

Standard 121.10: Project Go-Live Readiness Decision Governance

PURPOSE

The decision to go-live with a new IT solution is one of the most important decisions a project Steering Committee and Executive Sponsor must make. The decision must consider the readiness of not only the solution, but also the organization(s) responsible for supporting the solution and those required to use it. The decision should be informed by several sources and types of data, and may even require a discussion with the OCIO.

This policy outlines the minimum expectations for any IT investment determined to be “major” or “under OCIO project oversight”.

POLICY STATEMENTS

- 1) The Executive Sponsor, in consultation with the Executive Steering Committee, is responsible for making the go-live decision(s) for a project.
- 2) Agencies must identify the criteria or factors to be used to assess go-live readiness for any technology solution or system determined to be “major” or “under xxx (type of) oversight”.
 - a) At a minimum, this criteria must measure the readiness of the following:
 - i) Technology
 - ii) Data
 - iii) Internal and external users
 - iv) Supporting organization(s) processes
 - b) If the project expects to implement the technology solution or system in multiple phases or stages, separate criteria or factors must be specific to each phase/stage.
 - c) Readiness criteria or factors must have associated thresholds, initially identified during the planning phase of the project, reflected and kept updated in project management documents over the life of the project.
 - i) Within 30 days after planning phase of project is completed, the project provides this information to the OCIO.
 - d) Project management plans must reflect:
 - i) Tasks associated with collection and dissemination of threshold readiness data for each decision point
 - ii) Resources responsible for these tasks
 - iii) Target dates for the readiness decision(s).
- 3) If requested, the agency will consult with the Office of the Chief Information Officer (OCIO) to confirm readiness prior to go-live.

CONTACT INFORMATION:

Contact [OCIO Policy & Waiver Mailbox](#) for additional information or to [request a waiver](#).



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APPROVING AUTHORITY: Rob St. John, Acting Chief Information Officer