Information Technology Project Management and Reporting Policy

Section	Workgroup Member	Workgroup Comments	Response
Scope	Michael Sweeney	the II. Scope section. I am thinking that this scope should be expanded to include other agencies otherwise it could be interpreted (despite what else is written in the policy) that an agency would not have to report a project that SITSD is not hosting or otherwise participating in because the policy doesn't apply to the agency. That's my comments, thanks again! -Michael	The template language was updated.
Requirements	Jeri Kolberg	I am trying to clarify the requirements for this policy so could you please let me know if I have identified the requirements? 1. Agencies must follow the standards and guidelines of PMBOK 2. Agencies must ensure projects meet the intended scope, time, and budget objectives. 3. Agencies must assign a qualified PM (see my note below) 4. Agencies must plan, manage, and monitor the performance of projects. IT projects that meet the LFC reporting standards will be reported.	Policy was edited to be more clear.
	DNRC Install	1) Project Management itself is a broader objective that goes beyond MITA. However this policy only has authority over IT projects, whereas this should perhaps be addressed at the higher DOA level for all projects. 2) What criteria determines what is or isn't an IT project? 3) Furthermore, different size projects will have different levels of project management ...full PMBOK may be overkill for small projects. What size of a project triggers this policy? Only the projects that meet the LFC requirements identified here?	A definition of IT can be found under MCA 2-17-506. Project is defined in the PMBOK. This policy will cover all IT projects. All agencies must adhere to MCA 2-17-505.
	Stuart Fuller	Policy is promulgated under MITA and the CIO authority. There may be projects/programs that have IT system implementation as part of the overall project. Since MITA is the key legal authority then only those projects that are implementing IT systems are covered. The level of reporting to LFC is a different subject. We should be using the PMBOK framework to manage all of our IT projects. PMBOK has the flexibility to adjust to different size projects. You don't necessarily use everything in PMBOK for every project.	
	Tammy Stuart	I like the reference to the PMBOK because it gives a standard for us to all work from.	
	Tammy Stuart	I think it would be a good idea to define what any IT project is. This question has come up many times over the years. Sometimes it's an easy answer but sometimes it's subjective.	A definition of IT can be found under MCA 2-17-506. Project is defined by the PMBOK. All agencies must adhere to MCA 2-17-505.
	Jeri Kolberg	I agree, I would add that once that is defined does a PM need to be assigned or could the position be filled by a Functional Manager, Project Coordinator, Project Expeditor. The project may not constitute a full fledged PM or the agency may not have a PM.	A qualified PM can be a functional manager, project coordinator, project expeditor. The definition of qualified project manager was added to the policy.
	Jeri Kolberg	Do we need to state a "qualified" manager, is this in the thought an agency would assign an unqualified manager? If you are asking for a qualified manager could you define qualified project manager and provide the skills and qualifications needed to be a qualified manager. There could be many interpretations of what it means to be a qualified project manager. .	A qualified PM is necessary to understand EVM and other important aspects of project management. The definition of qualified project manager was added to the policy.
	Bill Jarocki	I agree with the other comments offered for this section.	
	Tammy Stuart	I would adjust this language to say that the estimate is $500,000 and get rid of "for development" after that. There is a lot of internal staff work that goes on that does not involve the development.	This language was taken directly from the LFC memo dated March 6, 2012.
	Stuart Fuller	I would keep the language as is. Development or implementation are key words for LFC reporting. DPHHS has multi-million dollar maintenance contracts for systems that are not reportable and don't fit the point of reporting to LFC. Full cost reporting to LFC for a IT project includes those staff costs directly related or supporting the project.	
	Robert Finstad	Does this mean that going forward agencies include all possible IT projects in their strategic plan? How will risk be defined?	Yes, as required by MCA 2-17-524. Risk is defined as anything that could compromise the budget or schedule of the project.
	Bill Jarocki	I'm happy with this language used as a substitute for all of 3. "A supplemental report to LFC is required any time an agency would like to provide supplemental information regarding a project."	
	Robert Finstad	Will the initial project baseline be made available to LFC so that subsequent re-baselining can be evaluated?	The initial baseline is information you place in the dashboard at the beginning of the project. This includes cost and schedule. It follows the project through closing, even if the project is re-baselined.
	Tammy Stuart	What if they change from green directly to red? I'm being sensitive about wording since this is policy and usually parsed out for understanding.	The language states if the color changes from green to yellow OR red. Which means green to yellow or green to red.
	Robert Finstad	For how long?	You will be required to provide a supplemental report for as long as your health indicators are any color other than green or until you supply a post-implementation report.
	Tammy Stuart	If agencies would like to provide supplemental information on a project I don't think that should fall under the purview of the supplemental report which has traditionally been used to communicate issues and expectations for resolving issues.	A supplemental report is utilized anytime further information is required or requested.
	Robert Finstad	How will qualified be defined?	The definition of qualified project manager was added to the policy.
	Tammy Stuart	Both qualified and participate seem subjective. Do you want to use more definitive language?	The definition of qualified project manager was added to the policy.
Enforcement	Bill Jarocki	Disciplinary action here should only directly apply to DOA managers and employees. I suppose DoA could report on the performance of non-DoA participants in an informal way to other agency heads or other agencies' HR departments.	The template language was updated.