



STATE OF ALABAMA
OFFICE OF INFORMATION TECHNOLOGY

OIT Policy 430
IT Project Execution and Control

POLICY NUMBER OIT Policy 430-01

VERSION DATE [April 12, 2016](#)

POLICY TITLE IT Project Execution and Control

OBJECTIVE

The objective of the IT Project Governance Policy is to maximize the return on IT investments by monitoring and minimizing risks, facilitating interagency goals, and ensuring interoperability and strategic alignment.

The objective of this policy is to define the responsibilities of the Project Execution and Control Phase of an IT project and to give direction on how to fulfill those responsibilities.

AUTHORITY

The authority of the Secretary of Information Technology to create and enforce policies relating to Information Technology is derived from the following legislation:

The Code of Alabama, Sections 41-28-1 through 41-28-8, (Act 2013-68)

APPLICABILITY AND SCOPE

The requirements and responsibilities defined in this policy apply to all departments, agencies, offices, boards, commissions, bureaus, and authorities, thereafter named "agency" and authorized individuals in the employment of the state responsible for the management, operation, or use of State IT resources.

This policy shall not apply to counties, municipalities, the Alabama State Port Authority, or institutions of higher education governed by

a separate board of trustees, unless these entities or institutions enter into cooperative agreements and/or contracts related to Information Technology efforts with the State, in which case they will be bound by this policy and the standards implementing its application and enforcement.

This Policy applies to new and existing IT projects that meet the criteria for IT Project Governance.

STATEMENT OF POLICY

This policy is designed to ensure that the appropriate processes are followed for the Project Execution and Control Phase of an IT project and the appropriate documents are presented to OIT for review, guidance and compliance.

OIT will determine whether information technology initiatives are compliant with the State's IT policies, standards, and Strategic Plan during governance.

OIT will determine if intervention is required for projects with compliance issues or that are considered at risk of failure, and will work with agency leadership to develop solutions or corrective action plans.

AGENCY RESPONSIBILITIES

Agencies are responsible for following the IT Project Governance process when engaging IT Projects.

During the Project Execution and Control Phase, agencies must submit the required document of a Project Status Report to OIT for review at pre-determined intervals until the project is considered complete.

During the Project Execution and Control Phase, agencies may be required to conduct governance meetings to keep stakeholders informed and to ensure that the elements of the Project Management Plan are being carried out.

If requested by OIT, changes or enhancements to Project Status Report and other requested documents will be submitted to OIT.

If requested by OIT, changes and adjustments to the project governance structure will be submitted to OIT.

OIT
RESPONSIBILITIES

The Office of Information Technology, under the authority of the Secretary of Information Technology, will promulgate IT project policies, standards, procedures and guidelines.

OIT responsibilities during the Project Execution and Control Phase are, but not limited to, the list below:

- Review the Project Status Reports for completeness, compliance and project progress.
- Respond to the agency(s) if more information is needed.
- Ensure that appropriate governance meetings are occurring.
- If it is determined that intervention is needed, contact the agency leadership to develop potential solutions and corrective action plans

EFFECTIVE DATE

This Policy shall be effective upon its approval by the Secretary of Information Technology, as evidenced by the signature of the Secretary being affixed hereto.

SUPERSEDES

This is the initial policy and does not supersede a previous version.

The undersigned, as Acting Secretary of Information Technology of the State of Alabama, exercising the power vested in that Office by the laws of this State, declares this Policy to be adopted as of the 12 day of April, 2016.



Joanne E. Hale, PhD
Acting Secretary of Information Technology

DOCUMENT CHANGE HISTORY

Version	Release Date	Comments
430-01	April 12, 2016	Initial version