



STATE OF ALABAMA
OFFICE OF INFORMATION TECHNOLOGY

OIT Procedure 410P5
Waiver Process

PROCEDURE NUMBER	OIT Procedure 410P5-01
VERSION DATE	April 12, 2016
PROCEDURE TITLE	Waiver Process
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 three statutory mandates: IT Strategic Planning, IT Governance, and IT Resource Utilization.</p> <p>Secretary of Information Technology_– this is a position appointed by the legislature.</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> <p>Waiver – a request to omit or delay a requirement in the IT project governance process.</p>
OBJECTIVE	The objective of this procedure is to provide instructions for omitting or delaying a required component of the IT project governance process.
PURPOSE	This procedure’s purpose is to provide detailed guidance for initiating and proceeding through the waiver process. The waiver process provides OIT the necessary information to make a waiver decision.

**SUPPORTING
DOCUMENTS**

The following documents support this Procedure:

- OIT Form 410F3: Waiver Form
- OIT Guideline 400G1: IT Project Governance

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

Waiver Process

1. Input

The following inputs are necessary to successfully complete this procedure:

- OIT Form 410F1: Project Request
- OIT Form 410F3: Waiver Form

2. Entry Criteria

The agency wishes to omit or delay providing OIT with documents/information that are mandatory inclusions in the IT Project Governance Process.

3. Procedural Steps

Note: A waiver request may be submitted at any point during the course of the project and after submission of the Project Request Form (410F1).

1. Complete the OIT Form 410F3: Waiver Form.
2. The Agency submits the Waiver Form to OIT.
3. OIT receives and reviews the Waiver Form.
4. If all the information necessary is supplied, OIT has 10 days to respond in writing to the waiver request/form.
5. If more information is needed, OIT returns the request to the agency for additional information.
6. The agency then resubmits the OIT Form 410F3: Waiver Form with the additional information to OIT.
7. If the waiver is denied by OIT, the agency will be notified in writing with an explanation of why the project waiver wasn't approved.
8. If the waiver is approved, OIT will notify the agency.

4. Output

- The completed Waiver Form should be submitted to OIT.

5. Exit Criteria

The following criteria will exist at the completion of this procedure:

- A completed Waiver Form indicating OIT’s approval or denial.

6. Responsibility/Authority

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

7. Deviation/Tailoring

Deviation or tailoring is not permitted to this procedure without the OIT approval.

8. Special Considerations

There are no special considerations for this procedure.

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 , 20 16 .



Joanne E. Hale, PhD
Acting Secretary of Information Technology

DOCUMENT CHANGE HISTORY

Version	Release Date	Comments
410P5-01	April 12, 2016	Initial version