

IT Instr2100
IT Project LCM Profiles Summary Instructions FY06-07

This schedule is intended to provide a high-level, comprehensive overview of the department's planned inventory of IT projects in the context of the State's IT Life Cycle Management (LCM) process (with dates to enter each project stage).

Objective

- To serve as the single-source of record for identifying a department's entire IT projects inventory
- To inventory or confirm the inventory of State IT projects
- To serve as a reference point for reviewing IT procurements
- To assess an agency's risk management via its utilization of best practices as embodied in the State's Life Cycle Management (LCM) process.

Definition

An *IT Project* is a temporary endeavor, with a defined start and end date, to create a unique product, service, or result that is undertaken to support one or more objectives of one or more lines of business of state government and requires communication and information resources and/or technologies.

Instructions

For each of the department's communication and information technology projects, complete one (1) row in the spreadsheet. List the department's IT projects using the following approach:

1. provide individual entries, at a minimum the top 10 OR all (whichever is greater), of the department's major (high-profile, largest, and/or most critical) IT projects ; and
2. included both those projects that are "continuing" (begun in a previous fiscal year and still underway) and those that are "new" (just beginning this FY05-06).
3. provide one additional entry labeled "Other" which represents all the remaining lesser department IT systems in aggregate.

NOTE: This list must match that provided on the IT Schedules 1200 and 3000 [section I: "Projects (new systems or enhancements to existing systems)"]

4. Since the information in this form provides an essential basis of reference for the State's IT Procurement Review process, please provide OIT with updated versions of this IT Sch2100 during the fiscal year if there are any substantial changes OR additional projects for which are driving significant IT procurements.

Column headers	Description
A. Name	<p>Individually list all of the department's IT activities that represent efforts beyond regular operations and maintenance of existing IT systems (e.g. enhancements to existing systems and/or development of new systems) regardless of funding source.</p> <p>For example, ask yourself "should this activity be categorized as "growing" or "transforming" the department's business and/or IT capabilities (versus simply "maintaining" or "running" existing ones)?"</p> <p>NOTE: This list must match that provided on the IT Schedules 1200 and 3000 [section I: "Projects (new systems or enhancements to existing systems)"]</p>

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"State's IT LCM process"	For each project stages (columns B-G), identify the date (MM/DD/YY) for which that stage either has been completed OR is projected to be completed (i.e., all deliverables completed as well project sponsor and agency CIO approval received for moving forward).				
B. Stage 1: Ideation/Discovery	<p>This stage's activities are managed internally by the department. If a business sponsor inside the agency agrees with the proposed idea, a preliminary business case, schedule, and budget are developed.</p> <hr/> <table border="0"> <tr> <td style="text-align: center;">Inputs:</td> <td style="text-align: center;">Outputs:</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Business idea or concept • Business need • Regulatory/State mandate • Technology obsolescence </td> <td> <ul style="list-style-type: none"> • Initial Business case (E&E Analysis) • Alignment to Dept Strategic Plan • Alignment to Department IT Plan • IT Project Plan (ITPP) </td> </tr> </table>	Inputs:	Outputs:	<ul style="list-style-type: none"> • Business idea or concept • Business need • Regulatory/State mandate • Technology obsolescence 	<ul style="list-style-type: none"> • Initial Business case (E&E Analysis) • Alignment to Dept Strategic Plan • Alignment to Department IT Plan • IT Project Plan (ITPP)
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C. Stage 2: Concept Definition	<p>This stage involves finalizing the business case, creating the project scope, assigning resources and securing funding.</p> <hr/> <table border="0"> <tr> <td style="text-align: center;">Inputs:</td> <td style="text-align: center;">Outputs:</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Business Case (Efficiency & Effectiveness Analysis) • Preliminary project schedule and budget • Department Strategic Plan • Department IT Plan • IT Project Plan (ITPP) </td> <td> <ul style="list-style-type: none"> • Business Requirements • High-level System Requirements System Architecture Model • Business Process models • Data Models/Dictionary • Request for Proposals (RFP) Solicitation & Award (if applicable) • Updated Project Plan & Schedule • Change Requests (if applicable) </td> </tr> </table>	Inputs:	Outputs:	<ul style="list-style-type: none"> • Business Case (Efficiency & Effectiveness Analysis) • Preliminary project schedule and budget • Department Strategic Plan • Department IT Plan • IT Project Plan (ITPP) 	<ul style="list-style-type: none"> • Business Requirements • High-level System Requirements System Architecture Model • Business Process models • Data Models/Dictionary • Request for Proposals (RFP) Solicitation & Award (if applicable) • Updated Project Plan & Schedule • Change Requests (if applicable)
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D. Stage 3: Analysis & Design	<p>This stage involves creating the detailed system requirements. High-level requirements from the previous stage are refined and developed into detailed requirements for systems design and development.</p> <hr/> <table border="0"> <tr> <td style="text-align: center;">Inputs:</td> <td style="text-align: center;">Outputs:</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Business Requirements • High-level System Requirements • System Architecture Model • Business Process Models • Data Models/Dictionary • RFP Award (if applicable) • Updated Project Plan and Schedule </td> <td> <ul style="list-style-type: none"> • Detailed System Design • Training and Implementation Plans • Change Control Process • Test Plans/Use cases • Updated Project Plan and Schedule </td> </tr> </table>	Inputs:	Outputs:	<ul style="list-style-type: none"> • Business Requirements • High-level System Requirements • System Architecture Model • Business Process Models • Data Models/Dictionary • RFP Award (if applicable) • Updated Project Plan and Schedule 	<ul style="list-style-type: none"> • Detailed System Design • Training and Implementation Plans • Change Control Process • Test Plans/Use cases • Updated Project Plan and Schedule
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E. Stage 4: Build and Test	<p>The Build and Test stage uses the specification from Analysis & Design to develop the proposed solution or system. All application modules are built, tested as units and as an integrated system.</p> <hr/> <table border="0"> <tr> <td style="text-align: center;">Inputs:</td> <td style="text-align: center;">Outputs:</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Detailed System Design and Documentation • Test Plans and Procedures • Updated Models • Updated Project Plan and Schedule </td> <td> <ul style="list-style-type: none"> • Tested System • Training Materials • User and Technical Support Documentation • Updated Project Plan and Schedule </td> </tr> </table>	Inputs:	Outputs:	<ul style="list-style-type: none"> • Detailed System Design and Documentation • Test Plans and Procedures • Updated Models • Updated Project Plan and Schedule 	<ul style="list-style-type: none"> • Tested System • Training Materials • User and Technical Support Documentation • Updated Project Plan and Schedule
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F. Stage 5: User Acceptance	<p>This stage verifies that the developed system meets the business and user requirements. Client acceptance testing are performed in a controlled environment to ensure the developed system is operationally ready for deployment.</p>				

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	<p style="text-align: center;">Inputs:</p> <ul style="list-style-type: none"> • Training Materials • User and Technical Support Documentation • Test Plans and Procedures • Updated Project Plan and Schedule 	<p style="text-align: center;">Outputs:</p> <ul style="list-style-type: none"> • User Accepted System • Updated Deployment Plan • Updated Project Plan and Schedule 										
<p>G. Stage 6: Deploy/Implementation</p>	<p>This stage involves deploying the tested system into a production or operating environment. Once deployed, the system operation transitions from the project development team to the operations and support team.</p>											
	<p style="text-align: center;">Inputs:</p> <ul style="list-style-type: none"> • Thoroughly Tested/User Accepted System • Updated User Documentation/Training Materials • Updated Deployment Plan • Updated Project Plan and Schedule 	<p style="text-align: center;">Outputs:</p> <ul style="list-style-type: none"> • Deployed System • Final Project Documentation/Report • Lessons Learned • Post Project Audit 										
<p>H. Target End-Date</p>	<p>The End-Date marks the project's close-out and means the project is complete, the business sponsor has formally accepted the system, and steps are taken to formally close-out the project.</p>											
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<p>I. Total Budget</p>	<p>Enter the figure that represents the total budget for the entire project (all work through all stages, Ideation – Deploy...excluding O&M).</p> <p>Example: If this is a 3yr project, although the IT Sch1200 (“IT Execution Plan”) would only capture the current FY05-06 spend on this project, this field on the IT Sch2100 (“IT Project LCM Profiles Summary”) should capture the entire planned 3yr spend (start to finish).</p>											
<p>J. Enterprise Reporting</p>	<p>Use this data field to indicate the frequency that the department provides the IMC and/or OIT a project status report. Using the IMC's “IT Project Oversight Thresholds” as a guide:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Budget</th> <th style="text-align: left;">Project Reporting Frequency</th> </tr> </thead> <tbody> <tr> <td>Up to \$99,999</td> <td>Annually</td> </tr> <tr> <td>\$100,000 - \$499,999</td> <td>Semi-annually</td> </tr> <tr> <td>\$500,000 - \$999,999</td> <td>Quarterly</td> </tr> <tr> <td>\$1,000,000+</td> <td>Monthly</td> </tr> </tbody> </table> <p>click on the arrow next to the data cell and select the value the appropriate value.</p>		Budget	Project Reporting Frequency	Up to \$99,999	Annually	\$100,000 - \$499,999	Semi-annually	\$500,000 - \$999,999	Quarterly	\$1,000,000+	Monthly
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Excel formulas have been added to this spreadsheet so that the form will subtotal and total both columns and lines as appropriate.