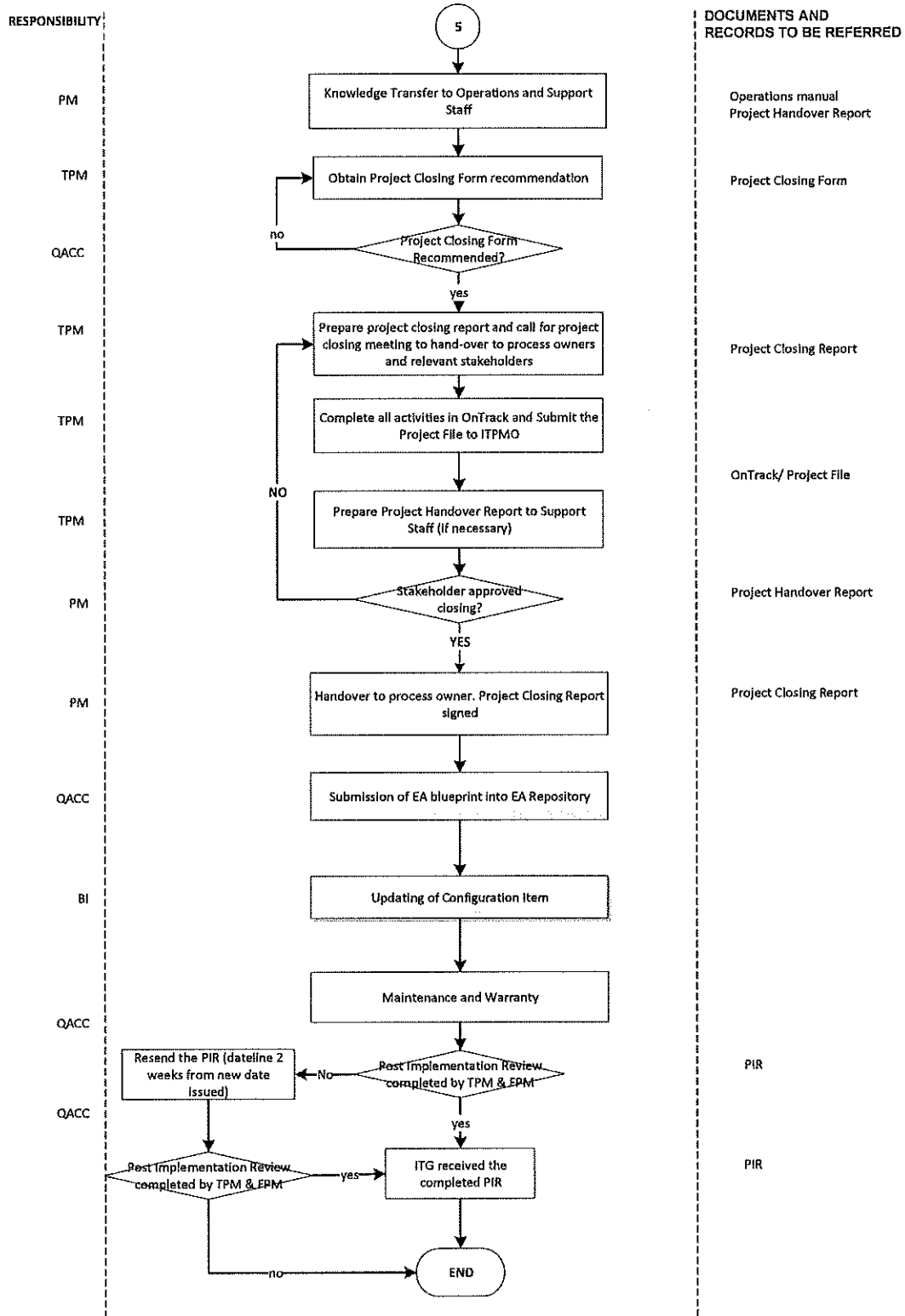




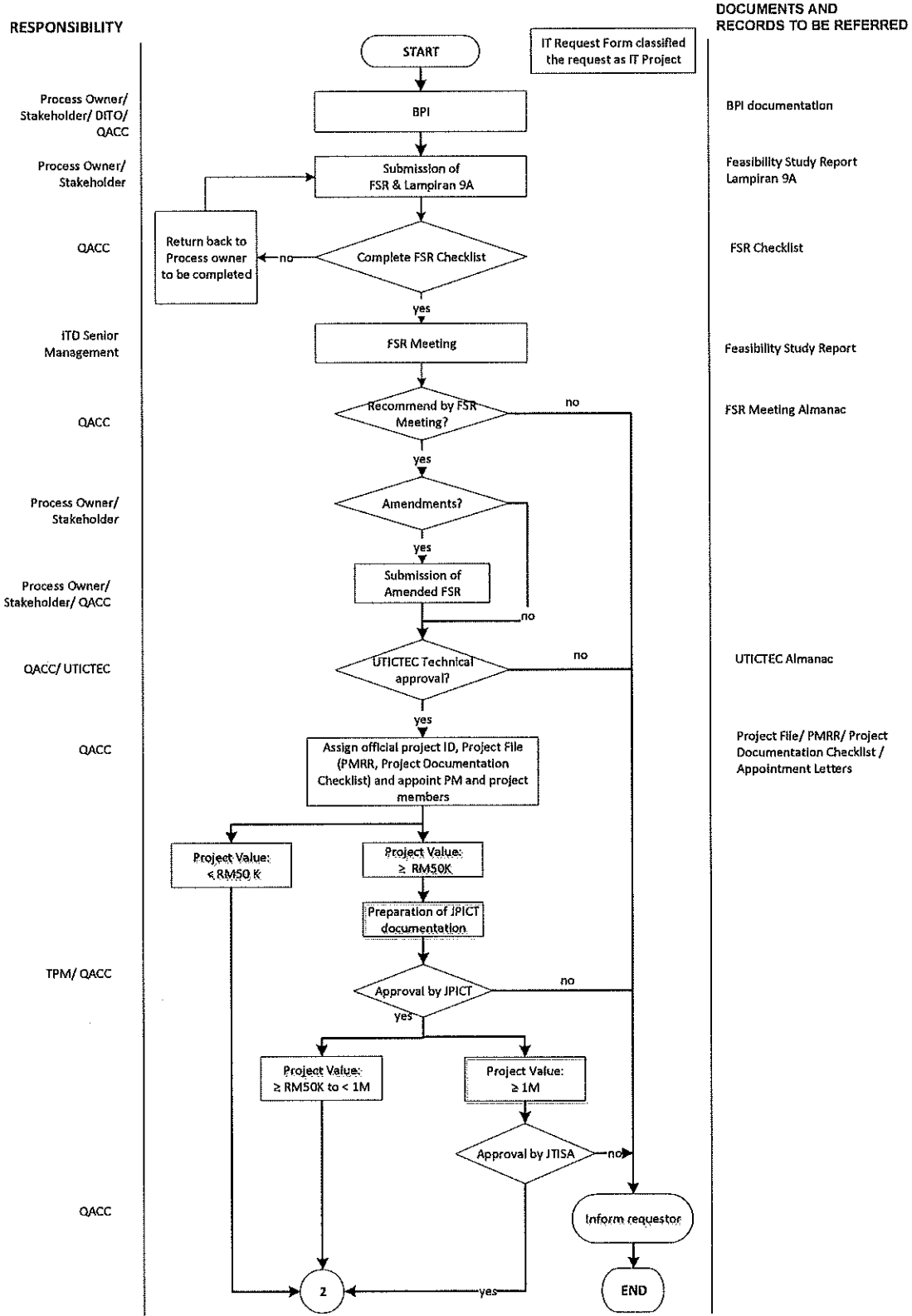
IT PROJECT MANAGEMENT (INFRASTRUCTURE)
4. PROJECT MONITORING & CONTROLLING



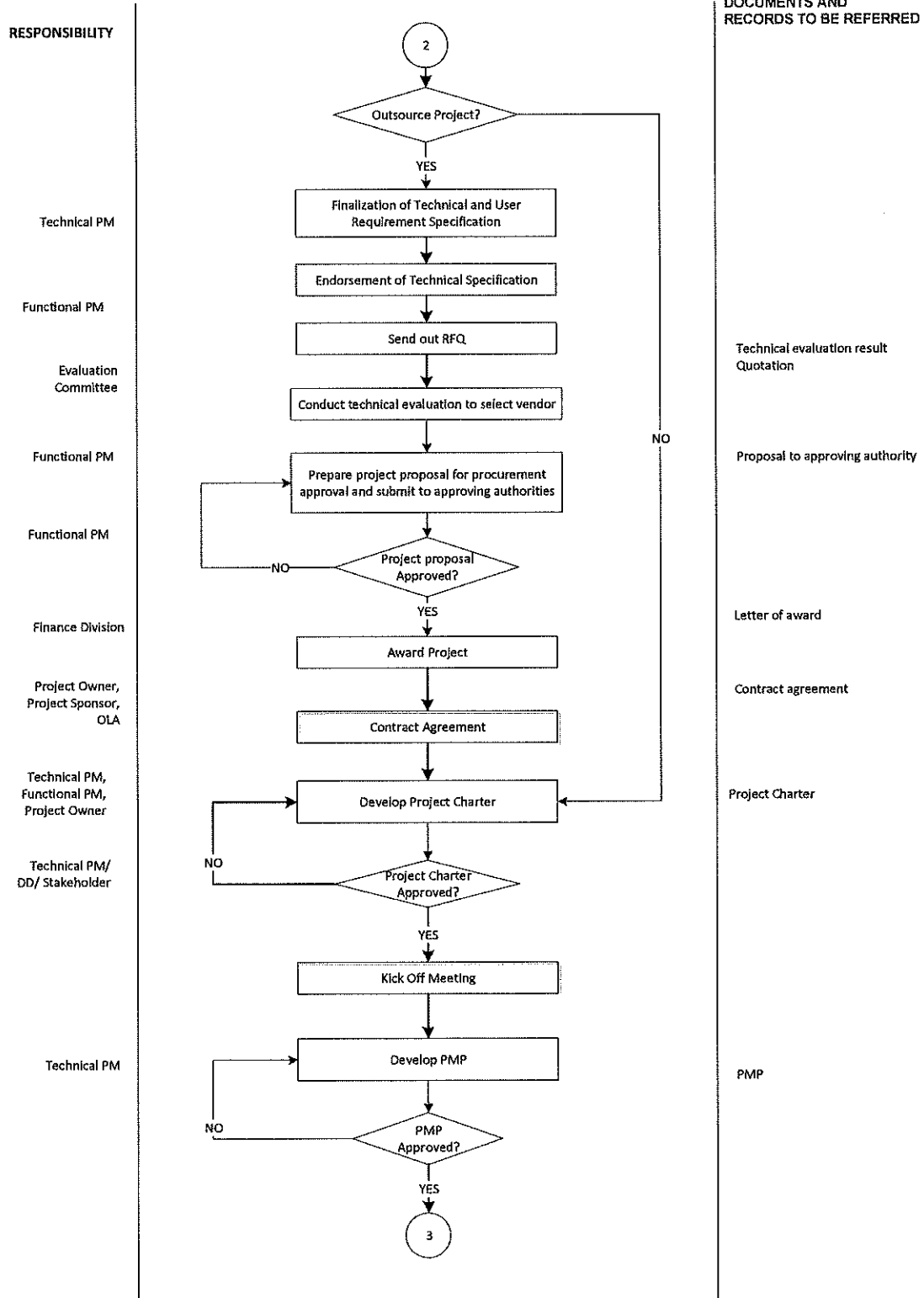
IT PROJECT MANAGEMENT (INFRASTRUCTURE)
5. PROJECT CLOSING



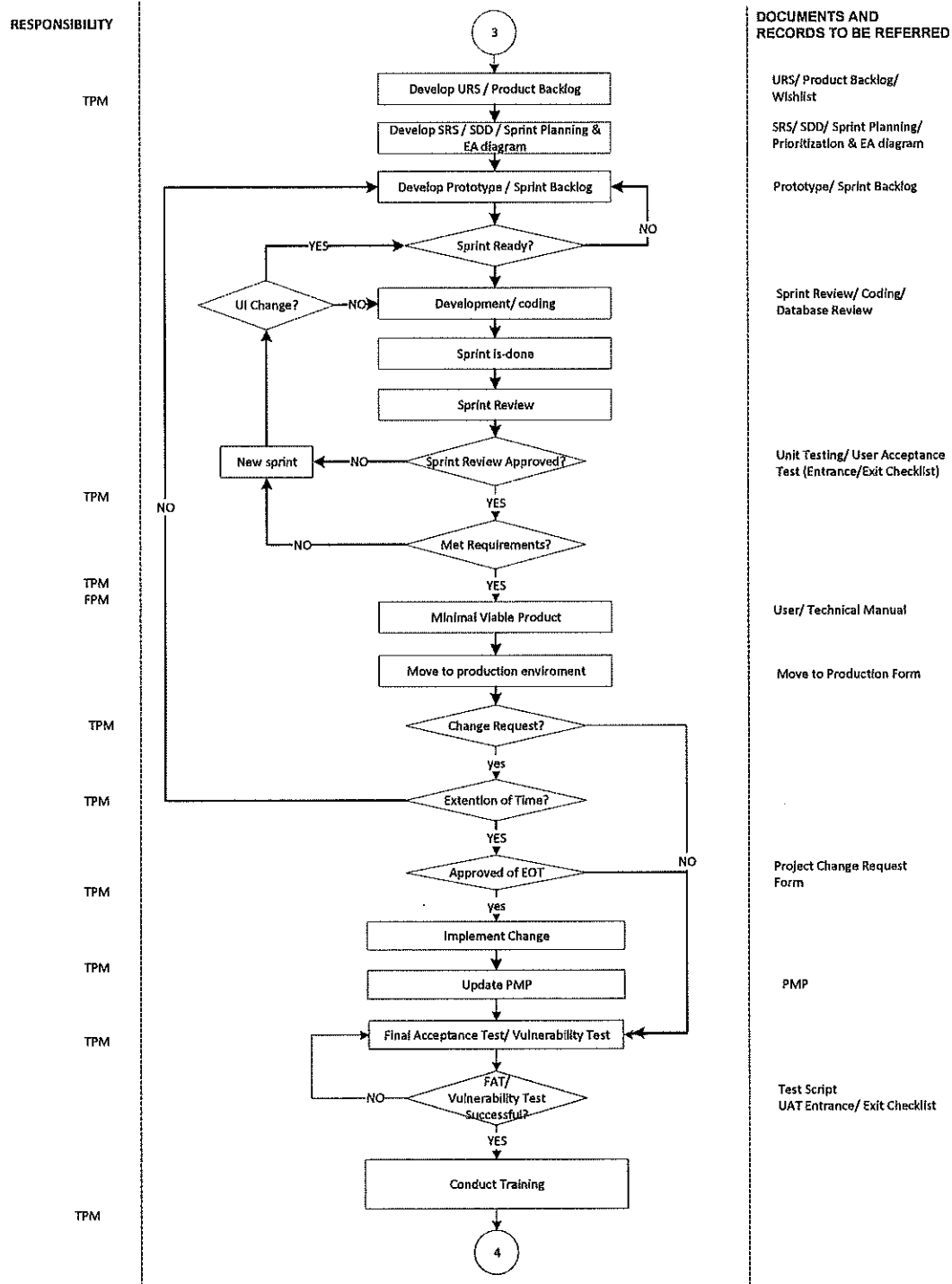
IT PROJECT MANAGEMENT (APPLICATIONS)
1. PROJECT INITIATION



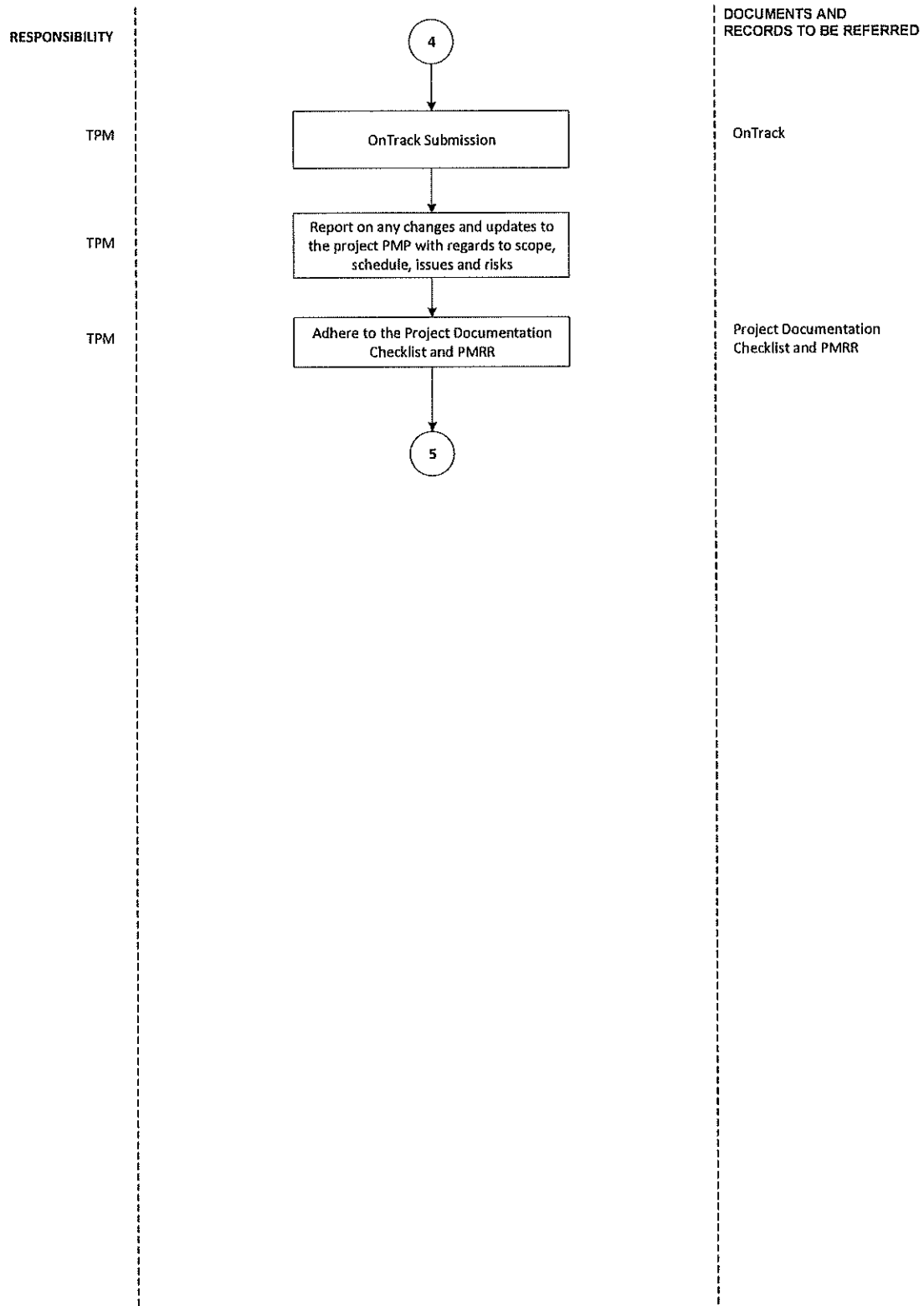
IT PROJECT MANAGEMENT (APPLICATIONS)
2. PROJECT PLANNING



IT PROJECT MANAGEMENT (APPLICATIONS)
 3. PROJECT EXECUTION



IT PROJECT MANAGEMENT (APPLICATIONS)
 4. PROJECT MONITORING & CONTROLLING



IT PROJECT MANAGEMENT (APPLICATION)
 5. PROJECT CLOSING

