



IT Project Management Standard

Introduction

The Office of Management and Enterprise Services Information Services is charged with coordinating IT functions for executive state agencies. Additionally, OMES IS is mandated to provide IT resources, guidance, strategic advice and shared services to those agencies. OMES IS provides these services to executive state agencies to mitigate inherent complexities in IT projects that may not be recognizable from an agency business perspective, reduce risks, improve transparency and reporting and save money for other citizen-facing programs and initiatives.

The state chief information officer must establish IT standards for executive state agencies and ensure compliance. Duties also include the approval of all information technology and telecommunication procurement, which encompasses IT projects and investments. Approval of IT projects includes the evaluation of architectural integrity, financial sustainability, documented system requirements with associated business processes, security, system duplication and other risks to the state.

Purpose

This document communicates expectations regarding the implementation of IT project management services as a state standard.

Definitions

IT Project – A temporary information technology endeavor with an established beginning and end time that has a set of defined tasks and assigned resources, undertaken to develop a unique product, service or result.

- An IT project is a temporary effort undertaken by or on behalf of the State of Oklahoma and affiliates that:
 - Establishes a new technology-based system or service.
 - Facilitates a significant business process transformation using technology.
 - Includes a major change in technology architecture or a system migration beyond what is considered general maintenance, an enhancement or refresh activity.
- At OMES IS, a project typically performs one or more of the following functions:
 - Develops a new system or service.
 - Improvements to a system or service.
 - Improves business processes or introduces new ones.
 - Builds or enhances infrastructure.
 - Applies new technology.
 - Upgrades to enterprise applications.
- Some examples of work that may **not** be projects are:
 - ETF/Operation efforts.
 - System administration.
 - System operations.
 - Break/fix activities.
 - Customer Service Requests.
 - Activities undertaken in support of an existing product or service will not be defined as projects for the purposes of this standard, so long as the bulk of the effort involves continuation, with improvement, to the current product or service. Significant cost for

a procurement or operational activity does not make the procurement or activity a project. For example, routine software upgrades or network component replacements are not necessarily projects. Utilization of project management principles and techniques in the management of maintenance and operational activities are encouraged, whether they are defined to be projects or not.

“Projects and operations differ primarily in that operations are ongoing and produce repetitive products, services or results. Projects (along with team members and often the opportunity) are temporary and end. Conversely, operations work is ongoing and sustains the organization over time. Operations work does not terminate when its current objectives are met but instead follow new directions to support the organization’s strategic plans.” (Project Management Institute [PMI], 2008, p. 22).

Standard

OMES IS project management services are required for any IT projects undertaken by executive state agencies, as determined by OMES IS through a risk and cost benefit analysis. OMES IS works with agencies to appropriately budget project management services.

Compliance

This standard shall take effect upon publication and is made pursuant to Title 62 O.S. §§ 34.11.1 and 34.12 and Title 62 O.S. § 35.8. OMES IS may amend and publish the amended standards policies and standards at any time. Compliance is expected with all published policies and standards, and any published amendments thereof. Employees found in violation of this standard may be subject to disciplinary action, up to and including termination.

Rationale

To coordinate and require central approval of state agency information technology purchases and projects to enable the chief information officer to assess the needs and capabilities of state agencies as well as streamline and consolidate systems to ensure that the state delivers essential public services to its citizens in the most efficient manner at the lowest possible cost to taxpayers.

References

- [62 O.S. § 35.5, Integral Information Technology Assets and Positions - Assessment.](#)
- [62 O.S. § 34.11, Chief Information Officer.](#)
- [62 O.S. § 34.12, Duties of Information Services Division.](#)
- [62 O.S. § 34.20, Additional Powers and Duties of Information Services Division of Office of Management and Enterprise Services.](#)
- Project Management Institute (PMI). 2008. *A Guide to the Project Management Body of Knowledge* (4th ed.). Newtown Square, PA: Project Management Institute, Inc.

Revision history

This standard is subject to periodic review to ensure relevancy.

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