



STATE OF ALABAMA  
OFFICE OF INFORMATION TECHNOLOGY

**OIT Procedure 410P1**  
**IT Project Initiation Phase**

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PROCEDURE NUMBER	OIT Procedure 410P1-01
VERSION DATE	<a href="#">April 12, 2016</a>
PROCEDURE TITLE	IT Project Initiation Phase
GOVERNING POLICY	This procedure is governed by the current OIT Policy 410 – IT Project Initiation, regardless of revision.
TERMS AND DEFINITIONS	<p>Office of Information Technology (OIT) - formed through the passage of Senate Bill 117, to focus on the three statutory mandates: IT Strategic Planning, IT Governance, and IT Resource Utilization.</p> <p>Threshold – the minimum requirements for establishing OIT governance.</p> <p>Governance – the processes that ensure the effective and efficient use of IT in enabling an organization to achieve its goals</p> <p>Project Management Work Group (PMWG) – a committee of state agency IT professionals tasked with developing an IT governance framework for the State</p>
OBJECTIVE	The objective of this procedure is to help the agency provide OIT with enough knowledge about the requested project to determine if it aligns with OIT’s strategic plan and standards.
PURPOSE	The purpose of this procedure is to provide detailed guidance for submitting a project packet to OIT for approval and governance.
SUPPORTING DOCUMENTS	<p>The following documents support this Procedure:</p> <ul style="list-style-type: none"><li>• OIT Standard 400S1: IT Project Governance Threshold</li></ul>

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- OIT Procedure 410P2: Completing a Project Request Form
- OIT Procedure 410P3: Completing a Business Case
- OIT Procedure 410P4: Project Sizing
- OIT Procedure 410P5: Waiver Process

**EFFECTIVE DATE** This Procedure 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 Procedure and does not supersede a previous version.

**PROCEDURE** IT Project Initiation Phase

### **1.1 Inputs**

The following inputs are necessary to successfully complete this procedure:

OIT Template 410T1: Project Initiation Packet

### **1.2 Entry Criteria**

The threshold as described in OIT Standard 400S1: IT Project Governance Threshold must be met or exceeded.

### **1.3 Procedural Steps**

1. If the project meets or exceeds the threshold as described in OIT Standard 400S1, complete the appropriate Initiation Phase document(s).
2. Complete the Project Initiation Packet using OIT Template 410T1.
3. Agency uses the Project Sizing Tool (OIT Template 410T2) to determine the size of the project.
4. Get Agency/Commissioner approval on Project Initiation Packet.
5. Submit Project Initiation Packet to OIT.
6. OIT reviews Project Initiation Packet.
7. OIT determines if more information is needed. If so, OIT responds to submitting agency requesting additional information.
8. If project is approved, OIT determines if it will be governed.
9. Agency is notified of project approval using the OIT Project Notification template.
10. Agency proceeds to the Project Planning Phase.

## **2 Verification/Supporting Data**

### **2.1 Output**

The following work products are a result of completing this procedure:

- Project Approval or possible notification that more information about the project is needed
- Possible notification to manage Project internally

### **2.2 Exit Criteria**

At the conclusion of the procedure, the agency will have provided sufficient information to OIT for the IT Project to move on to the next phase.

### **2.3 Responsibility/Authority**

OIT has reviewed and approved this procedure and has the authority to ensure compliance with this procedure.

### **2.4 Deviation/Tailoring**

No deviations or tailoring are permitted to this procedure. If deviations or tailoring are required, a request must be submitted to OIT.

### **2.5 Related Procedures**

The following procedures directly relate to this procedure:

- OIT Procedure 410P2: Completing a Project Request Form
- OIT Procedure 410P3: Completing a Business Case
- OIT Procedure 410P4: Project Sizing
- OIT Procedure 410P5: Waiver Process

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 Procedure to be available for adoption as of the 12 day of April, 2016.



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Joanne E. Hale, PhD

Acting Secretary of Information Technology

## DOCUMENT CHANGE HISTORY

Version	Release Date	Comments
410P1-01	April 12, 2016	Initial version