



STATE OF ALABAMA

OFFICE OF INFORMATION TECHNOLOGY



Policy 430: IT Project Execution

VERSION NUMBER	Policy 430-02
VERSION DATE	October 1, 2017
POLICY TITLE	IT Project Execution
OBJECTIVE	<p>Maximize the return on IT investments by monitoring and minimizing risks, facilitating interagency goals, and ensuring interoperability and strategic alignment.</p> <p>The objective of this policy is to define the responsibilities of the Project Execution Phase of an IT project and to give direction on how to fulfill those responsibilities.</p>
AUTHORITY	<p>The authority of the Secretary of Information Technology to create and enforce policies relating to Information Technology is derived from the following legislation:</p> <p><i>The Code of Alabama, Sections 41-28-1 through 41-28-8, (Acts 2013-68 and 2017-282)</i></p>
APPLICABILITY AND SCOPE	<p>The requirements and responsibilities defined in this policy apply to all State agencies as defined in <i>The Code of Alabama, Section 41-28-2, paragraph (5)</i>, thereafter named “agency” and authorized individuals in the employment of the state responsible for the management, operation, or use of State IT resources.</p> <p>This Policy applies to new and existing IT projects that meet the criteria for IT Project Governance.</p>

STATEMENT OF POLICY

This policy is designed to ensure that the appropriate processes are followed for the Project Execution 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 determine if intervention is required for projects with compliance issues or that are considered at risk of failure, and will work with agency leadership to develop solutions or corrective action plans.

AGENCY RESPONSIBILITIES

Agencies are responsible for following the IT Project Governance process when engaging IT Projects.

During the Project Execution Phase, agencies must submit either a Moderate Project Status Report or a Major Project Status Report to OIT for review at pre-determined intervals until the project is considered complete. OIT approved status report templates are Template 430T1 – Moderate Project Status Report and Template 430T2 – Major Project Status Report.

During the Project Execution Phase, agencies may be required to conduct governance meetings to keep stakeholders informed

If requested by OIT, changes or enhancements to Project Status Report and other requested documents will be submitted to OIT.

If requested by OIT, changes and adjustments to the project governance structure will be submitted to OIT.

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

- Review the Project Status Reports for completeness, compliance, and project progress.
- Respond to the agency(s) if more information is needed.
- Ensure that appropriate governance meetings are occurring.
- If it is determined that intervention is needed, contact the 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 430-01.

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 .



Jim Purcell
Acting Secretary of Information Technology

DOCUMENT CHANGE HISTORY

Version	Release Date	Comments
430-01	April 12, 2016	Initial version
430-02	October 1, 2017	Updated version to correct title and incorporate use of the Moderate and Major Project Status Reports.