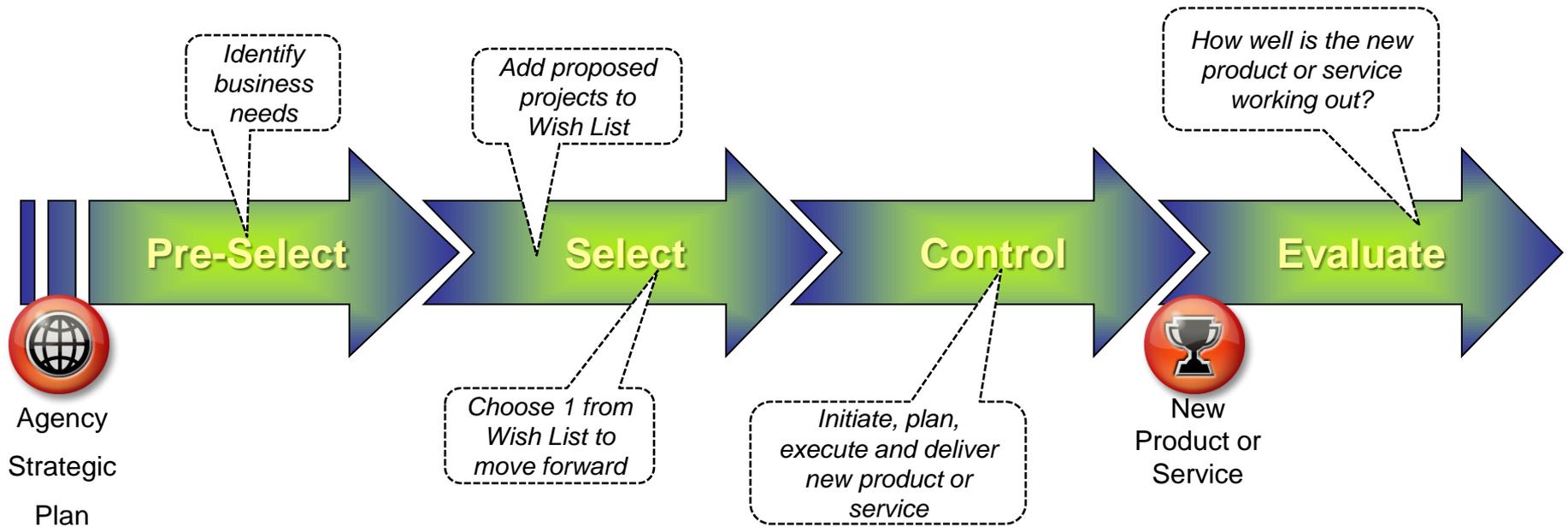


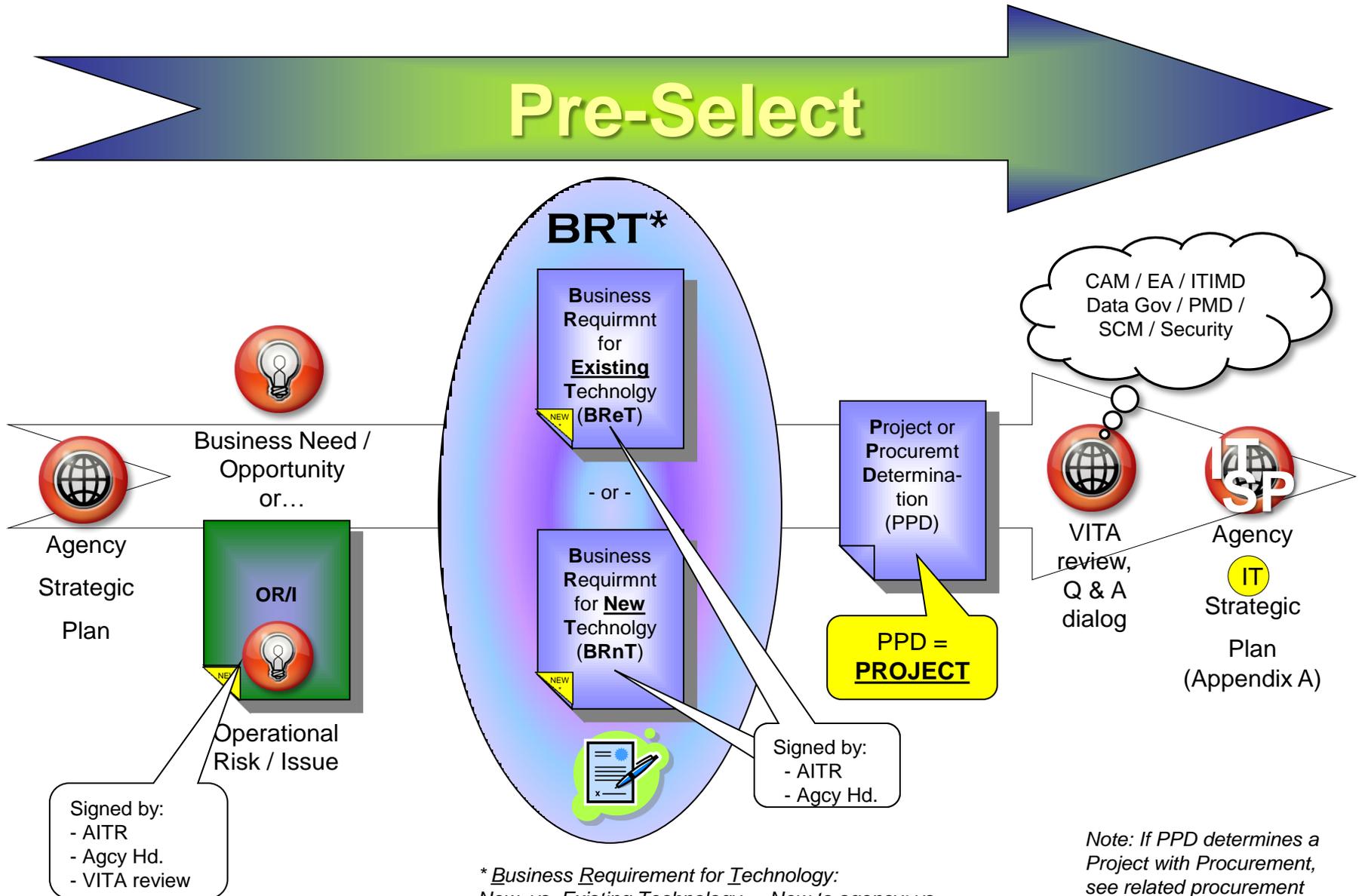
Project Categories: 1 – 4

Project Categories 1 – 4				
		Complexity:		
		High	Med	Low
Risk:	High	1	2	2
	Med	2	3	3
	Low	3	4	4

ITIM Lifecycle



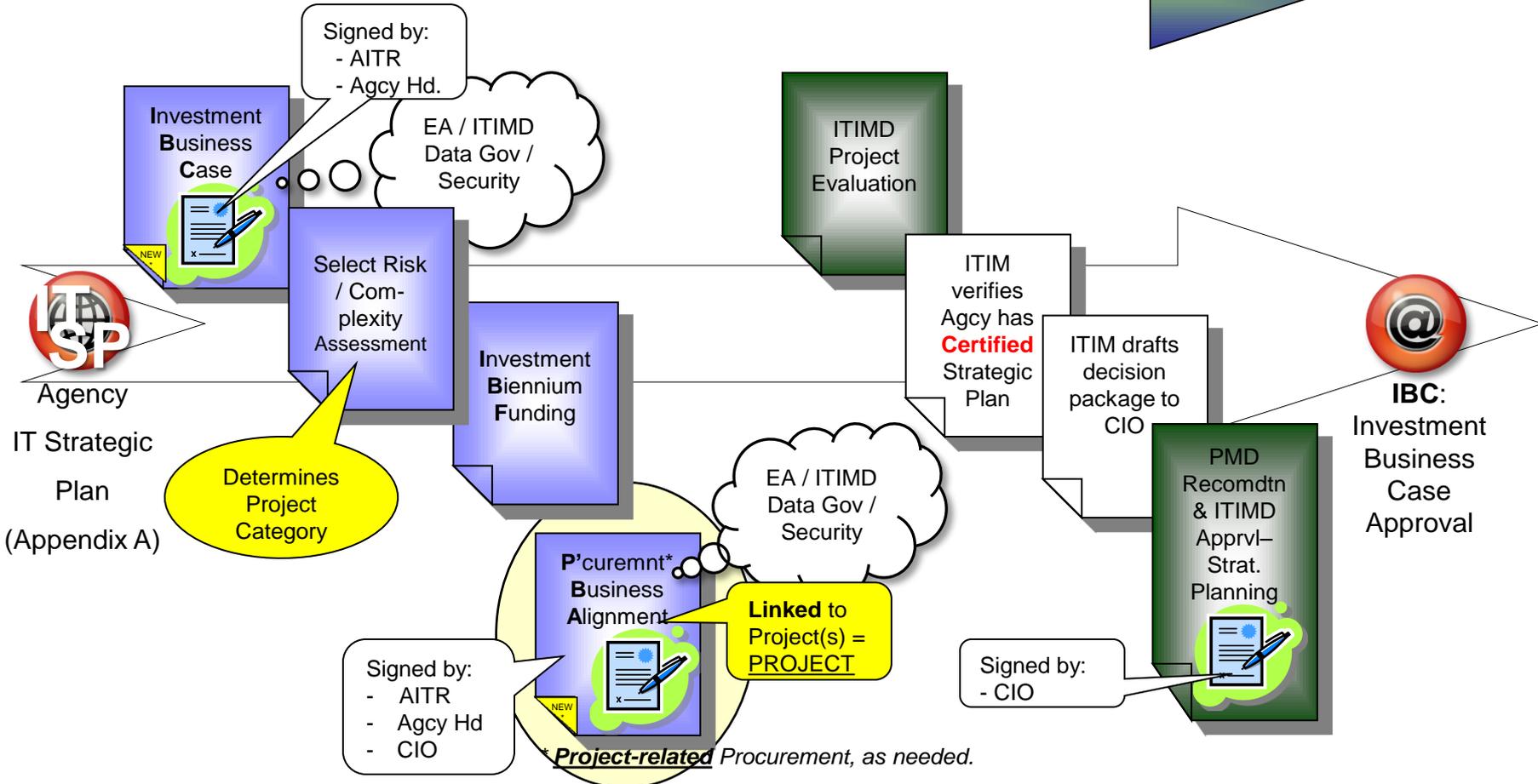
Pre-Select



* Business Requirement for Technology:
New, vs. Existing Technology = New to agency; vs.
 I already have the technology, and I need to update it.

Note: If PPD determines a Project with Procurement, see related procurement slide.

Select



Note: A proposed project that has not yet achieved IBC approval has a status of Identified for Preliminary Planning (IPP).

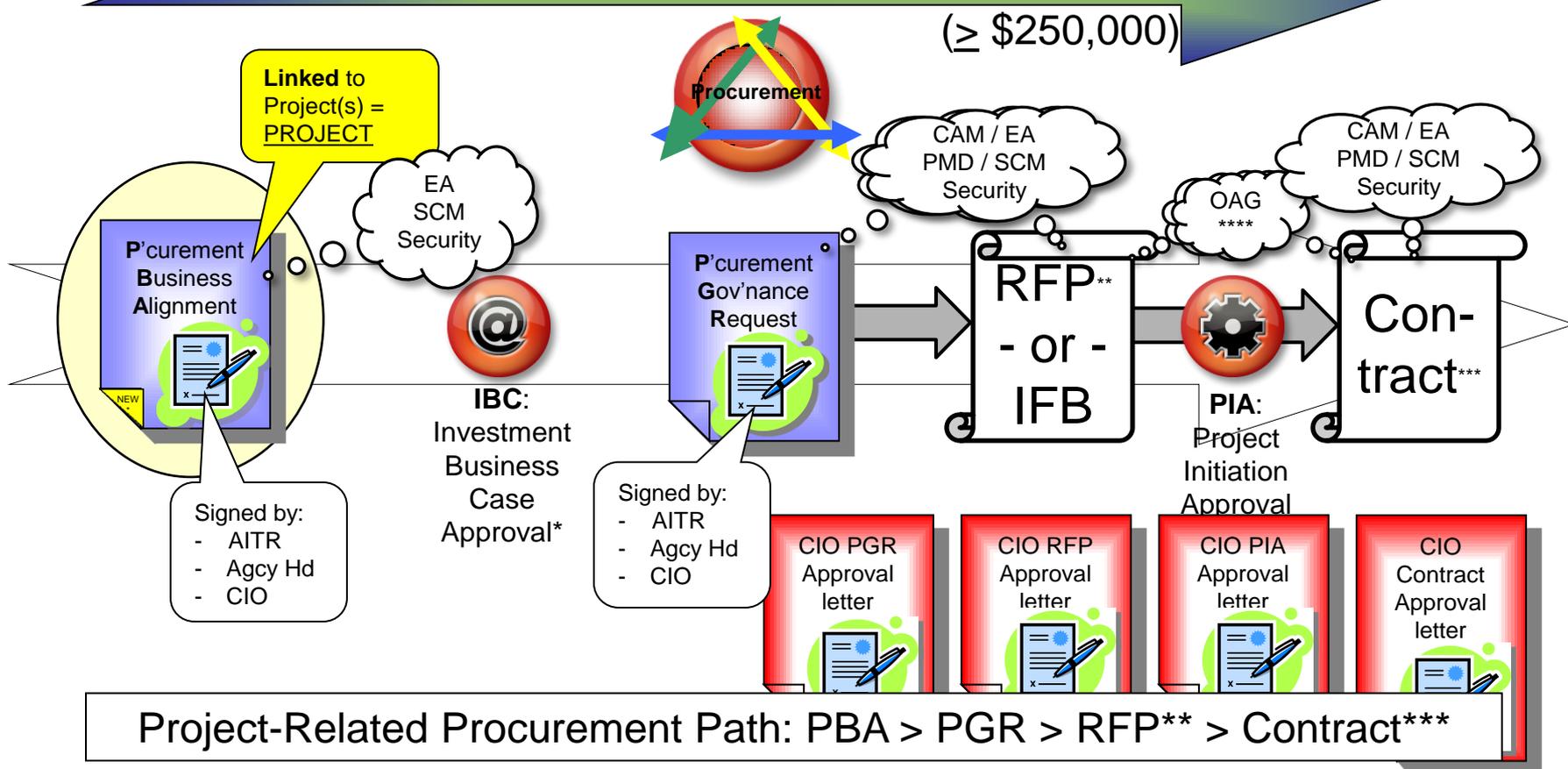


Pre-Select & Select: Differences by Project Category

Category >>>>	1	2	3	4
Business Requirement for Technology (BReT or BRnT)	Required			
Project or Procurement Determination	Required			
<i>BRT Approval Level</i>	AITR > AgcyHd			
Investment Business Case	Required			
Select Risk / Complexity Assessment	Required			
Investment Biennium Funding	Required			
<i>Investment Business Case Approval Level</i>	AITR > AgcyHd > PMD > CIO			
Procurement Business Alignment	As Needed			
<i>PBA Approval Level</i>	AITR > AgcyHd			
ITIMD Project Evaluation	Required			
<i>ITIMD Project Evaluation Passing Score</i>	70			49
PMD Recommendation & ITIMD Approval – Strategic Planning	Required			

SPOTLIGHT:

Project-Related Procurements



*Draft & sign PBA before OR after project IBC approval.

***Contract may only be signed AFTER Project Initiation Approval.

**For Major IT Projects, RFP release requires CIO approval.

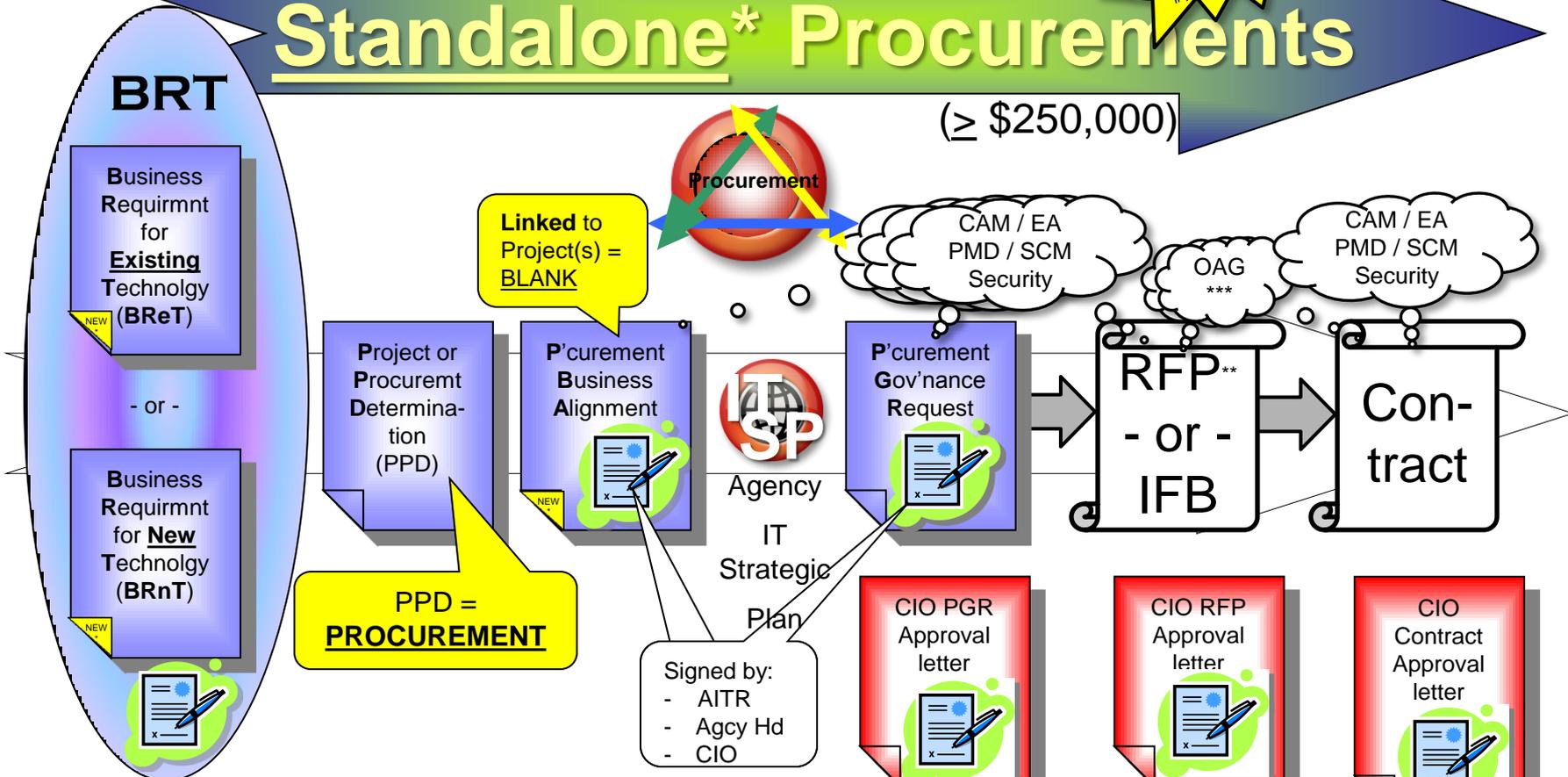
****OAG review required for contracts ≥\$1M; optional for RFPs ≥\$1M.

SPOTLIGHT:



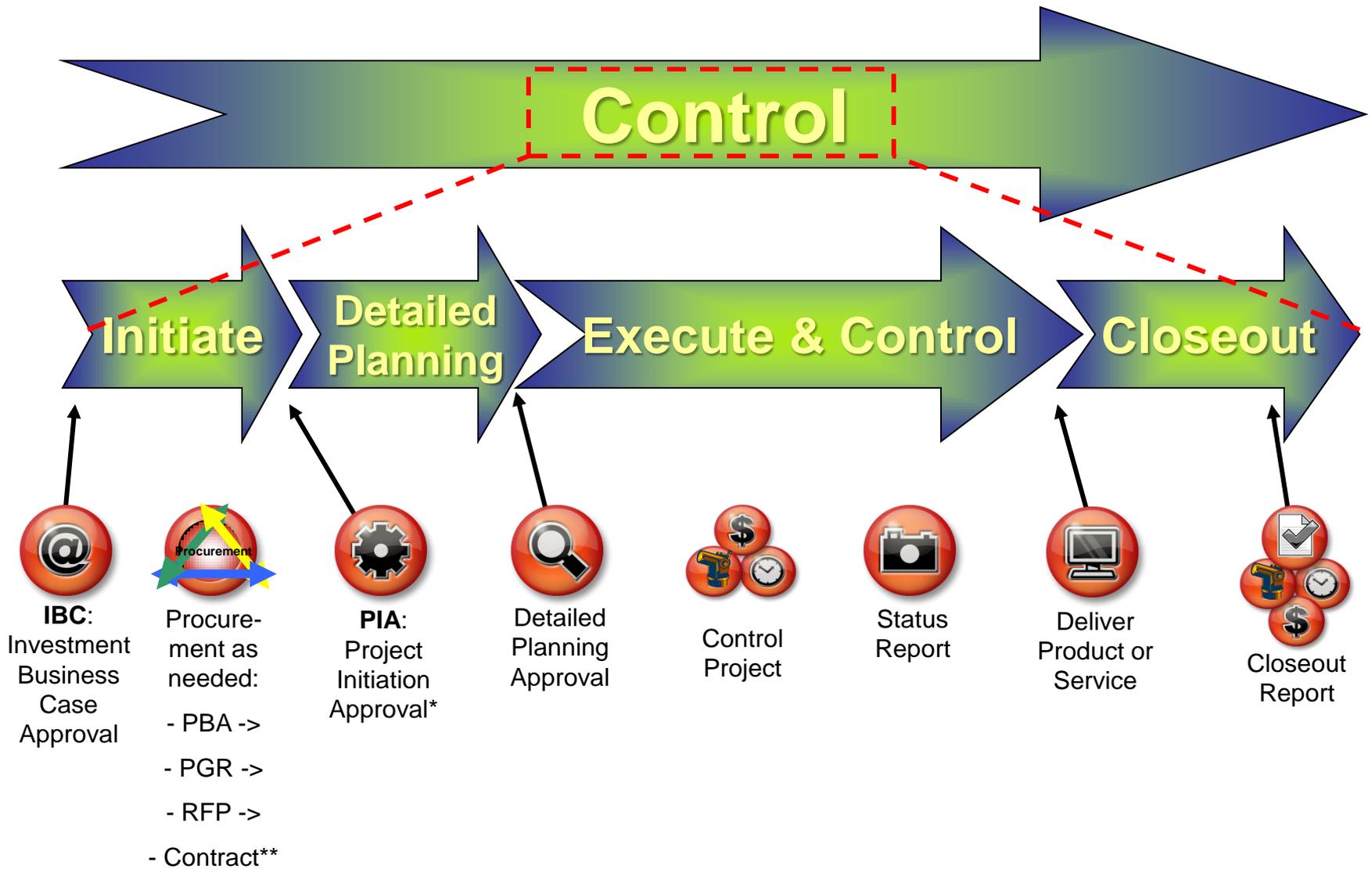
Standalone* Procurements

(≥ \$250,000)



Procurement Path: BRT > PBA > PGR > RFP** > Contract

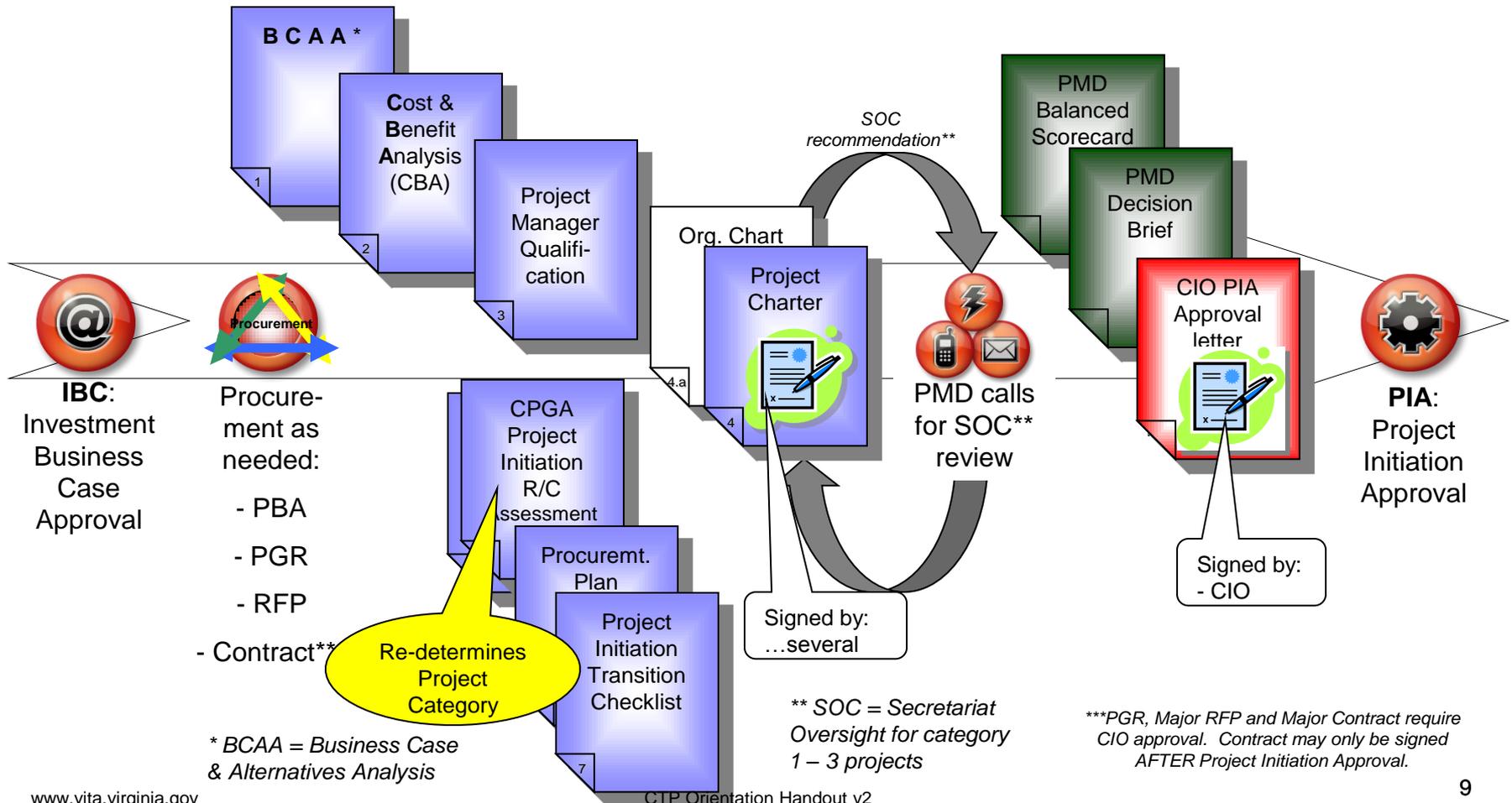
*Standalone procurement = procurement which is **NOT** related to an IT project.



*NOTE: Projects are designated "active" upon Project Initiation Approval. **NOTE: Contract may only be signed AFTER Project Initiation Approval.

Control: Initiate

NOTE: Project Risk/Complexity Assessment determines documentation and approval level requirements.

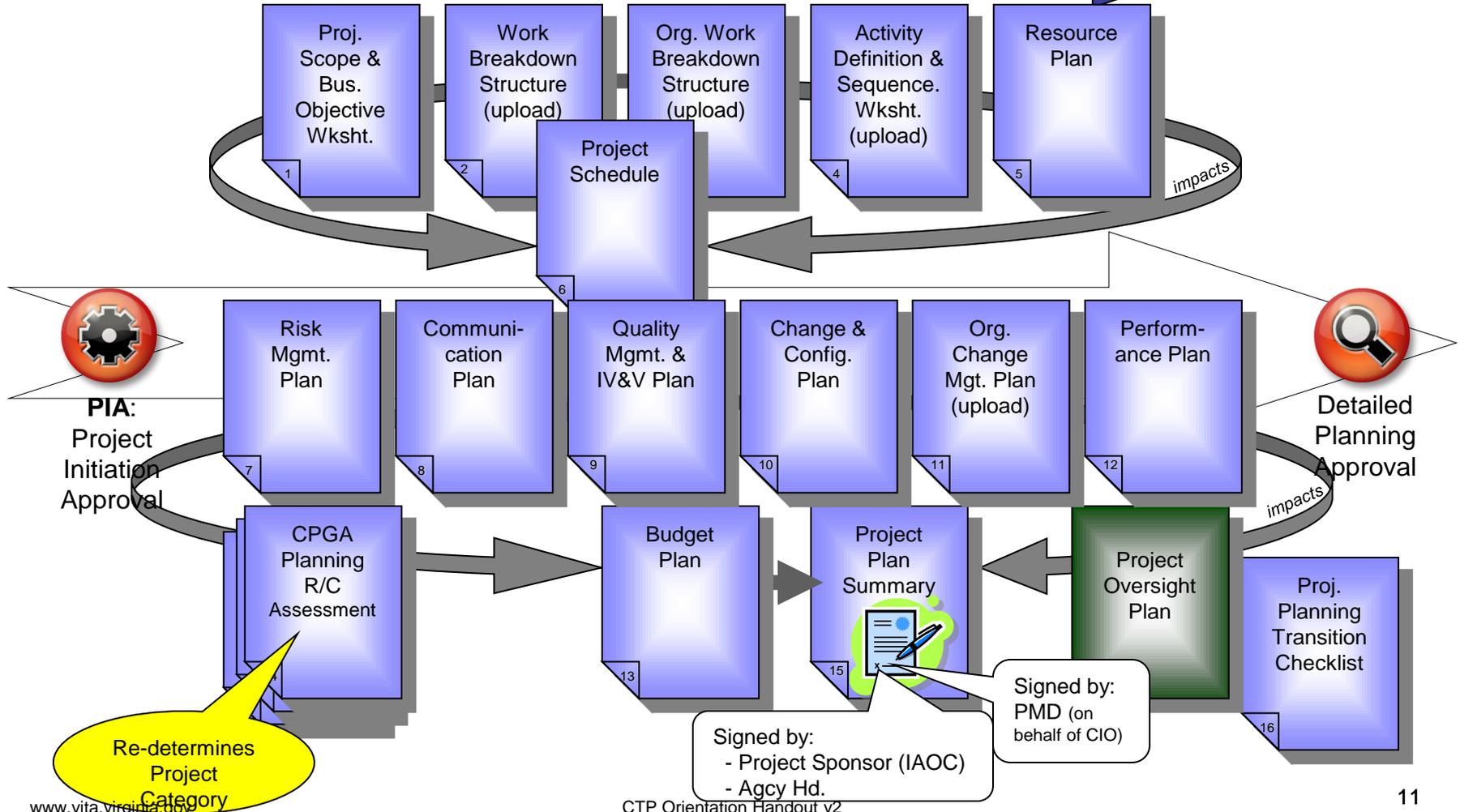




Initiation: Differences by Project Category

Category >>>>	1	2	3	4
Business Case & Alternatives Analysis (BCAA)	Required			
Cost/ Benefit Analysis	Required			Summarize in BCAA & Charter
Project Manager Qualification Form	Required			
<i>Full-time Project Manager?</i>	Shall, or by exception			Full-time not required
Procurement Plan	As Needed			
CPGA Project Initiation Approval Risk / Complexity Assessment	Required			
Charter, with Project Org. Chart	Required			
<i>Internal Agency Oversight Committee (IAOC)?</i>	Required, with PMD			None; Agcy PM Team only
Balanced Scorecard	Required; Delphi			No; use Transition
Project Initiation Transition Checklist	Optional			Required
<i>Project Initiation Approval Level</i>	Sponsor > AgcyHd > SOC > PMD > CIO			Sponsor > AgcyHd

Control: Detailed Planning





Detailed Planning: Differences by Project Category

Category >>>>	1	2	3	4
Project Scope & Business Objective Worksheet	Required			
Work Breakdown Structure	Required			Optional
Organization Work Breakdown Structure	Required		Optional	
Activity Definition & Sequencing Worksheet	Required	Optional		
Resource Plan	Required		Optional	
Project Schedule	Required			
Risk Management Plan	Required			
Communication Plan	Required			Optional
Quality Management & IV&V Plan	Required			Optional
Change & Configuration Management Plan	Required			Optional
Organizational Change Management Plan	Required			Optional
Performance Plan	Required			Optional
Budget Plan	Required			

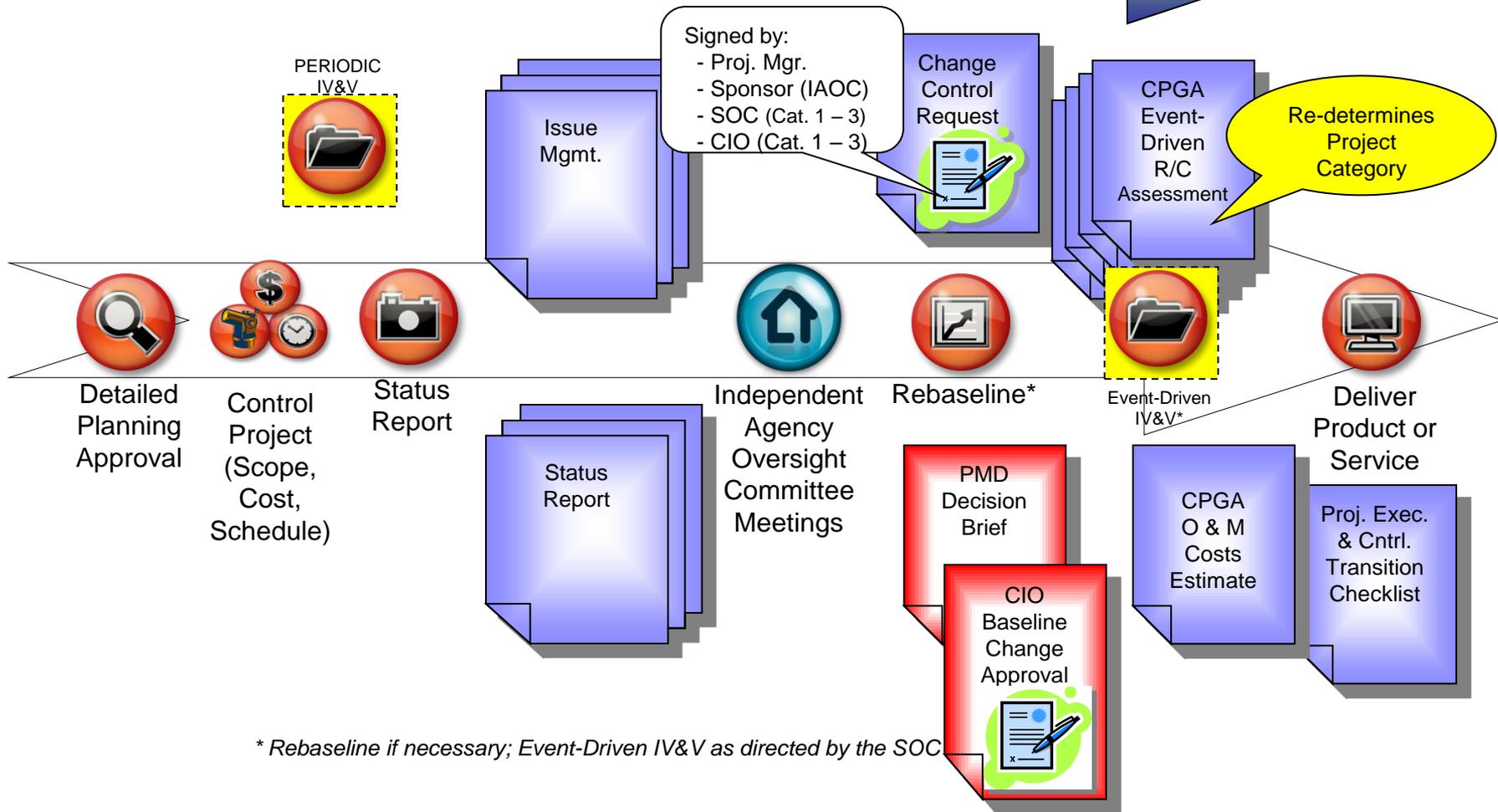


Detailed Planning: Differences by Project Category

(Cont'd.)

Category >>>>	1	2	3	4
Project Plan (Summary)	Required			
CPGA Planning Risk / Complexity Assessment	Required			
<i>Appointment of a Risk Manager (other than the Project Manager)</i>	Strongly Recommended			
<i>PMD reviews & approves the Detailed Project Plan on behalf of the CIO.</i>	Required			
<i>Detailed Planning Approval - up to 10% additional chartered scope, schedule, budget; approved by -</i>	IAOC > Sponsor > AgcyHd. > PMD			Sponsor (20%)
Change Control Request required for scope, schedule, budget baseline -	> <u>10%</u> (or > 4 mo. if project =< 24 mo. duration)			> <u>20%</u> (or > 4 mo. if project =< 24 mo. duration)
Project Oversight Plan	Required			
Project Planning Transition Checklist	Optional			

Control: Execute & Control



* Rebaseline if necessary; Event-Driven IV&V as directed by the SOC



Execute & Control: Differences by Project Category

Category >>>>	1	2	3	4
<i>IAOC Project meetings</i>	Monthly, incl. PMD		Quarterly, incl. PMD	None; Agcy PM Team
<i>In-progress IV&V, scheduled to coincide with the completion of each project phase</i>	1 IV&V in first 6 mo.; then annual IV&V if project > 12 mo. duration			None
Issue Log	Monthly upload		Upload w/ Status Report	
Status Report	Monthly		Start, and Quarterly	Start, and each January and July
<i>Status Report Assessment / Input / Review / Approval</i>	PM > AgcyHd > SOC > PMD > CIO			
"Nominal" Change Control Request cumulative threshold; (baseline changes approved by IAOC & Sponsor only)	<u>10%</u> (or 4 mo. if project =< 24 mo. duration)			<u>20%</u> (or 4 mo. if project =< 24 mo. duration)
<i>"Nominal" Change Control Request approvals</i>	IAOC > Sponsor > AgcyHd			Sponsor

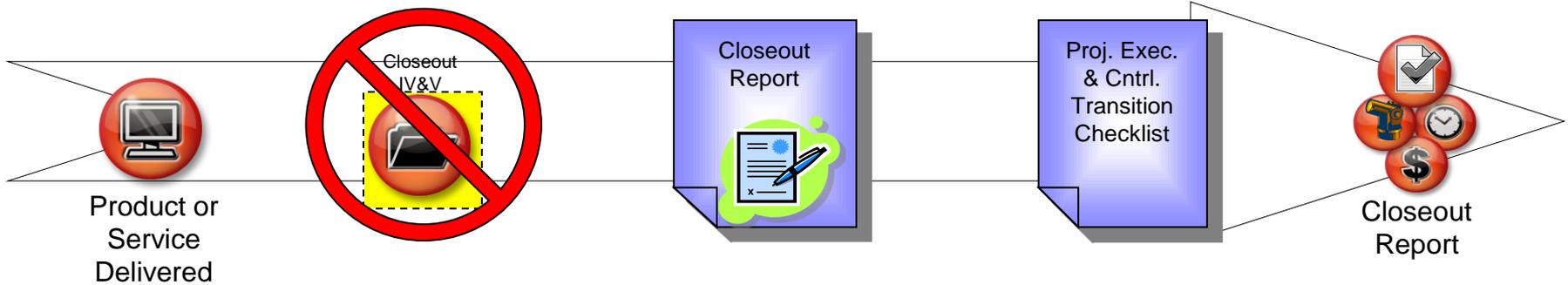


Execute & Control: Differences by Project Category

(Cont'd.)

Category >>>>	1	2	3	4
"Significant" Change Control Request required for scope, schedule, budget baseline -		> 10%		> 20%
"Significant" Change Control Request approvals		IAOC > SOC > CIO		Sponsor > AgcyHd
Balanced Scorecard for Change Control Request		Required		
IV&V Review due to Baseline change request above threshold		SOC or CIO may direct		Optional
CPGA Event-Driven (ED) Risk / Complexity Assessment above "Significant" threshold		Required		
CPGA O&M Costs Estimate		Required; IAOC, Sponsor & PMD review		
Project Execution & Control Transition Checklist		Optional		

Control: Closeout



Category >>>>	1	2	3	4
Project Closeout Report	Required			
Project Closeout Transition Checklist	Optional			
<i>Review/Approval of Closeout Report</i>	IAOC > Sponsor > AgcyHd > PMD > CIO			



PIR - Post
Implementation
Review

Category >>>>	1	2	3	4
Post Implementation Review	Required			