



STATE OF ALABAMA

OFFICE OF INFORMATION TECHNOLOGY



Policy 440: IT Project Closure

VERSION NUMBER	Policy 440-02
VERSION DATE	October 1, 2017
POLICY TITLE	IT Project Closure
OBJECTIVE	<p>Maximize the return on IT investments by monitoring and minimizing risks, facilitating interagency goals, and ensuring interoperability and strategic alignment.</p> <p>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.</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>
APPLICABILITY AND SCOPE	<p>The requirements and responsibilities defined in this policy apply to all State agencies as defined in <i>The Code of Alabama, Section 41-28-2, paragraph (5)</i>, thereafter named “agency” and authorized individuals in the employment of the state responsible for the management, operation, or use of State IT resources.</p> <p>This Policy applies to new and existing IT projects that meet the criteria for IT Project Governance.</p>

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.

AGENCY
RESPONSIBILITIES

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.

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:

- Review the IT Project Closure Report for completeness, compliance and plan to track and report progress towards stated benefits projected in the cost/benefit section of the Project Business Case.
- Respond to the agency if more information is needed.
- 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.

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 440-01.

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, 2017.



Jim Purcell
Acting Secretary of Information Technology

DOCUMENT CHANGE HISTORY

Version	Release Date	Comments
440-01	April 12, 2016	Initial version
440-02	October 1, 2017	Updated Policy Template and Acting Secretary Signature