

## Standard Statement

### 1. Readiness Assessment

1.1. The readiness assessment will evaluate at least the following general areas:

- The clarity and agreement about the business value to be achieved and whether related measures have been identified.
- The project objectives to be achieved at completion (using SMART <sup>[1]</sup> guidelines).
- The overall agency readiness for the project and for the expected organizational model once the project is completed.
- The sufficiency of the project planning activities to date.
- Project sponsorship and planned governance entities and processes.
- The overall sufficiency and commitment of planned project resources, both for the project team and for critical stakeholders and subject matter experts, over the life of the project.
- The stakeholder engagement and communication strategy, including both internal and external stakeholders as appropriate.
- Planned project methodologies and practice standards.
- Acquisition planning efforts.
- Vendor management planning.
- The sufficiency of Organizational Change Management activities planned over the life of the project, including an initial assessment of the readiness of the organization for the culture change.
- Recommended future stages/ gates for the project.

### 2. Readiness Assessment Report Content

2.1. The Readiness Assessment Report shall contain the following:

- A cover letter addressed to the project sponsor and to the State CIO and signed by the QA provider responsible for the content that attests to the independent preparation of the report. The cover letter should also contain contact information for the preparer.
- A summary level assessment of the readiness of the project to proceed, including identification of critical issues that must be addressed prior to the project proceeding.
- A high level risk assessment including the project's mitigation plans and QA recommendations for mitigation of the risks identified.
- A table that summarizes findings and recommendations.
- A detailed narrative describing findings and recommendations in support of the summary level readiness and risk assessments and related recommendations.

## Contact Information

Contact [OCIO Policy & Waiver Mailbox](#) [2] for additional information or to request a waiver.

## Revision History

New standard, no revision history

### Sunset Review Date:

January 31, 2018

### Adoption Date:

January 19, 2016

### Technology Services Board Approval Date:

March 15, 2016

## APPROVING AUTHORITY

/s/ Michael Cockrill

State Chief Information Officer

Chair, Technology Services Board

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**Source URL:** <https://ocio.wa.gov/policies/standard-13220-minimum-project-quality-assurance-activities-readiness-assessment>

### Links:

[1] <https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#SMART>

[2] <mailto:ocio.policy@watech.wa.gov?subject=Readiness%20Assessment%20Question%20or%20Waiver%20Request>

[3] <https://ocio.wa.gov/policies/132-project-quality-assurance>

[4] <https://ocio.wa.gov/policies/minimum-qualifications-project-quality-assurance-providers>

[5] <https://ocio.wa.gov/policies/standard-13230-minimum-project-quality-assurance-activities-standard>