



STATE OF ALABAMA

OFFICE OF INFORMATION TECHNOLOGY



Procedure 400P2: IT Project Governance Tailoring Matrix

VERSION NUMBER	Procedure 400P2-02
VERSION DATE	October 1, 2017
PROCEDURE TITLE	IT Project Governance Tailoring Matrix
GOVERNING POLICY	This procedure is governed by the current Policy 400 – IT Project Governance, regardless of revision.
TERMS AND DEFINITIONS	<p>Office of Information Technology (OIT) - formed through the passage of Senate Bill 117, to focus on the three statutory mandates: IT Strategic Planning, IT Governance, and IT Resource Utilization.</p> <p>Threshold – the minimum requirements for establishing OIT governance.</p> <p>Governance – the processes that ensure the effective and efficient use of IT in enabling an organization to achieve its goals</p> <p>Automated Project Portfolio Management Solution – the centralized management of the processes, methods, and technologies used to analyze and collectively manage current or proposed projects.</p>
OBJECTIVE	The objective of this procedure is to help the agency provide OIT with the required documentation per phase and size of the IT project.
PURPOSE	The purpose of this procedure is to provide detailed guidance for required IT project materials pertaining to the size and phase of the project.
SUPPORTING DOCUMENTS	<p>The following documents support this Procedure:</p> <ul style="list-style-type: none">• Standard 400S1: IT Project Governance Threshold• Procedure 410P1: IT Project Initiation Phase

- Procedure 410P2: Completing a Project Request Form
- Procedure 410P3: Completing a Business Case
- Procedure 410P4: IT Project Sizing
- Procedure 410P6: Completing a Project Charter
- Policy 400: IT Project Governance
- Policy 410: IT Project Initiation
- Policy 420: IT Project Planning
- Policy 430: IT Project Execution
- Policy 440: IT Project Closure
- Template 410T1: Project Initiation Tool
- Template 410T6: Project Charter Template
- Template 420T1: Moderate Project Management Plan
- Template 420T2: Major Project Management Plan
- Template 430T1: Moderate Project Status Report
- Template 430T2: Major Project Status Report
- Template 440T1: IT Project Closure Report

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 400P2-01.
PROCEDURE	IT Project Governance Tailoring Matrix

1.1 Entry Criteria

Below is the IT Project Governance Tailoring Matrix. To ensure compliance of the proposed IT project, all activities and documents per project size and phase required below are required by OIT before an IT project completes the current phase to progress to the next.

Procedure 400P2: IT Project Governance Tailoring Matrix							
Activities and Documents	Project Sizing Score (410T1)			References & Supporting Documents			
	Minor	Moderate	Major	Policy	Procedure	Template	Standard
Initiation Phase							
Determine Governance Threshold	Required	Required	Required	400, 410			400S1
Project Sizing		Required	Required	410	410P4	410T1	
Project Request Form		Required	Required	410	410P1, 410P2	410T1	
Business Case (includes Cost Benefit Analysis)		Required	Required	410	410P1, 410P3	410T1	
Project Charter		Required	Required	410	410P1, 410P6	410T1, 410T6	
EPMS Info Sheet				410	410P1	410T1	
Planning Phase							
Moderate Project Management Plan		Required		420	420P1	420T1	
Major Project Management Plan			Required	420	420P2	420T2	
Execution Phase							
Moderate Project Status Report		Required		430	430P1	430T1	
Major Project Status Report			Required	430	430P2	430T2	
Closure Phase							
Project Closure Report		Required	Required	440	440P1	440T1	
Required: This activity or document must be accomplished Denotes documents that must be submitted to OIT							

1.2 Exit Criteria

At the conclusion of the procedure, the agency will have provided sufficient information to OIT for the IT Project to move on to the appropriate phase.

1.3 Responsibility/Authority

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

1.4 Deviation/Tailoring

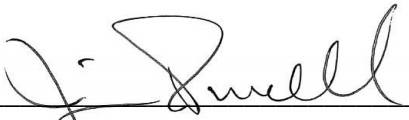
No deviations or tailoring are permitted to this procedure. If deviations or tailoring are required, a request must be submitted to OIT.

1.5 Related Procedures

The following procedures directly relate to this procedure:

- Procedure 410P2: Completing a Project Request Form
- Procedure 410P3: Completing a Business Case
- Procedure 410P4: IT Project Sizing
- Procedure 410P6: Completing a Project Charter

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, 2017.



Jim Purcell
Acting Secretary of Information Technology

DOCUMENT CHANGE HISTORY

Version	Release Date	Comments
400P2-01	April 12, 2017	Initial version
400P2-02	October 1, 2017	Updated version to incorporate IT Project Governance Matrix.