

Policy Statement – Project Management

Managing State Information Technology Projects	Document Number: PS-33
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1.0 Purpose

- 1.1 The purpose of this policy statement is to provide state agencies with the necessary guidance for managing the state of Arkansas's information technology projects.
- 1.2 This policy is provided to help ensure that information technology projects are conducted in a disciplined, well-managed, and consistent manner that promotes the delivery of quality products and services.

2.0 Scope

- 2.1 This policy statement applies to state agencies as specified in Act 1042, which includes all state departments, boards, and commissions. The policy shall not apply to elected constitutional officers and their staffs, the General Assembly and its committees and staffs, the Supreme Court and the Administrative Office of the Courts, and public institutions of higher education.
- 2.2 This policy is to be used in conjunction with the state agencies' detailed procedures for managing information technology projects.
- 2.3 This policy has a general applicability to the management of all information technology projects in the State of Arkansas. The degree to which this policy applies is based on agency procedures, the magnitude of the project and the project risks.
- 2.4 This policy serves as a guideline for managing information technology projects for the State of Arkansas.

3.0 Background

- 3.1 Act 1042, 2001 requires the Executive Chief Information Officer (ECIO) to oversee the development of information technology policy for state agencies. This act also placed the Office of Information Technology under the direction of the ECIO and created the State Security Office.
- 3.2 Agencies are required to submit a summation of the project management methodology used for each project as part of their biennial information technology (IT) plan. The summation will be provided in the Project Reporting and Approval Form (PRAF) which is part of the agency biennial IT plan.

4.0 References

- 4.1 Arkansas Act 1042 of 2001, Act to Create and Establish A State Executive Chief Information Officer and CIO Council:
<http://www.arkleg.state.ar.us/ftproot/acts/2001/htm/act1042.pdf>
- 4.2 Office of Information Technology Biennial Planning Guidelines:
http://www.oit.state.ar.us/AgPlan/Biennium/ITPlan_200405.htm

5.0 Policy

- 5.1 Agencies will select and implement a project management methodology according to the scope, size, risk, cost, and duration of the information technology (IT) project.

6.0 Procedures

- 6.1 Agencies are to review their information technology (IT) projects to determine the extent of project management required. The extent is based on the project scope, risk, size, costs, and duration.
- 6.2 A project management methodology should be selected based on the agencies' findings of the project scope, risk, size, costs, and duration.
- 6.3 Agencies should review Arkansas Project Management Best Practices for direction and guidance. The Project Management Best Practices also provide assistance in determining, a) magnitude of the project, and b) the extent to which project management might be implemented (refer to 'Resource 9.1' below).
- 6.4 Agencies shall submit a summation of the project management methodology used for each qualified project as part of their biennial information technology (IT) plan. The summation will be provided in the Project Reporting and Approval Form (PRAF) which is part of the agency biennial IT plan.

7.0 Revision History

Date	Description of Change
09/01/2003	Original Policy Statement Published

8.0 Definitions

- 8.1 Agency - State agencies, as defined in Act 1042 refers to, "...all state departments, boards, and commissions, but shall not include the elected constitutional officers and their staffs, the General Assembly and its committees and staffs, the Supreme Court and the Administrative Office of the Courts, and public institutions of higher education with respect to academic, research, healthcare, and existing information technology applications and underlying support therefore [sic];"
- 8.2 Project: "A project is defined as a temporary endeavor undertaken to create a unique product or service," - (PMI®).

9.0 Related Resources

- 9.1 [Arkansas Project Management Best Practices:](http://www.techarch.state.ar.us/domains/business_process/best_practices/BP-33-001_Project_Management.doc)
http://www.techarch.state.ar.us/domains/business_process/best_practices/BP-33-001_Project_Management.doc
- 9.2 Arkansas Project Management Methodology (DIS): Project Management Methodology is the online set of procedures and techniques set forth as a guide to managing all types of projects
http://pmstat.state.ar.us/Meth/Meth_index.htm
- 9.3 [Project Management Methodology - MI](#): Project Management documentation from which this outline was developed.
- 9.4 Project Management Institute: www.pmi.org
- 9.5 Michigan Project Management: www.state.mi.us/cio/opm
- 9.6 New York Project Management: www.oft.state.ny.us/pmmp/pmo.htm
- 9.7 [Project Management Methodology - CA](#) Additional PM documentation

10.0 Inquiries

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