Tier 1 Control Standards (State-Wide)

Large IT Development Project Standard

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IOT-CS-OPS-003

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1/2/2017

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3/8/2017

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3/8/2018

Policy
23.0 Operational Policies
23.5 Other Policies
23.5.1 Other Policies

Purpose
Define the criteria used to identify Large IT Development projects and identify the high-level activities and requirements for Large IT Development projects with a goal of enabling heightened project status visibility and to identify and mitigate risks and issues as early as possible to minimize impacts to project budget and schedule.

Scope
IOT Supported Entities

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

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

A project is a “Large IT Development Project” and shall adhere to this Standard if any of the following criteria occur:

- IT Development cost is equal to or greater than $1,000,000.
- PCA results in a priority score greater than 80 or either the complexity or the risk scores greater than 75.
- Governor, Agency Sponsor, SOI Chief Information Officer (CIO), IOT Chief Administrative Officer, or IOT Chief Operating Officer classifies the project as a Large IT Development project.

All Large IT Development projects shall include Key Performance Indicator (KPI) Reporting and Tracking. As part of KPI Reporting and Tracking work, an IOT PSC Project Manager shall:

- Create and baseline a high-level project schedule with budget information
- Update the project schedule no less than monthly to reflect current project status
- Create a monthly project status report following the PSC Status Report SOP
- Save the monthly project status report as a PDF on the project SharePoint site for archiving purposes
Bill time spent for KPI Reporting and Tracking work to the project at the Consulting / Implementation Services rate as documented by the PSC.

All Large IT Development projects shall include either Independent Verification & Validation (IV&V) OR Project Assurance (PA) and shall adhere to the Independent Verification and Validation / Project Assurance Standard (IOT-CS-OPS-006).

For all IT contracts that are part of Large IT Development projects, the agency owning the project shall:

- Engage members of the IOT to review and provide feedback on RFPs, RFIs, SOWs, other contracts, and associated vendor responses to include areas of IT Architecture, Security, Project Management, and others as appropriate.
- Request vendors to describe their project management methodology in their response.

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

Roles
Project Management/Sponsor Personnel

Responsibilities
Agency Sponsors and members of the IOT shall collaborate to meet SOI Large IT Development project requirements identified in this Standard.

Management Commitment
Agency and IOT management teams shall ensure all personnel are aware of requirements related to the Large IT Development Project Standard.

Coordination Among Organizational Entities
Agency Sponsors and members of the IOT shall coordinate to keep all Large IT Development projects in adherence with this Standard.

Compliance
Agency Sponsors shall participate in assessments and meetings required to evaluate IT development projects and shall follow this Standard for all Large IT Development projects.

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

Associated Documents
- IOT Large Project Reporting - Configuring MS Project for Tracking
- Large IT Development Project Review Process
- Large IT Development Project Sample Schedule template
- Large Project Monthly Project Health Dashboard Template