



STATE OF WASHINGTON

WASHINGTON TECHNOLOGY SOLUTIONS  
Office of the Chief Information Officer

1500 Jefferson Street SE ▪ Olympia, Washington 98504-1501

December 29, 2020

**TO:** Sarian Scott, Fiscal Analyst  
Senate Ways & Means Committee

Jessica Van Horne, Fiscal Analyst  
House Appropriations Committee

**FROM:** James Weaver, Director & State Chief Information Officer

A handwritten signature in black ink that reads "James Weaver".

**SUBJECT: Quarterly Best Practices Summary**

We are pleased to share this report, per Section 149(1) of the 2020 Supplemental Operating Budget:

*(ii) Consider statewide best practices from the public and private sectors, independent review and analysis, vendor management, budget and timing quality assurance and other support of current or past IT projects in at least Washington state and share these with agency IT stakeholders and legislative fiscal staff at least quarterly, beginning July 1, 2020.*

The 2019-21 Operating Budget provided funding to the Office of the Chief Information Officer (OCIO) for master level project managers to provide consultation and advice to gated funding projects. The attached report:

- Summarizes key activities and accomplishments of the master level project managers.
- Highlights selected best practices shared with agencies.

This report also provides a list of selected new lessons learned added to the online [IT Project Lessons Learned Repository](#), October through December 2020. This repository is a tool for project managers to learn from other's experiences to reduce project risk and reinforce positive outcomes. It is searchable by project type, project phase and lesson learned category. This repository is updated quarterly.

Please note that our master level project managers are available to support gated funding projects. They are temporary resources who bring professional expertise and industry best practices to support state agency project managers.

Legislative Fiscal Staff  
December 29, 2020  
Page 2 of 2

If you have any questions regarding this Quarterly Best Practices Summary, please contact Nicole Simpkinson, Assistant Director, OCIO at 360-407-8735 or via email at [Nicole.Simpkinson@ocio.wa.gov](mailto:Nicole.Simpkinson@ocio.wa.gov).

Attachment

cc: Agency CIOs