

Statewide  
**STANDARD**

P340-S341 Rev 3.0

TITLE: Project Status Reporting

Effective Date: March 5, 2009

**1. AUTHORITY**

The Government Information Technology Agency (GITA) shall develop, implement and maintain a coordinated statewide plan for information technology (IT) (A.R.S. § 41-3504(A (1))) including the formulation of policies to effectuate the purposes of the agency (A.R.S. § 41-3504(A (13))) and adopting statewide technical, coordination, and security standards (A.R.S. § 41-3504(A (1(a)))).

**2. PURPOSE**

The purpose is to establish a statewide Project Status Reporting standard for the State of Arizona.

**3. SCOPE**

This applies to all budget units. Budget unit is defined as a department, commission, board, institution or other agency of the state receiving, expending or disbursing state funds or incurring obligations of the state including the Arizona Board of Regents but excluding the universities under the jurisdiction of the Arizona Board of Regents, the community college districts and the legislative or judicial branches (A.R.S. § 41-3501(2)).

The Budget Unit Chief Executive Officer (CEO), working in conjunction with the Budget Unit Chief Information Officer (CIO), shall be responsible for ensuring the effective implementation of Policies, Standards, and Procedures (PSPs) within each budget unit.

Specifically those budget units as defined above, which are undertaking:

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

**4. STANDARD**

The standard defines the means by which a budget unit shall satisfy Project Status Reporting requirements for GITA, as described below:

- 4.1 Agencies shall submit a Project Status Report to the GITA Project Oversight group at the intervals specified at project startup. Reporting continues until the BU issues a Notification of Project Completion form and the GITA Project Oversight group closes the open project. Completion is determined by the end of the development cycle. At that time, GITA and the BU will evaluate changes in customer service, productivity, performance, cost savings, cost avoidance and benefits to the state, as a result of the project.

- 4.2 Requirements for completing sections of the project status report are available on the GITA website.

**5. DEFINITIONS AND ABBREVIATIONS**

Refer to the PSP Glossary of Terms located on the GITA website for definitions and abbreviations.

**6. REFERENCES**

- 6.1. A. R. S. § 41-621 et seq., "Purchase of Insurance; coverage; limitations, exclusions; definitions."
- 6.2. A. R. S. § 41-761 et seq., "Personnel Administration."
- 6.3. A. R. S. § 41-1335 ((A (6 & 7))), "State Agency Information."
- 6.4. A. R. S. § 41-1339 (A), "Depository of State Archives."
- 6.5. A. R. S. § 41-2501 et seq., "Arizona Procurement Codes, Applicability."
- 6.6. A. R. S. § 41-3501, "Definitions."
- 6.7. A. R. S. § 41-3504, "Powers and Duties of the Agency."
- 6.8. A. R. S. § 41-3521, "Information Technology Authorization Committee; members; terms; duties; compensation; definition."
- 6.9. A. R. S. § 41-7041, "Governmental Electronic Records."
- 6.10. Arizona Administrative Code, Title 2, Chapter 5, "Department of Administration Personnel Administration."
- 6.11. Arizona Administrative Code, Title 2, Chapter 7, "Department of Administration Finance Division, Purchasing Office."
- 6.12. Arizona Administrative Code, Title 2, Chapter 10, "Department of Administration Risk Management Section."
- 6.13. Arizona Administrative Code, Title 2, Chapter 18, "Government Information Technology Agency", Article 2, "Information Technology Projects."
- 6.14. Statewide Policy P100, Information Technology.
- 6.15. Statewide Policy P340, Project Investment Justification (PIJ).

**7. REFERENCED DOCUMENTS**

The latest versions of all forms and templates related to project oversight are available from the GITA website.

**8. ATTACHMENTS**

None.