

STANDARD 112.30: Managing Information Technology Portfolio – Projects

PURPOSE

The agency portfolio must include an inventory of all ongoing and closed information technology projects.

For institutions of higher education, the standard applies to business and administrative applications and academic applications that are enterprise-wide in relationship to other institutions of higher education. The standard does not apply to:

1. Medical, clinical, and health care applications
2. Academic and research applications
3. Business and administrative application for operations in (1) and (2) above

STANDARD

1. The Agency portfolio must include an inventory of all ongoing and closed information technology projects, to be reviewed on at least an annual basis.
2. The elements agencies must capture for ongoing projects include:
 - a. The current status and health of the project
 - b. The current project cost and projected remaining cost
 - c. The current project schedule and projected remaining schedule
 - d. Percent complete of project scope
 - e. Ongoing project change log
 - f. Ongoing evaluation of the risk level of the project
3. The elements agencies must capture for closed (including completed or canceled) projects include:
 - a. Analysis regarding progress towards meeting the original goals and performance measures of the project
 - b. The original proposed project budget and the final actual project costs
 - c. The original proposed project schedule and the final actual project schedule
 - d. Summary of project change log and list of work left undone from original scope
 - e. Identification of benefits generated by projects

- f. Project Post Implementation Review (PIR) to include discussion of lessons learned on the project, performance of any contractors used, and reasons for project delays or cost increases or scope change

CONTACT INFORMATION

Contact the [OCIO Policy & Waiver Mailbox](#) for questions on policy and standards.

SUNSET REVIEW DATE: July 31, 2019

ADOPTION DATE: May 11 2018

APPROVAL DATE: June 12, 2018

APPROVING AUTHORITY: Rob St. John, Acting State CIO & Chair TSB