ITU SECURITY AND PROJECT MANAGEMENT OFFICE

The ITU Security and Project Management Office provides guidance, coordination, leadership, and expertise in the areas of IT security, project management, and technology products to meet the needs of faculty, staff, and students. *(spmo.gmu.edu)*

The ITU Security and Project Management Office includes:

- The Executive Director, who enables collaboration and coordination efforts with other Information Technology Unit (ITU) departments.
- Two ITU Project Managers, who support consistent project management practices for the ITU, enabling project leaders to successfully deliver their promised value to their customers. *(pmo.gmu.edu)*
- The Director of IT Security, who manages a security program that emphasizes awareness through appropriate training and effective communication and provides support to systems administrators throughout the university. *(itsecurity.gmu.edu)*
- The Director and staff of Patriot Computers, who manage the non-profit, Mason-owned, retail operation. The store coordinates computer purchases for university departments and personal purchases for faculty, staff, and students. *(compstore.gmu.edu)*

ITU PROJECT MANAGEMENT FRAMEWORK

The Project Management (PM) Framework guides ITU staff through a structured process for managing projects, from the beginning proposal stage to a final close-out report.

The Enterprise Project Management Online (EPMO) tool is the technical infrastructure that provides online templates, documents, collaborative workspace for project teams, and an automated workflow process.

The PM Framework provides a standard method for classifying projects.

- Classification has two elements: Reporting and Complexity.
- Classification ensures that the amount and type of Project Management activities fits the project.
- Classification incorporates the required documentation to report certain projects at the state level.
- Projects are classified within a range from “Internal Non-Major, Basic Complexity” to “State Major, High Complexity.”
The PM Framework guides projects through a lifecycle of five phases: Selection/Evaluation, Initiation, Planning, Execution & Control, and Closeout.

- Each phase has its own set of activities to be performed.
- Specific deliverables within each activity are dependent on the project’s Classification.
- The final activity in each phase includes an approval or review process.
- More information on ITU’s Project Management Framework and other project management resources is available at pmo.gmu.edu.

**SECURITY IS EVERYONE’S JOB: WHAT CAN YOU DO? (itsecurity.gmu.edu)**

Read and comply with the Responsible Use of Computing Policy 1301. See universitypolicy.gmu.edu/1301gen.html.

- No one is allowed to store or carry highly sensitive data, such as social security numbers, on a desktop computer or laptop or mobile storage such as a USB device or CD, unless a Chief Data Steward has approved. See universitypolicy.gmu.edu/1114gen.html.
- Use strong passwords. Follow password requirements posted in Patriot Pass. See tsd.gmu.edu/services/strongpassword/strong-passwords.cfm.
- Be sure that your antivirus software is updated on an automated basis. The program is freely available to faculty, staff, and students, even for personal computers, on the ITU Support Center web site. (itservices.gmu.edu/downloads)
- Be sure critical updates for your computer’s operating system are installed on an automated basis.
- Activate a password protected screen saver to start up after a maximum of 10 minutes of non-use. This protects your computer and data when you walk away from your computer.
- Report computer violations to abuse@gmu.edu. The types of abuse that should be reported are located at itsecurity.gmu.edu.
- Back up important files to a network space or external device.
- Never respond to suspicious or fraudulent e-mails (phishing e-mails). Through some other way, such as a phone call, verify that the e-mail is legitimate.
- Never send any password information or your PIN via e-mail to anyone.
- Power off the computer at night to minimize the time unauthorized people can access your files and to save energy.

**Patriot Computers (compstore.gmu.edu)**

The University’s Computer Store

Patriot Computers is a non-profit, Mason owned, retail operation managed by the ITU. Patriot Computers has an extensive retail forum that offers an ideal environment, providing faculty, staff, and students access to quality technology products that are essential for proficient learning. Patriot Computers works closely with industry leaders to provide exceptional deals for incoming students. In addition, they provide a repair service at a reasonable cost to students and can assist with facilitating warranty work if the service cannot be provided in the service center. Also, university departments can use Patriot Computers’ services for purchases up to $30,000.