

Idaho Technology Authority (ITA)

ENTERPRISE GUIDELINES – G200 PROJECT SUMMARY

Category: G230 – IT Projects Best Practices Checklist

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I. DEFINITION

See ITA Guideline G105 (Glossary of Terms) for any definitions..

II. RATIONALE

These guidelines are intended to assist agencies in evaluating agency-initiated IT projects, as well as in preparing for project presentations to ITA in conformance with [ITA Policy 2030 - IT Large-Scale Project Review](#).

III. GUIDELINE

Best Practices Checklist for Information Technology Projects

Proper Planning

- ☐ Has the project owner reviewed P2030 and consulted ITS to assess whether ITA review may be required?
- ☐ Is the project divided into manageable stages of development and implementation?
- ☐ Is the project guided by a continually-updated project plan, including a defined process for managing changes to scope, requirements, schedule, or resources?
- ☐ Does the project have a clear method for regularly distributing updated planning documents to stakeholders?

- ☐ Does the project plan include a comprehensive risk assessment, with defined review points to monitor and mitigate technical, operational, financial, and schedule risks throughout the project lifecycle?

Clearly Defined Roles and Responsibilities

- ☐ Is there a clearly identified project owner with decision-making authority and accountability for outcomes?
- ☐ Are stakeholders clearly identified?
- ☐ Are the roles and responsibilities of all parties clearly defined?
- ☐ Does executive management have sufficient expertise and authority for contract oversight and budget control?

User Involvement

- ☐ Have the needs of end users been identified and incorporated into the project objectives?
- ☐ Have existing resources (infrastructure, time, staff, funding) been identified and incorporated into the project development plan?
- ☐ Does the project have a clear method for two-way communication between end users with technical expertise and project management and executive leadership?

Technology Selection and Risk Assessment

- ☐ Are solution requirements and measurable success criteria clearly defined and validated to address end user needs and project objectives?
- ☐ Are the components of the project based on established or proven technologies, or is the risk of newer technologies clearly understood and justified?
- ☐ Has a vendor lock-in assessment been completed, including exit strategies and data portability?
- ☐ Have the long-term scalability requirements been identified and documented?
- ☐ Are security, privacy, and regulatory compliance requirements identified and incorporated into the project design?

- ☐ Has an evaluation been conducted of solution licensing models, sustainability, cost, long-term support, and post-implementation considerations, including user training and documentation?

IV. PROCEDURE REFERENCE

Criteria and procedures related to IT project review are detailed in ITA Information Technology Enterprise Policy [P2030 – Information Technology Large-Scale Project Review](#).

V. CONTACT INFORMATION

For more information, contact the ITA Staff at (208) 605-4064.

REVISION HISTORY

05/05/2026 – Modernize, clarify project-owner responsibilities, add tech and risk-assessment guidance, expand compliance, and revise the first checklist item for ITS consultation.

07/01/13 – Changed “ITRMC” to “ITA”.

6/16/09 – Added Procedure Reference, Contact Information and Revision History to this guideline; changed the layout and deleted References and Timeline.

Effective Date: November 15, 2006