

How Do We Classify?

Project class is determined based on work effort represented by the estimated work effort (not duration) required to complete the work and the budget for staff resources, both internal and external to the organization. It is not necessary to use actual staff salaries in calculating internal cost. A blended rate for the department can be used. The point of estimating staff costs is that staff time is not “free.”

ITS Project Classification—Sizing Matrix		
Project Class	Work Effort (Hours)	Staff Budget (internal & external)
1	80 – 159	<\$8,000
2	160 – 499	\$8,000 – \$24,999
3	500 – 4,999	\$25,000 – \$249,999
4	5,000 – 9,999	\$250,000 – 499,999
5	>10,000	>\$500,000

ITS Project Classification Sizing Matrix

Considering the Project Risk

Although work effort and staff budget are good indicators for the amount of project management that should be expended, certain factors can also bring about the need for the application of more robust project management practices. The Risk Matrix identifies six risk factors to be evaluated once the initial classification level is determined. In the event that the total risk score is greater than 10, the classification level could be increased.

ITS Project Classification—Risk Matrix					
Risk Factor	Low (0)	Medium (1)	High (2/3)	Very High (4/5)	
Total Team Size	<5	5 – 9	10 – 14	>15	
Workgroups Involved	1 – 2	3 – 4	5 – 6	>7	
Technology/Technique /Process	Expert	Familiar	New to UCSC	Breakthrough	
Complexity	The solution is well defined and no problems are expected	The solution has identified problems	Multiple approaches to the project goal	The solution is only vaguely defined	
Political Profile/Impact	Unit/Dept	Director Area	VC/Dean Area	Enterprise-wide	
Deployment Impact	Unit/Dept	Director Area	VC/Dean Area	Enterprise-wide	
Risk Scoring	[0-10] Manageable – no change to classification [11-17] Moderate – increase class 1 level [18-25] High – increase class 2 levels			TOTAL	

ITS Project Classification Risk Matrix