STATE OF ALABAMA
OFFICE OF INFORMATION TECHNOLOGY

Procedure 420P1: Completing a Moderate Project Management Plan

VERSION NUMBER	Procedure 420P1-02
VERSION DATE	October 1, 2017
PROCEDURE TITLE	Completing a Moderate Project Management Plan
GOVERNING POLICY	This procedure is governed by the current Policy 420: IT Project Planning, 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. Automated Project Portfolio Management Solution – the centralized management of the processes, methods, and technologies used to analyze and collectively manage current or proposed projects.
OBJECTIVE	The objective of this procedure is to provide guidance on how to complete and submit the Moderate Project Management Plan to OIT.
PURPOSE	This procedure's purpose is to provide instructions and guidance for completing the Moderate Project Management Plan to ensure that the Project Planning Policy is adhered to.
SUPPORTING DOCUMENTS	The following documents support this procedure: • Policy 420: IT Project Planning • Procedure 410P4: IT Project Sizing • Template 410T1: Project Initiation Tool • Template 420T1: Moderate Project Management Plan

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 420P1-01.

PROCEDURE   Completing a Moderate Project Management Plan

1 Introduction

1.1 Inputs

The Project Management Plan is a major work product from the entire planning process. It is a summarized consolidation of project planning documents that are used to manage and guide the project. The information needed to complete the Project Management Plan should/will be obtained by following the industry best practices as identified in this procedure document.

1.2 Entry Criteria

The Project Management Plan is to be completed following OIT's approval of the Project Initiation Packet. The Moderate Project Management Plan must be completed using the Moderate Project Plan Template when the project size = "Moderate".

1.3 Procedural Steps

The cover page should be completed by adding the Date of Project Request, Requesting Agency Name, Project Name, and Project Number.

There are 7 sections within the Moderate Project Management Plan. Each section should be completed by either entering wording, completing a table, or inserting an image from another document.

The items in *blue italic* text should be removed and replaced with your input. These items in *blue italic* text are remarks designed to give guidance on what should be entered in that section.

Complete all the sections within the template.

The following sections within the Major Project Management Plan are further described in the attached appendices:

- Section 2.6 Project Overall Timeline (see Appendix A)
- Section 2.7 Project Organization (see Appendix B)
- Section 3.1 Change Control Process (see Appendix C and D

• Section 5.1 Project Organization Chart (See Appendix E)

2   <u>Verification/Supporting Data</u>

2.1   Output

The completed Moderate Project Management Plan should be submitted to OIT. For agencies with access to OIT's automated project portfolio management solution, the completed Plan should be submitted using this solution. For agencies without access to OIT's automated project portfolio management solution, the completed Plan should be submitted in PDF format via email.

2.2   Responsibility/Authority

OIT has reviewed and approved this procedure and has the authority to ensure compliance with this procedure.

2.3   Deviation/Tailoring

There should not be any deviations or tailoring permitted to this procedure. If deviations or tailoring are required, a request must be submitted to OIT.

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
420P1-01	April 12, 2016	Initial version
420P1-02	October 1, 2017	Updated version to incorporate the use of an automated project portfolio management system and new project sizing information and supporting documents.

Appendix A

Project Overall Timeline (section 2.6) – For this section, construct a high-level timeline of the project to reflect milestones and durations. Include a timeline of the budget as it is consumed. The below image is an example taken from Microsoft project.
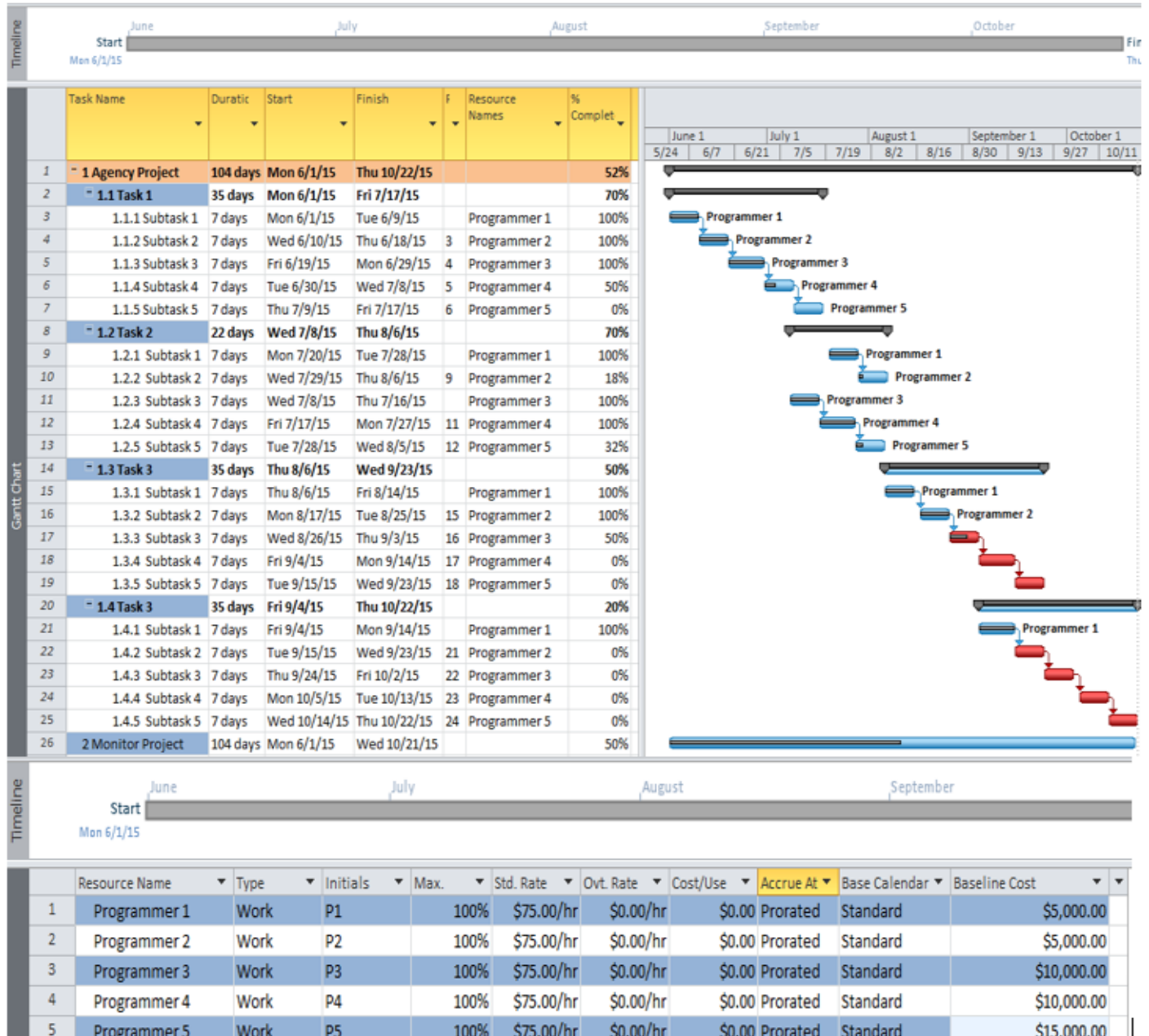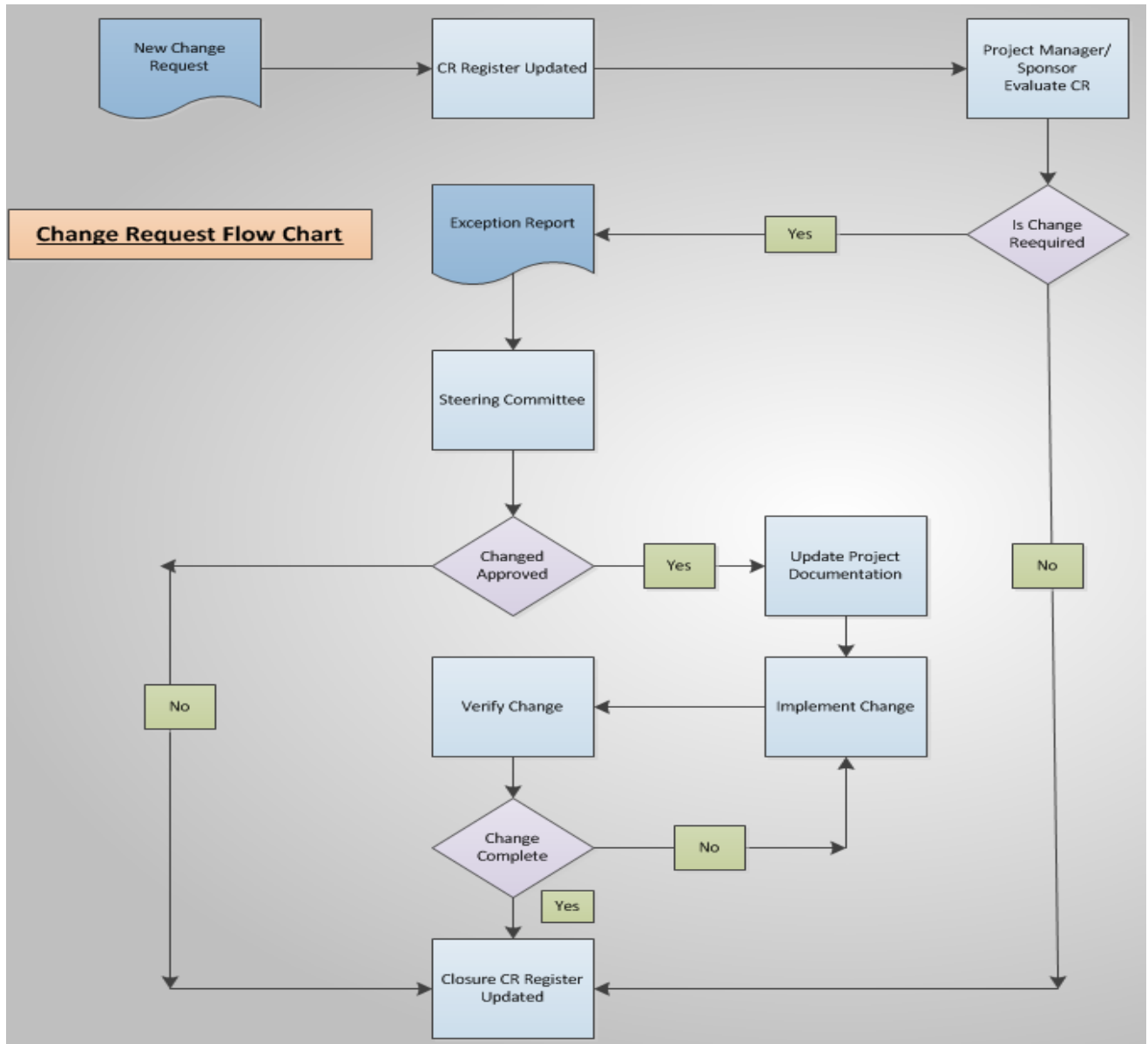
Appendix B

Project Organization (Section 2.7) – In this section, list the key members of the project team. Include the primary roles and responsibilities of each team member or group.   Below is an example.

Title	Roles and Responsibilities
Project Manager	Delegate tasks; prepare team meetings and oversee the project. Schedule and plan throughout the product life cycle to ensure the success of the project; communicate with stakeholders
Project Lead Programmer	Create and execute programming work plans and revise as needed to meet changing needs and requirements. Responsible for efficient management of the development team.
Development team	Develop the proposed system using the design specification provided by the lead programmer, while maintaining proper coding standards. Communicate with the team quality assurance director to assure software value.
Project Sponsor	Commissions others to deliver the project; actively work with project manager to ensure project is successful
Project Administrator	Responsible for maintenance of the project plan; provides administrative support to the project manager.
Steering Committee	Includes management representatives that will be involved in project oversight and control; also includes stakeholders that have a special interest in the outcome of the project; committee can be involved in providing resources and securing funds.

Change Control Process Flow Chart (Section 3.1) – In this section, create a flow chart of the change control process from the initiation of the change thru the approval or rejection of a change request. The below image is an example.

Appendix D

Change Control Matrix (Section 3.1) – In this section**,** include a matrix that describes each step in the process and include what roles/individuals are responsible for that step. The below image is an example.

Process	Procedures	Responsibilities
Initiate Request for Changes	▪ Describe change requested, as well as business rationale/justification for change, and impact to cost/schedule. ▪ Check for completeness and review Change Order Log to confirm similar requests have not been made. ▪ Add the Change Request to the Change Log ▪ Submit the Change Request to Project Review Board	Project Sponsors
Review and Analyze Change Request	▪ Evaluate business rationale/justification for change ▪ Either authorize further analysis or deny change request ▪ Define scope of change, estimate LOE and cost ▪ Assess impact to project ▪ Develop recommendations/alternatives	Review Committee
Review Results of Analysis	▪ Evaluate results and recommendations ▪ Approve or deny Change Request ▪ Authorize Project Managers to complete a Change Management form. ▪ Update Change Order Log	Review Committee
Review and Approve Change Management Form	▪ The State Project Administrator submits Change Management Form to the Executive Steering Committee (ESC) ▪ State Project Administrator, if necessary escalates the Change Management Form to Executive Oversight Committee (EOC). If change request is approved, provide appropriate approvals from ESC and EOC ▪ Contract amendments require Purchasing and Contracts Officer coordination and a Change Order	Project Managers and/or Technical Staff
Implement Change Order	▪ If Change Management Form is approved, update Detailed Project Plan to reflect authorized work and assign resource(s) to perform authorized work ▪ Otherwise, the Change Management Form is closed and its disposition recorded ▪ Perform authorized work and report status	Project Managers And/or Technical Staff
Close Change Order	▪ Verify that Change Request is completed, Close Change Request, Update Change Order Log and Update Decision Log	Project Managers

Appendix E

Project Organization Chart (Section 5.1) – In this section, provide an organizational chart of the project team. The below image is an example.