



**Campus Administrative Policy**

**Policy Title:**            **Application Software Acquisition**

Policy Number:    5014            Functional Area:        **Information Technology**

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Effective:                                February 1, 2020  
Date Last Amended/Reviewed:        January 23, 2020  
Date Scheduled for Review:            July 1, 2027  
Supersedes:                              N/A (New Policy)

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Applies to:                                University of Colorado Anschutz Medical Campus  
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**A.     INTRODUCTION**

Application Software is used across the University to address a myriad of problems. Colleges, schools, and departments procure and implement these software often without fully understanding the resources and effort necessary to properly select, implement, integrate, and support these software. Identifying software that requires special consideration in its implementation prior to procurement is necessary to ensure appropriate budgeting, awareness, and support. This policy addresses that need.

**B.     DEFINITIONS**

**Application software** refers to a program or a set of programs that are executed on computer, tablet, or some technology for a specific purpose or set of purposes. Examples of an application include a word processor, a spreadsheet, an accounting application, a web browser, an email client, a media player, a file viewer, an aeronautical flight simulator, a console game or a photo editor. The collective noun **application software** refers to all applications collectively.<sup>1</sup> This contrasts with system software, which is mainly involved with running the computer, tablet, or technology.

An **Enterprise Application** is a software application that contains common business applications, tools for modelling how the *entire* organization works, and development tools for building applications unique to the organization. The software is intended to solve an enterprise-wide problem, rather than a departmental problem.

**Enterprise Resource Planning (ERP) systems** are comprehensive software packages that seek to integrate and automate a range of business processes and functions to present a holistic view of the relative business processes from a single information and IT architecture. These systems can address the processes of multiple academic and administrative units and have evolved to include systems such as customer relationship management (CRM), student application software, human resources activities, contract and grant operations, integrated Internet-enabled applications for e-business, big data, and mobile app integration just to name a few, all while being secure and accessible and providing access to information at any time and from anywhere.

The **IT Governance Committee (ITGC)** is responsible for overseeing the implementation of IT solutions and measure benefits. The ITGC is comprised of selected representatives from schools, colleges, and administrative units from across the University.

The **IT Cabinet** provides executive-level strategy and direction for university-wide technology. Members of the IT Cabinet include the following officers from CU Denver and CU Anschutz: Both Chancellors, the Provost, both Chief Financial Officers, the Chief Information Officer.

## C. SCOPE

This policy covers all academic, research, and administrative units, as well as centers and institutes of the University of Colorado Denver | Anschutz Medical Campus.

## D. POLICY STATEMENT

1. All software purchases, whether on premise or cloud based, that meet any of the following criteria are required to be reviewed and approved by the IT Governance Committee (ITGC) prior to procurement:
  - Software that requires the following interfaces or integrations to centralized systems:

- a. CU Denver | Anschutz's Identity Management system to provide authentication leveraging CU Denver | Anschutz official credentials.
  - b. A data interface or "data connection" to any centralized system such as CU SIS or CU's centralized HR, Finance, Grants, or Info-ed systems.
  - c. Deep integration or "near real-time" integration to any centralized system such as CU SIS or CU's centralized HR, Finance, Grants, or Info-ed systems.
- Software that is used or may be used in the future by more than one college, school, unit, or department. Systems crossing organizational boundaries generally require consideration of multiple, and possibly conflicting business processes that must be managed in an open, and transparent way.
  - Software that will house regulated data such as HIPAA, FERPA, and PCI data.
2. All implementation costs for software implementation shall be borne by the college, school, department, or unit purchasing the software unless that software is recommended by the ITGC and approved by the IT Cabinet to benefit the university as a whole or is part of an overarching need of the campus. All implementation costs and supporting entities for those costs must be outlined in the budget section of the project plan.
  3. Software acquisition must follow the established Project approval process as defined by the ITGC. This includes appropriate security and compliance reviews.
  4. Software implementation must follow software project implementation standards as defined by the ITGC.
  5. Software that does NOT meet all of the above criteria referenced in section D.1 is not required to be reviewed by the ITGC. It is highly recommended, however, that other than end-user, workstation-based software that may be used to conduct college, school, or unit-level business, the software being acquired undergoes a review of functionality and capability by OIT.
  6. Cost overruns should be addressed in the project plan and budget.

## **E. RESPONSIBILITIES**

1. The ITGC reviews and approves/denies the acquisition of Application software. Denial of acquisition may be appealed to the IT Cabinet.
2. The college, school, or unit requesting the approval of an Application software purchase must present an official ERP Software Purchase request (found on the OIT Web Site;) as well as an ERP project proposal, including project budget, and outlined business case to the OIT ERP Governance Committee for review and approval.

3. Once approved, the college, school, or unit must identify a project representative to work with OIT to establish a formal project plan which will include all associated costs for software implementation.
4. Project budgets and their funding sources need to be approved before purchasing of products may commence. This may be further documented by inter-unit MOUs if deemed necessary. OIT is *not* responsible for costs associated with ERP software projects that do not receive approval from the OIT ERP Governance Committee.

#### **Notes**

1. Dates of official enactment and amendments:  
February 1, 2020: Adopted by the Chancellors
2. History:  
February 1, 2020: Created and adopted to establish the purpose, authority, and responsibility for the management of acquiring application software.
3. Initial Policy Effective Date: February 1, 2020
4. Cross References/Appendix:

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<sup>i</sup> *"Application software". PC Magazine. Ziff Davis.*