



MINNESOTA STATE POLICY

From the Office of Carolyn Parnell
Chief Information Officer, State of Minnesota

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Approval: Signature on file

IT Project Management Core Standards of Practice

Policy Statement

Agencies undertaking information technology projects shall use the required minimum core project management standards of practice when initiating, planning, managing (executing and controlling), and closing Information Technology projects.

The required minimum core project management standards of practice are:

- Registration of the project with OET Project Management Office;
- Identification of a project sponsor;
- Development and approval of a business case for the project;
- Project budget management (forecasted and actuals);
- Providing OET Project Management Office with basic project start up documentation;
- Assignment of a project manager;
- Formation of a project steering committee;
- Development and approval of a project charter or project scope statement;
- Development and use of a project work plan (Work Breakdown Structure);
- Monthly status reports to sponsors and OET Project Management Office to track progress against planned project scope, budget and schedule;
- Issues management;
- Change control;
- Risk identification and mitigation planning; and
- Project closure report

Assistance is available from the Office of Enterprise Technology Project Management Office to assist agencies in using core project management best practices and ensuring achievement of their project goals and objectives.

The Office of Enterprise Technology will monitor compliance with this policy.

Reason for the policy

The State Chief Information Officer is responsible for the coordination, review and approval of all information and telecommunications technology projects and oversight of the state's information and telecommunications technology systems and services. These responsibilities are for the purpose of ensuring sufficient access to and efficient delivery of government services and to maximize benefits for the state government as an enterprise.

Routine adherence to repeatable project management processes with established standards and measurement criteria will establish a consistent discipline in the management of IT projects throughout state government and contribute to successful project completion and realization of benefits for State of Minnesota citizens.

The State of Minnesota has established an Enterprise Project Management Office to create and maintain a documented project management methodology for information technology projects. The methodology is designed to meet the needs of the various state agencies and organizations and provide for required project oversight. The methodology and the standards of practice it describes are consistent with the Project Management Institute's (PMI®) A Guide to Project Management Body of Knowledge (PMBOK®). It is recognized that the Project Management Methodology must be scalable to meet the requirements of small agencies and small projects.

A comprehensive collection of templates has been created to support the Project Management Methodology and core standards of practice. It is part of the professional responsibility of the project manager to determine the extent to which each individual practice or process identified in the methodology is appropriate, depending on the magnitude and impacts of the project. However, the minimum core of project management standards of practice is required for each project.

Requiring IT projects to be conducted using a set of minimum core standards of practice will reduce the likelihood of state investments in projects with runaway costs, unclear scope and schedule overruns.

Roles & Responsibilities

Agency heads are responsible for ensuring that required minimum core project management standards of practice are employed in the management of information technology projects in their agencies.

Project managers are responsible for using the required minimum core project management standards of practice to manage information technology projects and documenting their implementation of the standards of practice as needed.

Office of Enterprise Technology is responsible for:

1. Providing orientation to agency heads and CIOs to the purpose for this policy;
2. Training project managers and others as necessary in complying with this policy;
3. Maintenance of the Project Management Center of Excellence as a resource for agencies; and
4. Maintenance of this policy directive

Applicability and Exclusions

This policy applies to all departments, agencies, offices, councils, boards, commissions and other entities in the executive branch of Minnesota State Government

This policy is applicable for all agency information technology projects, multi-agency technology projects and enterprise technology projects that have a total expected project cost of \$500,000 or more, including direct staff costs, all supplemental contract staff and vendor costs, and costs of hardware and software.

Related Information

Definitions

Project

A project is a temporary endeavor undertaken to create a unique product, service or result. An information and telecommunications technology project means an effort to acquire or produce information and telecommunications technology systems and services.

It has a starting date, specific goals and conditions, defined responsibilities, a budget, a plan, a fixed end date and multiple parties involved.

For registration purposes it has a total expected project cost (that includes direct staff costs, all supplemental contract staff and vendor costs, and costs of hardware and software development or purchase) that is greater than or equal to \$500,000.

Examples include but are not limited to, developing a new product or service, developing or acquiring a new or modified information system, upgrades, and releases.

Information and communications technology project

Information and communications technology project is an effort to acquire or produce information and telecommunications technology systems and services. (MS 16E.03)

Operational activity

Operational activity refers to ongoing and repetitive tasks whose purpose is to maintain existing systems.

Examples include but are not limited to incident tickets, requests for service, routine maintenance requests.

Information and telecommunications technology systems and services

Information and telecommunications technology systems and services are all computing and telecommunications hardware and software, the activities undertaken to secure that hardware and software, and the activities undertaken to acquire, transport, process, analyze, store, and disseminate information electronically. "Information and telecommunications technology systems and services" includes all proposed expenditures for computing and telecommunications hardware and software, security for that hardware and software, and related consulting or other professional services. (MS 16E.03)

Enterprise IT project portfolio

The enterprise IT project portfolio is the combination of all agency project portfolios to provide an enterprise wide view of all IT projects. It is important to note that that term does not mean only a portfolio of projects that impact or serve the whole enterprise.

History & Ownership

Revision History – record additions as Major releases, edits/corrections as Minor

| Date | Author | Description | Major # | Minor # |
|------------|---------------|---|---------|---------|
| 03/03/2006 | OET | <i>Original Policy: Project Management Core Standards of Practice Policy Directive 2006-001</i> | 1 | |
| 06/30/2011 | Dave Osteraas | Final version completed | 2 | |

Review History – periodic reviews to ensure compliance with program

| Date | Reviewer | Description | Compliance |
|------|----------|-------------|------------|
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Approval History – record of approval phases

| Phase | Description | Date |
|-----------|-------------------------|-----------|
| CIOC | CIO Council Approval | 5/26/2011 |
| State CIO | Signed by the State CIO | 2/24/2012 |
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