

	Montana Operations Manual Policy	Category	Information Technology, Project Management
		Effective Date	No Date Set
		Last Revised	Not Approved Yet
Issuing Authority	Department of Administration State Information Technology Services Division		
POL - Information Technology Project Management and Reporting Policy			

I. Purpose

The purpose of this Policy is to establish the requirement for the State Information Technology Services Division (SITSD) to implement Information Technology Project Management and Reporting Policy for information systems that SITSD manages or controls.

II. Scope

This Policy encompasses information systems that SITSD manages or controls, including systems that third-parties manage or host on SITSD's behalf.

III. Policy Statement

SITSD shall develop and implement this policy for information systems maintained by SITSD based on the Montana Information Technology Act (MITA).

IV. Roles and Responsibilities

Roles and responsibilities are required by this Policy and defined in accordance with the [POL-SITSD Leadership Roles and Responsibilities Policy](#).

V. Requirements

To reduce risk to the State of Montana and increase project successes agencies must follow the standards and guidelines for project management found in the Project Management Body of Knowledge (PMBOK), which is published by the Project Management Institute (PMI). Agencies have the responsibility to ensure projects meet the intended objectives with respect to scope, time, and budget. To fulfill this objective, agencies are expected to assign qualified project managers

to information technology (IT) projects. Agencies are also expected to adequately plan, manage, and monitor the performance of the projects.

The Legislative Fiscal Division (LFD) and SITSD determined that projects which meet the following criteria will be included on the Legislative Finance Committee (LFC) IT project portfolio report:

- Project estimate is at least \$500,000 for development. Development costs include costs for internal staff, vendor contracts, equipment, and software
- Project is included in the bill that provides resources for long-range IT.
- Project is potentially of enterprise interest or need. For example, document imaging systems have been implemented by a number of agencies with a cost of less than \$500,000, however statewide the investment in the technology could be considered significant.
- Request from the LFC to include the project on the report. To address concerns with impact to the citizenry, LFD staff will review IT strategic plans for smaller projects that pose potential risks to the public. Staff would bring forward those projects with potential risks to the Legislative Finance Committee for discussion and potential placement on the IT project portfolio listing

VI. Definitions

Refer to the [GDE-Statewide Glossary: Information Systems Policies and Standards](#) for a list of standard definitions and to the [NIST Information Security Glossary of Key Information Security Terms](#) for a list of NIST definitions.

Refer to the PMBOK glossary for industry standard definitions.

VII. Enforcement

Enforcement for SITSD polices and standards developed in accordance with this Policy must be defined in each policy, standard or procedure. Policies and standards not developed in accordance with this Policy may not be approved as SITSD IT policies or standards.

Each bureau is responsible for the Policy's implementation and enforcement. SITSD Leadership shall monitor compliance and may make enforcement recommendations to the appropriate level of management given the circumstances.

If warranted, management shall take appropriate disciplinary action to enforce this Policy, up to and including termination of employment, consistent with current State Policy. The discipline policy may be found in the [MOM Policy System](#) (search for: 261). When considering formal disciplinary action, management shall consult with their assigned Human Resource Specialist before acting.

VIII. References

A. Legislation

- Section [2-15-112 MCA](#)
- [Montana Information Technology Act \(MITA\)](#)

B. Policies, Directives, Regulations, Rules, Procedures, Memoranda

- SITSD Procedure: [IT Policies, Standards, Procedures and White Papers](#)
- [SITSD Policy: POL-Leadership Roles and Responsibilities Policy](#)
- [State of Montana Office of the Governor Executive Order No. 09-2016](#)

C. Standards, Guidelines

in review