IT PROJECT GOVERNANCE POLICY

April 2016

Objective: To maximize the return on IT investments by monitoring and minimizing risks, facilitating interagency goals, and ensuring interoperability and strategic alignment.

Governance Threshold:

1) Total project cost exceeds $1 million, or
2) The project involves more than one state agency and project cost exceeds $500,000, or
3) The Governor's office or sponsoring agency requests OIT governance.

Governance Stages:

Initiation – Agencies submit a Project Request, Business Case and a Cost Benefit Analysis. OIT reviews the Project Packet to ensure there is appropriate balance between costs, risks, long-term and short-term benefits, and the request reflects compliance with the State's IT policies, standards and Strategic Plan.

Planning – Agencies submit a Project Management Plan which provides OIT with more detail regarding the project's timeline, key milestones, risks, communication plan and overall approach to managing the project. OIT reviews the Project Management Plan to ensure there is an appropriate level of stakeholder governance planned for the project with the appropriate level of stakeholder communication and controls.

Execution/Control – Agencies submit project status reports on a periodic basis as agreed by OIT, and conduct status meetings as defined in the Project Management Plan. OIT reviews the Project Status Reports and attends project meetings as appropriate to ensure the project is progressing as planned. OIT will intervene if projects are determined to be at risk of failure, and will work with agency leadership to develop solutions or corrective action plans.

Closure – Agencies submit an IT Project Closure Report which contains key metrics, best practices, lessons learned, and other valuable information about the project. Closure begins when the user accepts the project deliverables and the project oversight authority concludes that the project has met the goals established. OIT reviews the Project Closure Report to ensure completeness and accuracy.

State Of Alabama IT Project Governance

INITIATION

Project → Large/Complex?
- YES → Submit Request with Business Case
- NO → Manage Internally

Submit Request with Business Case → Align with Strategic Plan/Standards?
- NO → ESCALATE TO RESOLVE
- YES ↓

PLANNING

Submit Project Management Plan → Governance and Project Plan Sufficient?
- NO → ESCALATE TO RESOLVE
- YES ↓

EXECUTION

Execute, Govern Project → Project on Track?
- YES → Continuous process until project completion (loops back to Execute, Govern Project)
- NO → ESCALATE TO RESOLVE
- Complete ↓

CLOSURE

Submit Project Results → Project Goals met?
- YES → DONE
- NO → ESCALATE TO RESOLVE

ESCALATE TO RESOLVE