

IT Governance Checklist

Introduction: This document is designed to help with projects requiring approval from the IT Governance Committee.

Before You Start: As early as possible, contact IT Governance at itgov@vcu.edu for questions and consultation. Things to consider:

- The benefit that your product or service provides to your department
- Whether or not there are other more accessible technologies or services available
- How does the product or service contribute to [VCU's Four themes](#)?

IT Governance Steps	Responsible Party	Completed
Obtain the Voluntary Product Accessibility Template ¹ (VPAT) document from the Vendor (Tip: Obtain this document as early as possible for any product/service).	Vendor	
Obtain the Higher Education Cloud Vendor Assessment Tool ² (HECVAT) documents from the Vendor (Tip: Obtain this document as early as possible for any product/service).	Vendor	
Complete and submit IT Investment Proposal Online form , ³ including the VPAT, HECVAT, and other forms attached where designated.	Sponsor or department designate	
If your VPAT doesn't pass the accessibility review for IT Governance, you will be requested by our EIT Coordinator to complete an Equally Effective Alternate Access Plan ⁴ (EEAAP). This will be uploaded to DocuSign and must also be signed by the sponsor/department designate.	Sponsor or department designate	
Answer questions and/or concerns raised by the IT Governance committee in their review of a proposal. The Committee evaluates all IT Investment Proposals within five business days of them being posted. (If many questions or concerns are raised in proposal review, the sponsor may be requested to attend the next IT Governance meeting to address them in person.)	Sponsor or department designate	
Upon approval, you will receive an IT Governance approval number for your proposal by email. This number is good for the duration of your initial contract with the vendor. Please note that subsequent contract renewals after initial contract terms and/or additions of products or services to the contract may need further review by the committee.	IT Governance	

¹The VPAT is a template used to document a product's conformance with accessibility standards and guidelines.

² The HECVAT document helps higher education institutions ensure that cloud services are appropriately assessed for security and privacy needs, including some that are unique to higher education.

³ This is where the answers from the IT Investment Proposal form will be submitted to the IT Governance Committee.

⁴ In compliance with Section 508 of the Rehabilitation Act of 1973, the University must apply accessibility standards to Electronic Information and Technology (EIT) products and services that it procures, acquires, develops, uses, and/or maintains. When systems, software or processes do not meet Section 508 standards, an Equally Effective Alternative Access Plan must be developed to address the accessibility issue.

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Proposal Tips: Please review your proposal for the following to expedite reviews and approvals:

- **Avoid Acronyms.** Review the proposal for acronyms that may be unknown to the reader of your proposal. Acronyms can be used in the proposal only once they have been clearly defined in your proposal.
- **Terminology.** Review the proposal for terminology that may be unknown to the reader. If a term is unique to your area, please be sure to define them.
- **Attachments.** Please do not copy sales materials from vendors to the questions asked on the form. Submit them as attachments to the proposal, but put forth your answers and the business case for your proposal in your own terms.
- **Rationale.** If your solution replaces one currently in use at VCU, please outline your rationale for the switch. While contracts will expire, the switching costs for an application or service are real and should be addressed in your proposal. Accessibility and any alternate solutions should be addressed and considered.
- **Documentation.** If you have arrived at the proposed solution after careful consideration of alternatives already at VCU, please share this exploration of options with the committee so that we avoid suggesting options that have already been considered.

A flow chart has been presented below to represent the IT Governance process visually.

