IT Development Project Independent Verification and Validation / Project Assurance

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Policy
23.0 Operational Policies
   23.5 Other Policies
      23.5.1 Other Policies

Purpose
Define the requirements governing the use of Independent Verification and Validation or Project Assurance for IT Development projects. The goal of the Independent Verification and Validation and Project Assurance is to identify project risks and issues and to provide risk mitigation and issue resolution recommendations as early in the project as possible and throughout the project to minimize the impact to project budget and schedule.

Scope
IOT Supported Entities

Statement
For the purpose of this Standard, Information Technology (IT) Development work and associated costs include, but are not limited to, IT software, development, configuration, and services.

All new State of Indiana (SOI) IT Development projects shall be subject to this Standard.

All SOI projects with Information Technology (IT) Development work / costs shall be evaluated using information captured from the project request process, Project Classification Assessment (PCA), and initial project requirement sessions as part of the Indiana Office of Technology (IOT) Project Success Center (PSC) Project Initiating phase.

IT Development projects that meet any of the following criteria shall adhere to this Standard:

- The project is a "Large IT Development Project" in adherence to the Large IT Development Project Standard (IOT-CS-OPS-003).
- The project is a component of a larger SOI Program or Portfolio that already has IV&V or PA requirements.
- The Governor, Agency Sponsor, IOT Chief Information Officer, IOT Chief Administrative Officer, or IOT Chief Operating Officer requests IV&V or PA for additional oversight of the project.

If any of the above criteria occur, the total project IT Development cost, project complexity and risk scores, and results from IOT’s assessment, in partnership with the Agency owning the project, shall determine whether a project requires IV&V or PA.

If PA is a requirement, a PSC Project Manager shall:
- Participate throughout the project to review, assess, report, and provide guidance and recommendations to the project team on key project artifacts, deliverables, and overall project management processes and practices.
- Prepare and distribute PA status reports and coordinate and gather project information for project status meetings with SOI, Agency, and IOT leaders in accordance with SOI IV&V and PA requirements documented by the PSC.
- Bill time spent for PA work to the project at the Consulting / Implementation Services rate as documented by the PSC.
- **NOTE:** An external vendor may replace the use of a PSC Project Manager if specific experience and expertise is required for the project. If an external vendor is required, the agency owning the project shall follow the SOI procurement process to obtain the vendor and shall engage members of IOT to participate and provide feedback during the procurement process.

If IV&V is a requirement, the agency owning the project shall follow the SOI procurement process to obtain an IV&V vendor and shall engage members of the IOT to participate and provide feedback during the procurement process. The IV&V vendor selected shall:

- Participate throughout the project to review, assess, report, and provide guidance and recommendations on procurement documents and IT development contracts, key project artifacts, deliverables, and overall project processes and practices designated in scope for the IV&V engagement by the agency owning the project and the IOT.
- Prepare and distribute IV&V status reports and coordinate and gather project information for project status meetings with SOI, Agency, and IOT leaders in accordance with SOI IV&V and PA requirements documented by the PSC.

The SOI CIO shall approve all waivers and exceptions to the Large IT Development Project Standard.

**Roles**
Project Management/Sponsor Personnel

**Responsibilities**
Agency and project team members shall include the IV&V and PA team resources in the appropriate meetings, answer questions, and provide report feedback in a timely manner to help drive project understanding and requirement adherence. IOT shall monitor compliance, review and analyze reports, and remove barriers when applicable.

**Management Commitment**
Management shall ensure that the appropriate internal and vendor personnel are aware of the requirements related to this Standard.

**Coordination Among Organizational Entities**
Agency and key project stakeholders shall coordinate with IOT to help keep IV&V and PA reporting consistent, accurate and timely per SOI IV&V and PA requirements documented by the PSC.

**Compliance**
Agency and IOT shall monitor IV&V and PA reporting content and timeliness to ensure they adhere to SOI IV&V and PA requirements documented by the PSC.

**Exceptions**
The SOI CIO shall approve all waivers and exceptions to the Large IT Development Project Standard.

**Associated Documents**
- IVV Change Order Form - Milestone
- IVV Change Order Form - Time and Material
- IVV Change Order Process Diagram
- IVV Selection Justification Form
- IVV Vendor Engagement Process Diagram
- IVV Vendor Procurement Process Diagram
- IVV Work Order Form - Milestone
- IVV Work Order Form - Time and Material
- IVV Work Requirements Form