STATE OF ALABAMA
OFFICE OF INFORMATION TECHNOLOGY

Policy 420: IT Project Planning

VERSION NUMBER	Policy 420-02
VERSION DATE	October 1, 2017
POLICY TITLE	IT Project Planning
OBJECTIVE	Maximize the return on IT investments by monitoring and minimizing risks, facilitating interagency goals, and ensuring interoperability and strategic alignment.
	The objective of this policy is to define the responsibilities of the Project Planning Phase of an IT project and to give direction on how to fulfill those responsibilities.
AUTHORITY	The authority of the Secretary of Information Technology to create and enforce policies relating to Information Technology is derived from the following legislation:
	The Code of Alabama, Sections 41-28-1 through 41-28-8, (Acts 2013-68 and 2017-282)
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 the state responsible for the management, operation, or use of State IT resources.
	This Policy applies to new and existing IT projects that meet the criteria for IT Governance.

STATEMENT
OF POLICY

This policy is designed to ensure that the appropriate processes are followed for the Project Planning Phase of an IT project and the appropriate documents are presented to OIT for review, guidance and compliance.

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

OIT will communicate compliance issues or unresolved exceptions to project sponsors and will work with agency leadership to develop solutions or corrective action plans.

AGENCY
RESPONSIBLITIES

Agencies are responsible for following the IT Governance process when engaging in the planning of an IT Project.

During the Project Planning Phase, agencies must submit either a Moderate Project Management Plan using Template 420T1 or a Major Project Management Plan using Template 420T2 to OIT for review.

If requested by OIT, the agency may subsequently be required to update the submitted plan.

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 Planning Phase are, but not limited to, the list below:

- o Review the submitted Project Plan for completeness and compliance.

- o Ensure that there is appropriate balance between costs, risks, long-term and short-term benefits.

o   Respond to the agency if more information is needed.

o   If project criteria are met, approve the Project Plan and notify the agency to proceed to the Execution Phase.

o   If the Project Plan does not meet the criteria for approval, contact agency leadership to develop potential solutions and corrective action plans.

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 420-01.

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_.

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Jim Purcell
Acting Secretary of Information Technology

DOCUMENT CHANGE HISTORY

Version	Release Date	Comments
420-01	April 12, 2016	Initial version
420-02	October 1, 2017	Updated version to incorporate use of the Moderate and Major Project Management Plans.