

## **I. Policy Statement**

### **A. Policy**

It is the policy of the State of Colorado to establish, and require the application of project management best practices for the planning and execution of all information technology (IT) projects, including, but not limited to the Guidelines set forth in the Project Management Institute (PMI), Project Management Body of Knowledge (PMBOK) and the Government Extension for PMBOK Guides.

Further, pursuant to legislation, for projects with a significant IT component, it is the policy of the State of Colorado to require qualified IT project management, including but not limited to sufficient education, training, work experience, and professional certification for project management personnel.

All IT projects undertaken by State Agencies shall be carried out in accordance with Agency developed methodologies and processes based upon the established project management standards and guidelines noted above.

To support project success, the Governor's Office of Information Technology (OIT), or upon the recommendation of the Commission on Information Management (IMC), may determine an IT project to require increased governance and thus require the agency to perform any combination of the following:

- expand the project management efforts of the project,
- employ an Independent Verification and Validation (IV&V) contractor,
- OIT may collaborate with the Agency in project planning and/or execution activities, or
- other remediation as necessary in order to mitigate the risk.

Pursuant to legislation, it is the policy of the State of Colorado that all Agencies shall comply with project certification criteria established by the Governor's Office of Information Technology (OIT) for all Major Automation Systems Development Projects.

**B. Statutory Authority:** CRS 24-37.5-102 Section 1 Definitions {3.5,3.7,4.3,4.7}; C.R.S 24-37.5-105 Section 2 Office -Responsibilities (3){c}, C.R.S 24-37.5-105(4){a,b,}, (5) {a,b,c,d}, (6) (7) C.R.S. 24-37.5-106(1)(e)

**C. Coordinating Agency Authority:** C.R.S. 24-37.5-204

## **II. Definitions:**

A Major Automation Systems Development Project is defined as a project of State Government that has a "significant" information technology component, meeting any of the following criteria:

1. A project for which the total estimated development cost is not less than five million dollars, regardless of funding source.

2. The project development or acquisition timeline is a multi-year effort. The project spans more than one fiscal year.
3. The project has a critical level of risk as assessed by OIT, derived from the completion of a project risk assessment.
4. The project requires frequent or consistent coordination between or among information technology project management staff and Agency administrative or program staff. This includes projects that span multiple Agencies or Governmental Jurisdiction, is an "Enterprise" IT project, or is high visibility. This further includes projects designated as such by the Governor, the State Chief Information Officer, the State Chief Security Officer, or upon recommendation from the Commission on Information Management (IMC).

### **III. Related Policies, Standards, Specifications and Guidelines**

#### **Rules:**

Information and Technology Management Code, latest published version.

#### **Policies:**

- Information Technology Life Cycle Management Policy, latest published version.
- Information Technology Procurement Policy, latest published version.
- Information Technology Security Policy, latest published version.

#### **Standards:**

- Project Management Institute (PMI), Project Management Body of Knowledge (PMBOK) Guide, latest published version.
- Project Management Institute (PMI), Government Extension for PMBOK Guide, Latest Published Version.
- Information Technology Enterprise Architecture Standards, latest published version.
- ADA IT Accessibility Standards for the Blind and Visually Impaired and Procurement Criteria, latest published version.

#### **Specifications:**

- Information Technology End User Computing Standard Specifications.

#### **Guidelines:**

- Software Engineering Institute, Capability Maturity Model for Software.
- Information Technology Life Cycle Management and Governance Process.
- Governor's Office of Information Technology IT Project Certification Procedures, latest published version.
- Governor's Office of Information Technology IT Project Management Personnel Training and Professional Certification Guidelines, latest published version.
- Department of Personnel Administration Approved Project Manager Job Category

- Department of Personnel Administration Approved Project Management Analyst Job Category

**IV. HISTORY.**

Version 1.0, April 3, 2002

Version 2.0, July 1, 2006

Version 3.0, November 28, 2006

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

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(signature of the SCIO – John Picanso)