



STATE OF ALABAMA

OFFICE OF INFORMATION TECHNOLOGY



Policy 400: IT Project Governance

VERSION NUMBER	Policy 400-02
VERSION DATE	October 1, 2017
POLICY TITLE	IT Project Governance
OBJECTIVE	<p>To maximize the return on IT investments by monitoring and minimizing risks, facilitating interagency goals, and ensuring interoperability and strategic alignment.</p> <p>Define the relationships and responsibilities between all internal and external groups involved in an IT project, and to describe the proper flow of information regarding the project to all stakeholders.</p>
AUTHORITY	<p>The authority of the Secretary of Information Technology to create and enforce policies relating to Information Technology is derived from the following legislation:</p> <p><i>The Code of Alabama, Sections 41-28-1 through 41-28-8, (Acts 2013-68 and 2017-282)</i></p>
TERMS AND DEFINITIONS	<p>The terms and definitions listed below are meaningful for this policy and will further clarify and explain the terminologies used in this policy.</p> <ul style="list-style-type: none">• IT Project – a temporary endeavor undertaken to create a product, service, or result that is IT enabled. A project may be staffed by state or contract personnel.• Information Technology Governance (ITG) – a process designed to ensure the effective and efficient use of IT, enabling the State of Alabama to achieve its goals. ITG qualifies agency-

submitted initiatives as viable projects by ensuring strategic alignment and standards compliance.

- Automated Project Portfolio Management Solution – the centralized management of the processes, methods, and technologies used to analyze and collectively manage current or proposed projects.
- Agency – includes departments, agencies, offices, boards, commissions, bureaus, authorities and authorized individuals in the employment of the state.
- Waiver – an exception to the IT Governance (ITG) process, granted by the Secretary of Information Technology.

APPLICABILITY AND SCOPE

The requirements and responsibilities defined in this policy apply to all [State Agencies as defined in *The Code of Alabama, Section 41-28-2, paragraph \(5\)*](#), thereafter named “agency” and authorized individuals in the employment of these agencies responsible for the management, operation, or use of State IT resources.

This Policy applies to new and existing IT projects that meet the threshold as stated in the Threshold Standard documented in Standard 400S1.

STATEMENT OF POLICY

It is within the mission of the Office of Information Technology (OIT) of the State of Alabama to approve and govern the State’s Information Technology projects through the IT Project Governance Policy.

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

OIT will utilize an automated project portfolio management Solution for the documentation and governance of all applicable state IT projects.

AGENCY

RESPONSIBILITIES

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

Agencies must submit the required documents of an IT project to OIT. Documents will be submitted for each phase of the governance process as outlined in the Initiation, Planning, Execution and Closure Policies.

Agencies will utilize an automated project portfolio management solution for the documentation of all applicable state projects.

Agencies are also expected to follow all other applicable statewide policies.

Agencies must apply to Secretary of Information Technology for a Waiver when an exception to the ITG process is requested.

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 will respond to Agency submissions in a timely manner.

If an alignment issue is identified, OIT will provide guidance regarding how an Agency IT Project plan can be adapted to achieve Agency goals while adhering to state standards and the IT Strategic Plan.

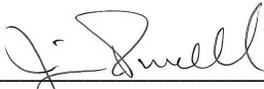
EFFECTIVE DATE

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 Policy supersedes version 400-01.

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 1st day of October, 20 17.



Jim Purcell
Acting Secretary of Information Technology

DOCUMENT CHANGE HISTORY

Version	Release Date	Comments
400-01	April 12, 2016	Initial version
400-02	October 1, 2017	Updated version to incorporate a new definition of a project and use of an automated project portfolio management solution.