Idaho Technology Authority (ITA)

ENTERPRISE POLICY – P2000 INFORMATION TECHNOLOGY PLANNING POLICIES

Category: P2030 – INFORMATION TECHNOLOGY LARGE-SCALE PROJECT REVIEW

CONTENTS:

I.   AUTHORITY

Authority: Idaho Code § 67-5745 (A) (B) (C)

II.   ABSTRACT

In compliance with the above mentioned statute, ITA will review all IT projects submitted by agencies and select certain IT projects that require additional information. Based on this information, the ITA may subsequently require a comprehensive review of a specific IT project in which ITA approval must be obtained prior to proceeding. For these selected information technology and telecommunications projects, State agencies will be required to submit a detailed project plan and make a formal presentation to ITA for review and approval. Upon approval, a periodic project status report will be required. Any changes in scope, technologies, funding, legislative mandates and other factors will be submitted to ITA for review as they occur.

III.   DEFINITIONS

There are no definitions for this policy.

IV.   POLICY

Upon request by ITA, State agencies shall submit to ITA project profiles for specified IT projects. These projects will be evaluated for compatibility with the statewide information technology and telecommunications systems plans as well as ITA policies and standards. The project profiles shall be submitted via the ITA's on-line project profile system (see *Enterprise Guideline G210 – IT Project Profile).* Based upon the profile

information, the ITA may subsequently select a specific agency project for a formal, comprehensive review and ITA approval prior to the agency proceeding with the project.

If formally notified by ITA of selection for a comprehensive IT project review, the agency shall submit a detailed project plan that includes information for the entire project, a risk assessment, and a cost-benefit analysis. The agency will be scheduled to make a formal presentation of the project plan to ITA for review, approval, and to ensure adequate project management is being employed. As part of the presentation, agencies should be prepared to answer questions found in *Enterprise Guideline G230- IT Project Best Practices Checklist.*

Agency directors will be required to provide ITA a status report, at intervals established by the ITA, for each selected IT project. This report should include, at a minimum, an indication of the project's progress relative to the original plan, cost estimates, and completion dates. Changes in planned milestones or project objectives should be highlighted and explained. Changes to project scope should be submitted as they occur and should include, at a minimum, an assessment of the impact to key project elements, such as cost and completion dates and must include a re-evaluation of risk factors. Upon completion of the project, the agency director shall make a final report/presentation to the ITA summarizing and comparing actual performance to the plan and include cost information.

For any IT project, agencies are encouraged to refer to *Enterprise Guideline G230 - IT* Project *Best Practices Checklist.* The checklist is courtesy of the Office of Performance Evaluation, as provided in its August 2006 report *"Idaho Student Information Management System (ISIMS)-Lessons for Future Technology Projects."*

V. EXEMPTION PROCESS

Refer to *Policy 1010 – Information Technology Policies, Standards, and Guidelines Framework*.

VI. PROCEDURE REFERENCE

Criteria for State agency IT project profiles and ITA approval are detailed in Information Technology Enterprise Guidelines: *G110 – Agency IT Plan*, *G210 – IT Project Profile, G215 – Risk Assessment*, *G225 – Cost-Benefit Analysis*, and *G230 – IT Project Best Practices Checklist*.

VII. CONTACT INFORMATION

For more information, contact the ITA Staff at (208) 332-1876.

REVISION HISTORY

07/01/13 – Changed "ITRMC" to "ITA".

6/15/09 – Added Definitions and Exemption Process to this policy, changed the layout and deleted Timeline.

11/15/2006 – Replaced "Major Project" language with "Large-Scale Project" to remain consistent with Idaho code. Enhanced the existing IT Project Summary review process to include a more defined IT Project Profile review procedure. Provided reference to a proposed "IT Projects Best Practices Checklist."

8/26/2005 – Revised to clarify reference to statute and to emphasize that only certain, selected projects will be required to undergo greater scrutiny by the ITRMC.

Date Established: August 29, 2001