

# Application Retirement Process Service

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Application Retirement Process (ARP) helps an organization assess their current portfolio of applications with the intent to maximize their effectiveness and minimize their costs. An ARP committee typically performs yearly reviews to assess and make recommendations for reducing costs. The University of Illinois Portfolio and Process Management Office (PPMO) provides the following services to help you establish a valuable ARP process and committee to help your organization realize potential savings.

*To request this service, please send an email to [PPMO@uillinois.edu](mailto:PPMO@uillinois.edu)*

## Service description

**Process creation:** The PPMO will work with a designated person to customize its established ARP process to meet your organization's needs. As part of this service, the PPMO will provide the following:

- Repeatable ARP process with measurable outcomes.
- Policies and procedures for dissemination to the organization.
- Assessment schedule.
- Report templates.
- Identification of important information about each application needed for a review.

**Tool selection:** The PPMO has employed several tools to store application information. These options will be presented to your organization so a choice can be made based on cost and what procedures you can maintain.

**Committee creation:** Depending on how large your organization is, a review committee may be created. This committee will convene on a yearly/quarterly/monthly basis as determined by the process schedule. The committee will be made up of persons that can provide the best knowledge and recommendations for a group of applications.

**This service does NOT include:**

- Assessments conducted by PPMO.
- Maintenance of data.

## Client responsibilities

- Must have buy-in from upper level management in order to make sometimes drastic changes to an application portfolio.
- A key person must be appointed to maintain the organization's process and to be responsible for the following:
  - Auditing of application information.

- Convening the review committee.
- Delivery of end results in a report.
- Initiating recommendations and providing follow-up throughout the year.

## Hours of availability

PPMO services are available from 8:00 a.m. to 5:00 p.m., Monday through Friday, except for University of Illinois holidays

## How do we charge?

This service is available upon request. Pricing and agreements will be worked out with each customer depending on the desired level of support.