DOIT- Information Technology Project Approval -2018
Division of Information Technology
Information Technology Project Approval
Last Revision 12~~1~~/7/202~~18~~1

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1. Purpose

Prior to the expenditure of State resources, the State CDO/CIO will ensure that all major information technology (IT) efforts are consistent with the State of Rhode Island's strategic direction and will be delivered within the Division of Information Technology (DoIT) Project Management Framework. This policy is intended to enhance the probability of IT project success across the enterprise.

2. Applicability

This policy applies to all Executive Branch agencies. All exceptions to this policy must be approved by the State CIO, or designee. The policy also applies to any agencies requesting Information Technology Investment Funds (ITIF).

3. Definitions

Project: A temporary endeavor with a beginning and an end and it must be used to create a unique product, service or result.

State projects typically involve a set of activities undertaken with the intent of creating new capabilities for the organization by deploying or utilizing information technology assets. The most common types of IT projects include software development or system implementation of new infrastructure .

Minimum Scope: Any IT initiative that meets at least one of the following criteria:

1) Expected to utilize 100 or more hours of IT effort
2) Citizen facing application (Publicly accessible)
3) May have potential security risks or collect/contain sensitive data
4) Requires purchase or change to IT hardware or infrastructure
5) Requesting Information Technology Investment Fund (ITIF)

All projects meeting minimum scope definition must submit a project request form to the Project Review Committee for review.

4. Procedures for Compliance

A project request form must be submitted prior to any IT effort begins. The project request form must be signed by the Agency Director or designee, Agency Information Manager (AIM), and the Technical Support Manager (TSM) prior to submittal. Guidelines, instructions, and project request form may be accessed on the internal DoIT website: http://operations.doit.ri.gov/proj ects/.

Members of the Project Review Committee consist of the State CDO/CIO and technical staff from the following teams: Applications, Vendor Management, Infrastructure and Operations, IT Finance, and Project Management Office.

The project review committee meets at a minimum of once a month to review all IT projects meeting the minimum scope. The committee will review the business need, technical requirements, ensure compliance with architecture and security policy and standards, and compliance with project delivery methodologies, policies and procedures. They will also provide guidance and partner with the business to ensure project success.

All projects that are approved to initiate must be assigned a project manager, have a project plan, and have weekly updated status reports.

Projects meeting the following criteria after the Project Review Committee review must also present to the Information Technology Governance Committee.

1) Projects with an estimated cost of $1 million or more
2) Projects that are requesting IT investment funds
3) Projects with high visibility and high impact to the public

The Information Technology Governance Committee meets on a monthly basis and the approving members are the State CDO/CIO, DOA Director, one at-large member appointed by the DOA Director, OMB Director, IT CFO, Governor's Office Deputy Chief(s) of Staff, Chief Information Security Officer, and the IT. Chief of Applications.

5. Repercussions for Noncompliance

Information technology projects that do not seek review and approval by the Project Review Committee will risk noncompliance with architecture and security policies resulting in possible security risks, failed/poor implementation, additional costs, and delays in project launch and operations. In addition, support from the information technology staff may be unavailable. Any project found to not have been reviewed by the Project Review Committee will be asked to submit the project review request form.

Department of Administration - Enterprise Policy

In addition, projects that have been vetted by the Project Review Committee and then submitted to the Information Technology Governance Committee, that fail to present to the committee will risk noncompliance and risk delays and/or cancellation.

6. **Signatures**

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Division Director

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19 NOV 18
Date

_____
Director of Administration

_____
11/21/18
Date

_____
Director of Administration
Signature for Revised Copy

_____
3/22/22
Date

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