STATE OF ALABAMA
OFFICE OF INFORMATION TECHNOLOGY

Procedure 410P5: Waiver Process

VERSION NUMBER	Procedure 410P5-02
VERSION DATE	October 1, 2017
PROCEDURE TITLE	Waiver Process
GOVERNING POLICY	This procedure is governed by the current Policy 410: IT Project Initiation, regardless of revision.
TERMS AND DEFINITIONS	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.
	Project Management Work Group (PMWG) – a committee of state agency IT professionals tasked with developing an IT governance framework for the State.
	Waiver – a request to omit or delay a requirement in the IT project governance process.
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:

- Form 410F3: EPMO Policy Waiver Request
- 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 procedure supersedes version 410P5-01.

PROCEDURE   Waiver Process

1. Input
The following inputs are necessary to successfully complete this procedure:

- Template 410T1: Project Initiation Tool
- Procedure 410P2: Completing a Project Request Form
- Form 410F3: EPMO Policy Waiver Request

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 (410P2).
1. Complete the Form 410F3: EPMO Policy Waiver Request.
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 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 ___1st___ day of ___October___, 20 _17_ .

Jim Purcell
Acting Secretary of Information Technology

DOCUMENT CHANGE HISTORY

Version	Release Date	Comments
410P5-01	April 12, 2016	Initial version
410P5-02	October 1, 2017	Updated version to incorporate the Project Request Form as part of the Project Initiation Tool.