

Table of Contents

I.	Policy Statement	Page 1
II.	Purpose	Page 1
III.	Scope of Policy	Page 1
IV.	Exemptions	Page 2
V.	Related Policies, Standards, and Guidelines	Page 2
VI.	Impact	Page 2
VIII.	Maintenance	Page 2
IX.	Effective Date	Page 3

I. Policy Statement

A. Policy

It is the policy of the State of Colorado to require State Agencies to apply sound project management principles and techniques in formulating and implementing all information technology (IT) projects.

The State has scarce funding resources. IT projects represent a sizeable investment of those resources, and typically involve significant changes in business processes. Therefore, it is essential that these projects be completed on time and within budget. Moreover, they should enable the agency to successfully meet its mission and provide realistic solutions to its business needs. In addition, if OIT determines an IT project to be high risk, for whatever reason, it may require the agency to employ an IV & V contractor or other support as necessary in order to mitigate the risk.

B. Statutory Authority

C.R.S. § 24-37.5-105(3)(c); C.R.S. § 24-37.5-106(1)(e)

C. Coordinating Agency Authority

C.R.S. § 24-37.5-204

II. Purpose

The primary purpose of this policy is to establish a uniform statewide framework for agencies to use in formulating and implementing IT projects. The consistent application of sound project management principles is a proven cost effective investment strategy over the life cycle of the investment. Moreover, it establishes consistent guidelines for agencies to use in creating budget requests to support project management requirements and by which agencies can measure a project's success. Finally, it provides a baseline against which agencies can conduct a continuous process improvement plan and measure outcomes over time.

III. Scope

This policy applies to all State agencies involved in IT projects. State agencies shall incorporate this policy's goals and objectives into their strategic planning and budget review.

IV. Exemptions

Agencies are discouraged from filing a request for exemption from this policy. OIT and OSPB may jointly approve exemptions on a case-by-case basis if the request is supported by extraordinary circumstances. All requests for exemption will be handled as set forth under the procedures of the General Exemption policy.

V. Related Policies, Standards, and Guidelines

A. Related Policies

B. Related Standards

- Project Management Institute, Project Management Body of Knowledge, ANSI-PMI 99-001-2000, March 27, 2001.

C. Related Guidelines:

- Software Engineering Institute, Capability Maturity Model for Software
- OIT's Guideline on Developing and Implementing Standard Information Technology Project Management Processes and Methodologies.

All IT projects shall be carried out in accordance with the agency developed methodologies and processes based upon the established project management standards and guidelines.

VI. Impact

All IT projects that an agency formulates or initiates after the effective date of this policy are subject to this policy. State agencies shall incorporate this policy into their business strategies and the State's annual strategic planning and budget review process. Each State agency shall develop, maintain, and show that it is effectively utilizing documentation related to its specific Project Management Processes and Methodologies. An agency's compliance with this policy is one of the criteria that the OIT will use to assess a project's likelihood of success when recommending its approval. Failure to comply with this policy may result in OIT disapproving the funding for an agency's IT project.

The OIT shall establish milestone dates for agencies to implement this policy. Agencies are required to implement the standards and the guidelines as appropriate to be in compliance with this policy.

VII. Maintenance

The OIT will review this policy annually.

Statewide IT Policy Title: **Information Technology Project Management Policy**

Effective Date: April 3, 2002

Policy Number: P-102

VIII. Effective Date

This policy is effective upon approval by the Chief Technology Officer of the State of Colorado.

Marc Hertzman