STATE OF ALABAMA
OFFICE OF INFORMATION TECHNOLOGY

OIT Policy 440
IT Project Closure

POLICY NUMBER   OIT Policy 440-01

VERSION DATE   April 12, 2016

POLICY TITLE   IT Project Closure

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 during the Project Closure 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. At the conclusion of an IT project the agency must submit the IT Project Closure Report (440T1) to OIT for review, guidance, compliance. For major projects, at the implementation of any part of the product, good or service delivered by the project the agency must begin submitting an IT Project Benefit Realization Report as defined in their Project Management Plan. The format may be customized to reflect the particular benefits and measurements of the project.

AGENCY RESPONSIBLITIES

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

Agencies must complete and submit an IT Project Closure Report (440T1) to OIT for review.

Agencies must complete and submit IT Project Benefit Realization Reports until the actual benefits meet or exceed the stated benefits or until the agency and OIT agree to cease.

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 Closure Phase include, but not limited to, the list below:

- o Review the IT Project Closure Report for completeness, compliance.

- o Respond to the agency if more information is needed.

- o Once required closure activities have been completed, approve the IT Project Closure Report and notify the agency with an acceptance letter to close the project.

- o Review the IT Project Benefit Realization Reports for progress toward stated benefits.

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_____, 20_16___.

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Joanne E. Hale, PhD
Acting Secretary of Information Technology

DOCUMENT CHANGE HISTORY

Version	Release Date	Comments
440-01	April 12, 2016	Initial version