

Statewide
STANDARD

P340-S343 Rev 3.0

TITLE: Project Oversight

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 of this standard is to establish the requirements for monitoring information technology (IT) projects 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 Statewide Information Technology 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 requirements used by the Government Information Technology Agency (GITA) for:

- A. Monitoring IT projects and investments, including special fund projects;
- B. Providing the Information Technology Authorization Committee (ITAC) information on the progress of major or critical IT projects and investments.

4.1. PROJECT OVERSIGHT

- 4.1.1. GITA shall follow the specific criteria outlined in Internal Procedure IR003 when monitoring a project.
- 4.1.2. The budget unit shall notify GITA upon starting any new project.
- 4.1.3. The budget unit shall notify GITA immediately of any change in the status of the project, including termination.
- 4.1.4. Following receipt of the project startup information, the budget unit shall submit a periodic status report, as requested by GITA.
- 4.1.5. The budget unit, with assistance from GITA, shall present project summary information to ITAC, upon ITAC's request.
- 4.1.6. The budget unit shall provide additional information if GITA determines that there is a risk of the project's failing to complete within budget, on schedule, or to meet key measurements and deliverables.
- 4.1.7. The budget unit shall submit a Project Completion form and any other documentation required by GITA in order to close out the project.

4.2. ITAC REVIEW

- 4.2.1. ITAC may review project-related materials. Any ITAC comments and requests shall be included in a letter sent by GITA to the budget unit.
- 4.2.2. The budget unit shall respond to the specific concerns of ITAC in a written reply to GITA.

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. § 41-1463, "Discrimination, unlawful practices; definition."
- 6.6. A. R. S. § 41-1492 et seq., "Prohibition of Discrimination by Public Entities."
- 6.7. A. R. S. § 41-2501 et seq., "Arizona Procurement Codes, Applicability."
- 6.8. A. R. S. § 41-3501, "Definitions."
- 6.9. A. R. S. § 41-3504, "Powers and Duties of the Agency."

- 6.10. A. R. S. § 41-3521, "Information Technology Authorization Committee; members; terms; duties; compensation; definition."
- 6.11. A. R. S. § 41-7041, "Governmental Electronic Records."
- 6.12. Arizona Administrative Code, Title 2, Chapter 7, "Department of Administration Finance Division, Purchasing Office."
- 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).
- 6.16. GITA Internal Procedure IR003, Project Oversight.

7. REFERENCED DOCUMENTS

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

8. ATTACHMENTS

None.