

ARIZONA DEPARTMENT OF ADMINISTRATION	STATEWIDE STANDARD	 State of Arizona
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S3410 PROJECT STATUS REPORTING STANDARD

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EFFECTIVE DATE:	7/24/2023
REVISION:	VERSION 3.1

1. AUTHORITY

To effectuate the mission and purposes of the Arizona Department of Administration (ADOA), ADOA shall maintain a coordinated statewide plan for information technology (IT) implemented and maintained through policies, standards, procedures (PSPs), and adoption of statewide technical coordination and security standards as authorized by Arizona Revised Statute (A.R.S.) § 18-104.

2. PURPOSE

The purpose of this standard is to provide additional details and best practices related to the associated Policy P3400 Project Investment Justification (PIJ) Policy and further establish a statewide Project Status Reporting standard for the State of Arizona.

3. SCOPE

This standard applies to all Budget Units (BUs), as defined in A.R.S. § 18-101, and IT integrations and/or data exchange with third parties that perform IT functions, activities or services for or on behalf of Budget Units. Applicability of this standard to third parties is governed by contractual agreements entered into between BUs and the third party/parties.

Specifically those BUs as defined above, which are undertaking:

- An IT project that has development costs of at least \$25,000
- IT investments or acquisitions of at least \$25,000; and/or
- IT requests for disposition of special funds maintained by ADOA APF Group.

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4. ROLES AND RESPONSIBILITIES

4.1 BU Chief Information Officer (CIO) or his/her designee shall:

- 4.1.1** Be responsible for ensuring that there is an understanding of this standard, related standards and policies within their BU and their designates upon creation of a PIJ.

5. STANDARD

5.1 Each BU shall submit Status Reports for approved PIJs, detailing the work completed in each month. Status Reports are due by the 15th of each following month and can be submitted by logging into the PIJ portal. Each monthly report should contain a thorough description of the activities, accomplishments, milestones, financial expenditures for the project, and risks or issues that occurred during the reporting period. The project summary is written in non-technical language and provides enough information that the reader knows what occurred on the project. Failure to submit a report in a timely manner could affect the reported project's health.

5.1.1 Status Reports shall detail:

- 5.1.1.1 The overall health of the project with justification
- 5.1.1.2 All planned activities during the reporting period that were accomplished. A description of what was not accomplished and how the work will be absorbed into future periods. Detail top accomplishments.
- 5.1.1.3 Updated project financial with a written description of the reporting periods total expenditures and the purpose of the expenditures.
- 5.1.1.4 Risks and issues that were experienced, mitigated and/or resolved during the month. Impact and action plans must be provided for any previously identified risks that have been elevated to issues.
- 5.1.1.5 Details or reasoning must be supplied for all closed or mitigated risks.
- 5.1.1.6 Accomplishments expected for the next month must be provided.
- 5.1.1.7 Updated milestones.

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5.1.1.8 Updated start and finish dates and estimated dates within the reporting timeframes.

5.1.1.9 Statement whether the project will complete on time or that a change request will be submitted.

5.1.2 Upon completion of the project the project status report will also detail:

5.1.2.1 The final status of all deliverables including if each deliverable has met the requirements and been approved.

5.1.2.2 The degree to which operations and knowledge have been transferred.

5.1.2.3 Statement that stakeholders have been informed of current project status.

5.1.2.4 Have project accounts and billing been finalized?

5.1.2.5 Has a post-project evaluation been carried out?

5.1.2.6 Has a lesson learned review been conducted?

5.1.2.7 Statement that all operation and maintenance documentation has been transferred to appropriate parties.

5.1.2.8 Statement on the actual end date of the project.

5.2 Project reporting timeframes, for projects under 6 months, month by month achievements, projects over 6 months but under 1 year, quarterly achievements, for projects that exceed one year in length yearly achievements.

6. DEFINITIONS AND ABBREVIATIONS

Refer to the PSP Glossary of Terms located on the ADOA-ASET website.

7. REFERENCES

7.1 A.R.S. § 18-104

7.2 P3400 Project Investment Justification Policy

8. LINKS

9. VERSION HISTORY

10.

Date	Change	Revision	Signature
3/5/2009	Major Revision	3.0	
7/24/2023	Minor Additions	3.1	J.R. Sloan