STATE OF ALABAMA
OFFICE OF INFORMATION TECHNOLOGY

IT PROJECT GOVERNANCE

Dr. Joanne Hale, Secretary of IT
Cheri Martin, Deputy Secretary of IT
Lisa Townsend, DHR CIO

Mission of OIT

State level

- Policy

- Planning

- Governance

Agenda

- IT Project Governance
  - What it is
  - Why we need it
- Who developed it
- How it works
- Where to find more details
- How to get started

What is IT Project Governance

Guides how project decisions are made

- Who
- How
- When

Why IT Project Governance

- Mutual project goals
  - Establish
  - Ensure they are met
- Minimize risk
- Resolve conflicts
- Align with strategic direction
- Maximize statewide benefit from technology investments

Policy Development: Project Governance Workgroup

- Agency IT Leaders and Project Managers
- Established in 2014
- Studied Governance drivers and best practices
- Drafted policies
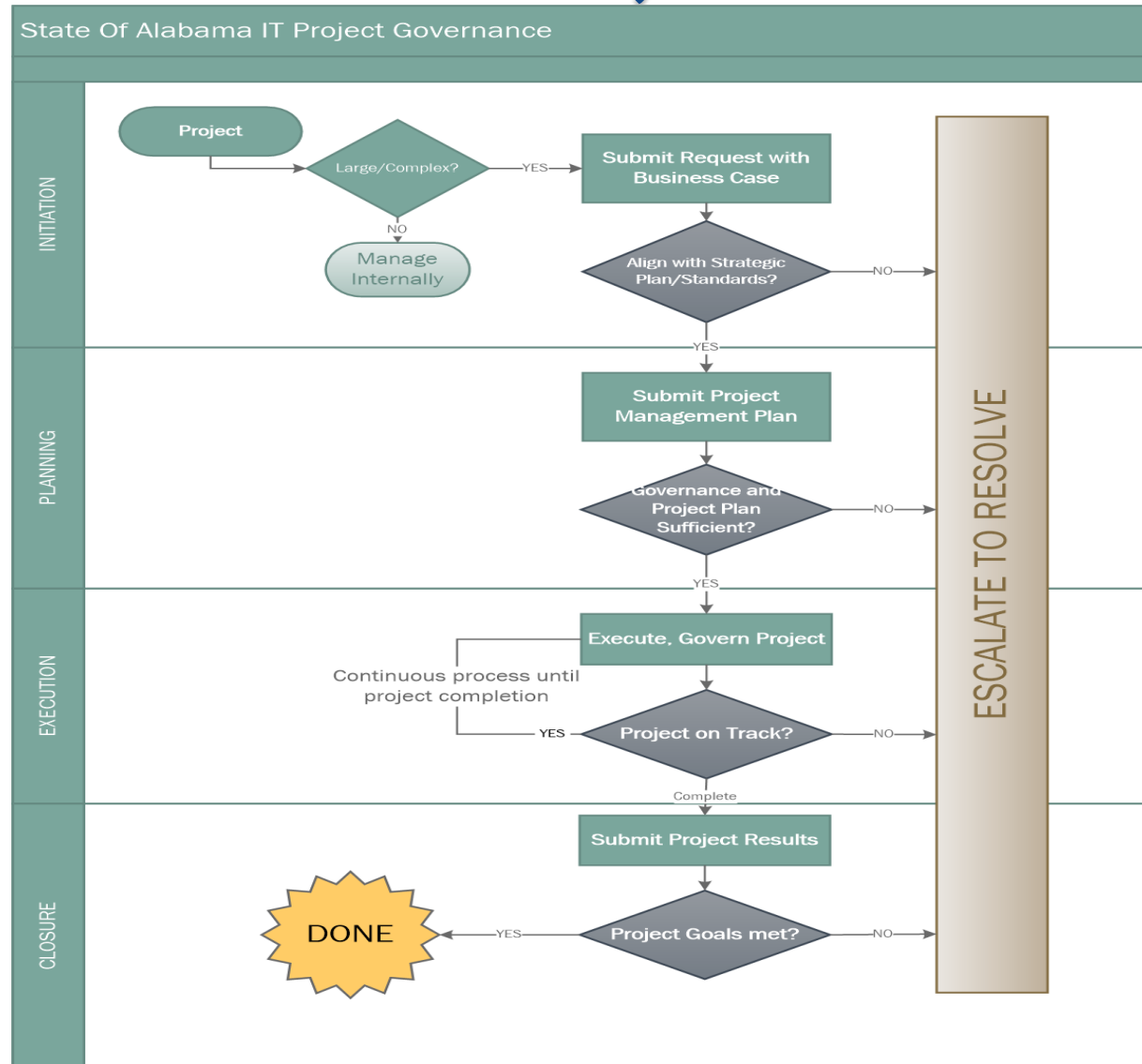 - Reviewed with the Agency CIO Council
  - Refined based on feedback

OIT Project Governance Workgroup

- Lisa Townsend (Chairman), Dept. Human Resources
- Effie Brown, Dept. of Insurance
- Joel Cook, Finance ISD
- Paul Scott, Dept. of Transportation
- Clay Weaver, Rehabilitation Services
- Rodney Zeigler, Dept. of Labor
- Jeff Barnes, Dept. Human Resources

Overview of IT Project Governance

State Of Alabama IT Project Governance

Project Threshold

- Total cost exceeds $1 million

or

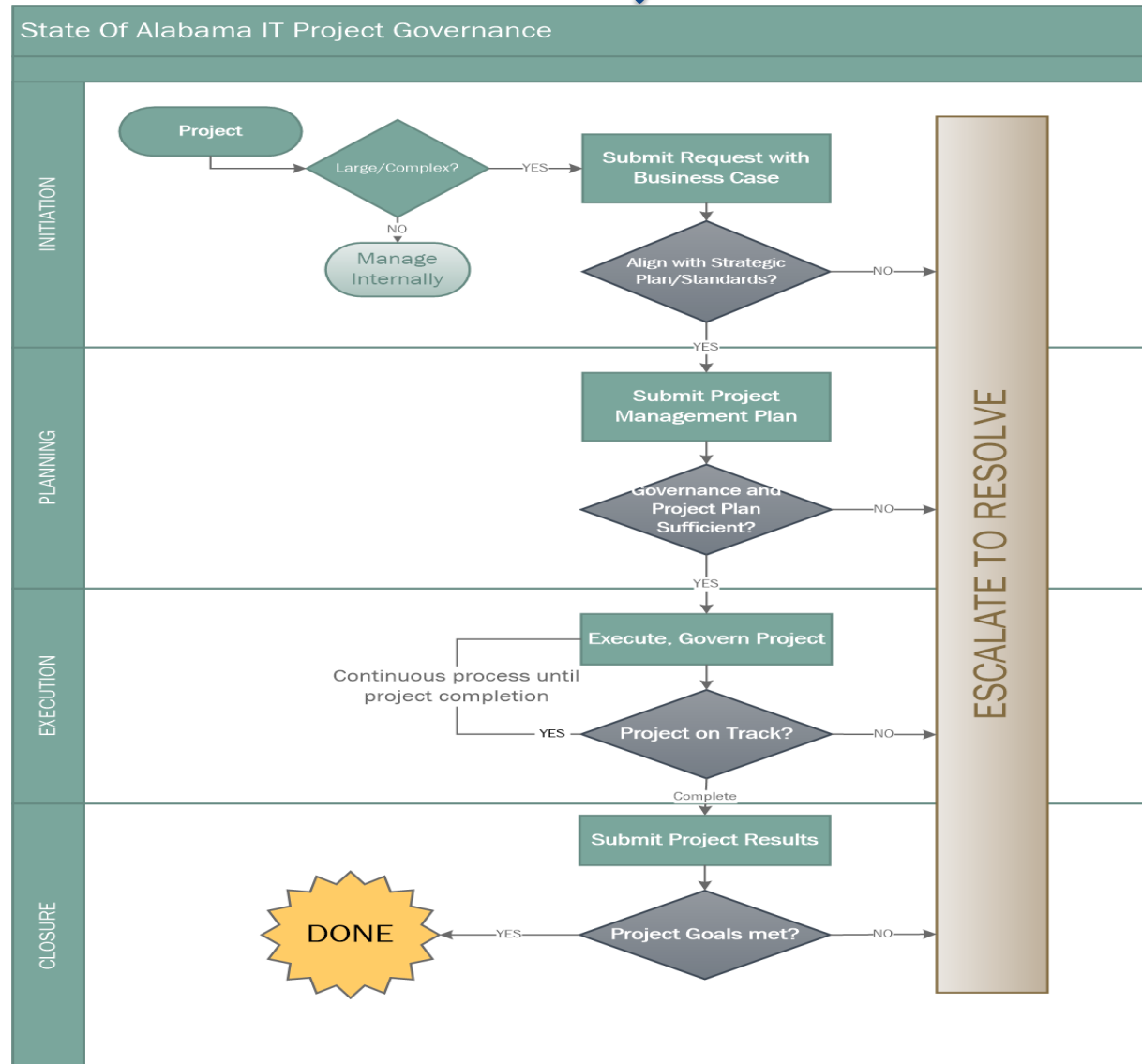- Multi-agency - Total cost exceeds $500,000

or

- By request

Project Sizing

- Determined by tool

- Moderate

  ◦ Less documentation required

- Major

  ◦ Larger

  ◦ More complex
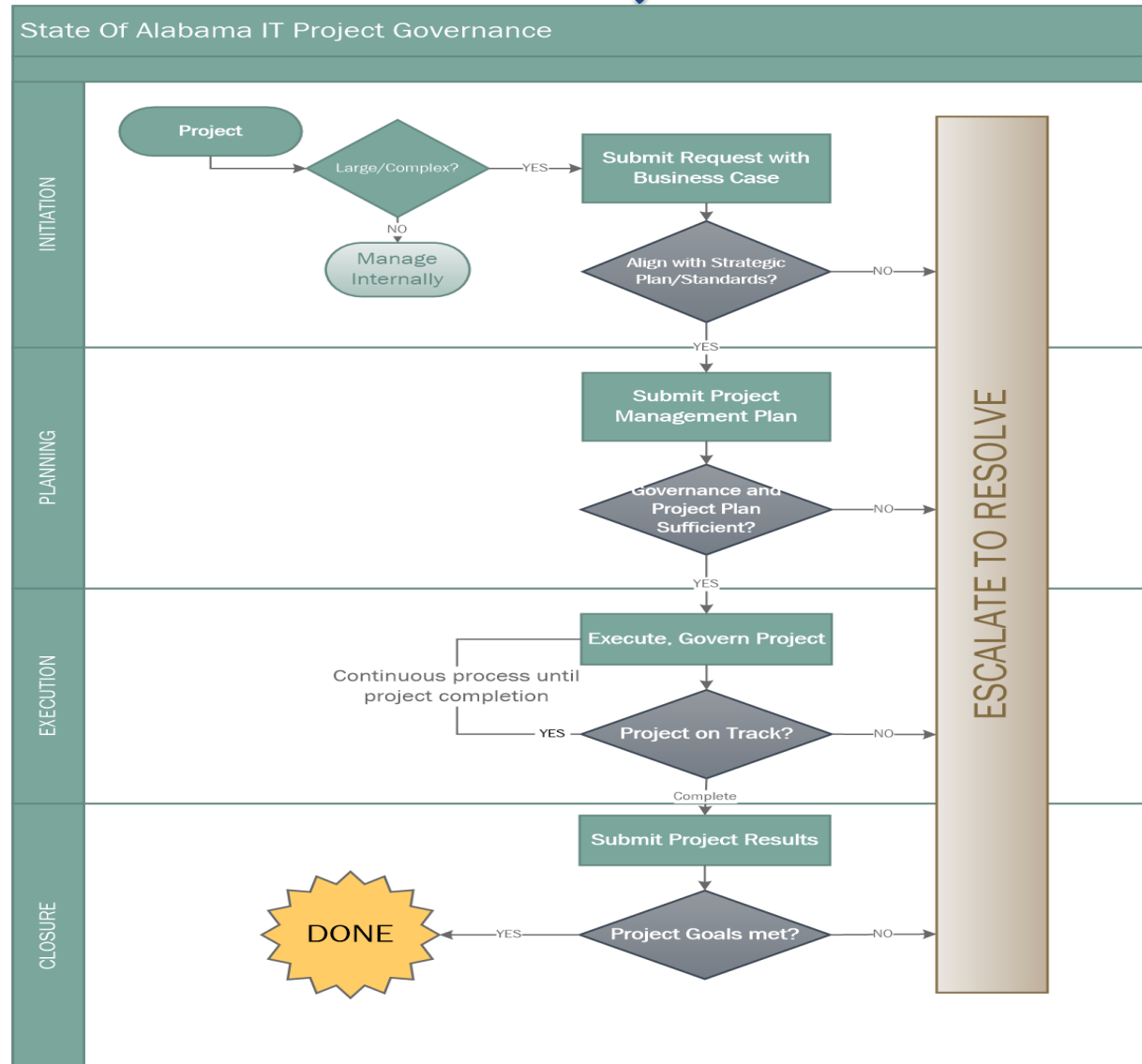
Overview of IT Project Governance

State Of Alabama IT Project Governance

Initiation Phase

- Project Request
- Business Case
- Cost Benefit Analysis

Overview of IT Project Governance

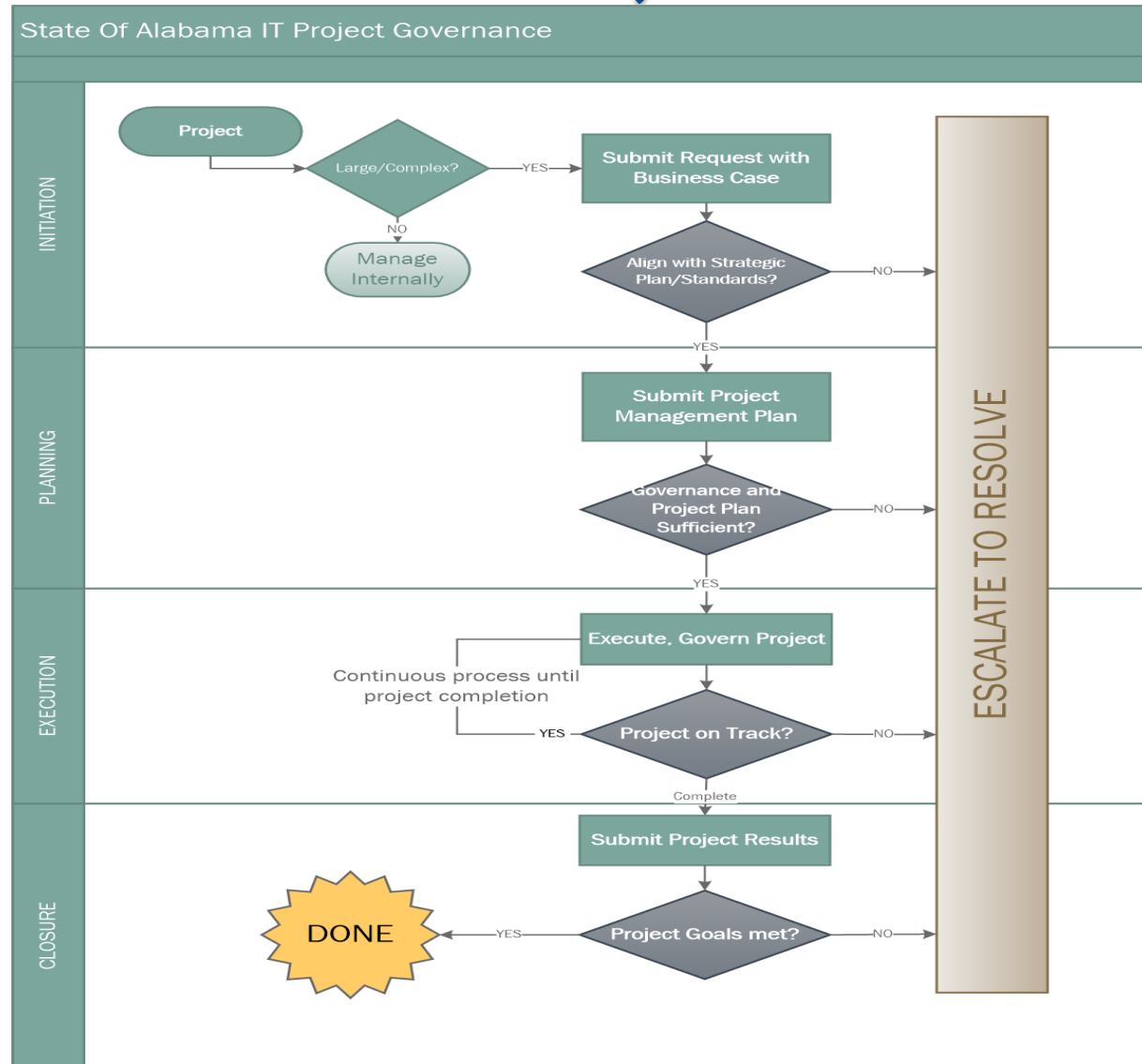State Of Alabama IT Project Governance

Planning Phase

Project Management Plan

More than a schedule

- Scope
- Project Approach
- Communication Plan
- Milestones
- Cost estimate
- Value realization

Overview of IT Project Governance

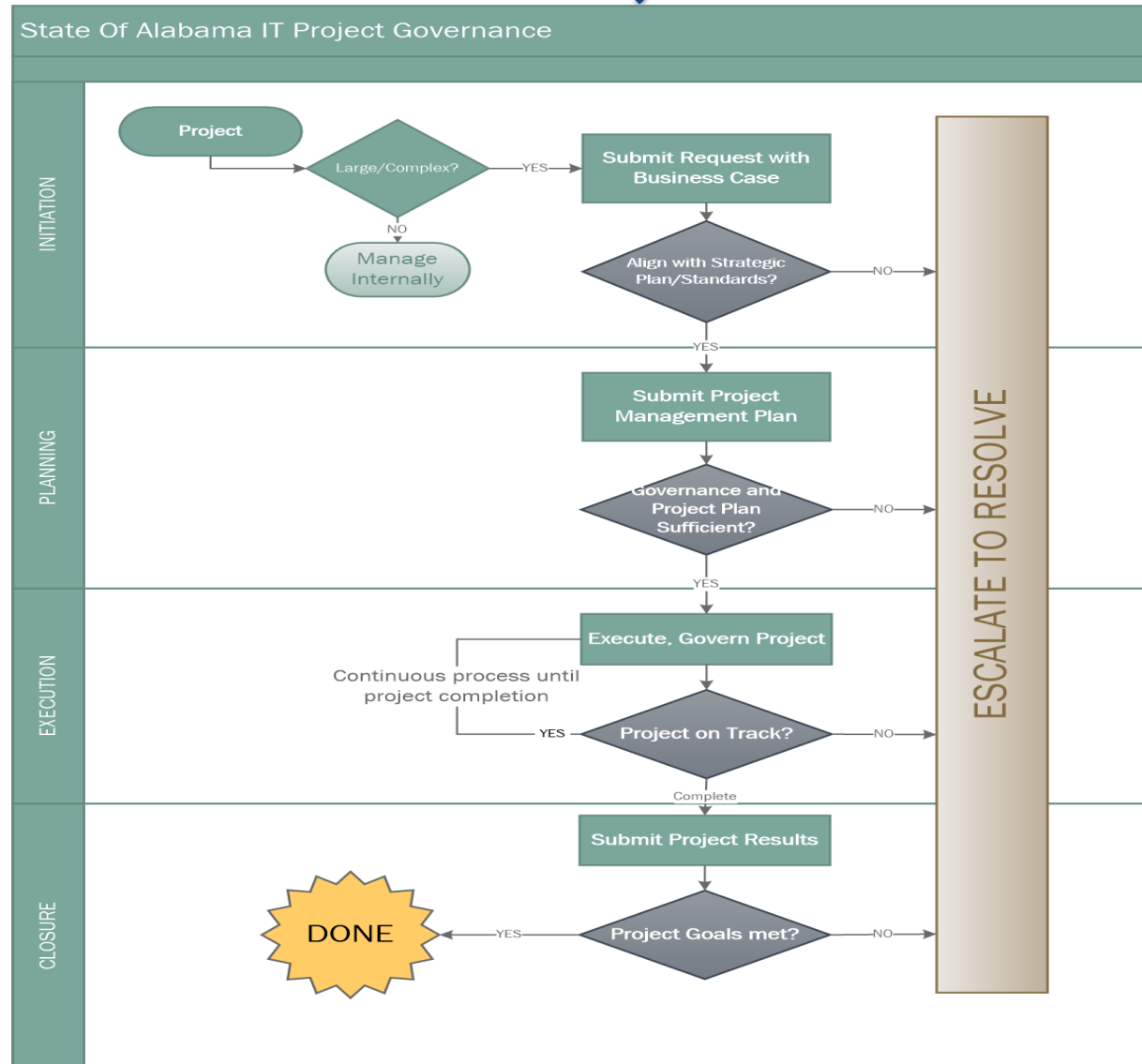State Of Alabama IT Project Governance

Execution Phase

- Status Report

- Regular Project Meetings

- How will OIT be involved?

  - Monitoring via status report

  - Engagement level determined by project need/risk

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Closure Phase

- Project Closure Report
  - Acceptance of project results
  - Lessons Learned
  - Resources released
- Benefit Realization Reports
  - Start when any part of project is implemented
  - End when expected benefits are achieved

IT Project Governance Policies

- 400 – IT Project Governance
- 410 – IT Project Initiation
- 420 – IT Project Planning
- 430 – IT Project Execution and Control
- 440 – IT Project Closure

OIT Governance Library

- Policies
  - 400 – IT Project Governance
    - Guidelines
      - 400G1 – IT Project Governance
    - Standards
      - 400S1 – IT Project Governance Threshold
    - Templates
      - 400T1 – OIT Notification Template
    - Procedures
      - 400P1 – Completing an OIT Notification Template
      - 400P2 – IT Project Tailoring

Found on the IT Governance Library page of the OIT website oit.Alabama.gov

Getting Started

- Read the Guideline with the Policy first
- Initiation Phase
  - Tool to assist
- Call OIT for clarification
- Initially submit through email to InfoOIT@oit.Alabama.gov
- SharePoint site coming soon

QUESTIONS?