SOP for Major Information Technology Infrastructure Projects in Vanderbilt Basic Sciences (VBS) or for VBS Labs Located in VUMC Space

Major information technology infrastructure projects are coordinated by the VUIT Relationship Manager (RM, currently John McCammon) assigned to VBS with oversight by the Associate Dean for Research (ADR, currently Chuck Sanders). While routine and inexpensive (<$1000) jobs being paid for by the relevant investigator and/or his/her department (such as the pulling of 10 Gb cable) are not considered major projects, more expensive projects that involve the pulling of many cables, >10 Gb cables, the installation of switches, and/or installation of IT pipes to accommodate a bundle of cables, fall into the “major IT project” category and are covered under this SOP.

Requests from Vanderbilt Basic Sciences (VBS) investigators or staff to initiate such projects need to be pre-approved by both the relevant Departmental Chair or Center Director (usually whoever controls the space occupied by the lab making the request) and the ADR. Assuming both the Chair/Center Director and the Dean’s office agree that the project is worthwhile, the ADR will contact the VUIT RM and request preliminary planning for the project, including development of a cost estimate. This preliminary planning is likely to involve close consultation of the VUIT RM with the investigator who initiated the original request, the relevant VBS Pod 2 or Pod 3 computer systems/LAN (Marc Wozniak or Gordon Borck), and the VBS Assistant Dean of Facilities, Infrastructure, and Risk Management (Anthony Tharp). If the project involves VUMC space, then the VUIT RM will also work with his/her counterparts in VUMC IT as part of the planning process.

Once the VUIT RM completes preliminary planning and secures a cost estimate, s/he will contact the VBS ADR and provide information on the cost estimate and the logistics of the proposed project. In some cases it may be preferable to call a meeting at this stage between the VUIT RM, the VBS ADR, the Chair/Center director, the faculty or staff member who initiated the request, and possibly others.

The decision of whether to proceed with the proposed project and who will pay will then be made by the VBS ADR and the Chair/Center director. For mutually approved projects the Dean’s office will sometimes contribute 50% of the cost.

Once approved, projects will proceed via coordination of the VUIT RM with all relevant parties, including the VBS Assistant Dean of Facilities, Infrastructure, and Risk Management.