Purpose

The Office of Policy and Management (OPM) has established this policy to provide State agencies with the necessary guidance and principles required for managing the State of Connecticut’s Information Technology projects (“Project”). The purpose of this policy is to bring consistency to practices and controls used in the planning and execution of IT projects, regardless of funding sources, and promote better direction, delivery, and control of technology project timelines, costs and quality.

Scope

This policy applies to all State of Connecticut Executive Branch agencies with a department head as defined in C.G.S. § 4-5. This policy does not apply to the Judicial or Legislative Branches of government, State institutions of higher education or Quasi-Public agencies as defined in C.G.S. § 1-120. However, these branches or Quasi-Public agencies may consider adopting any or all parts of this policy.

Authority

In accordance with C.G.S. § 4d-8a, OPM is responsible for developing and implementing an integrated set of policies governing the use of information and telecommunications systems for state executive branch agencies.

Policy Statements
1. All agencies must follow an industry standard and proven project management methodology, framework and processes that will help to ensure the successful delivery of projects. Examples include PMBOK, Agile and Lean.

2. Projects must have an Executive Sponsor. The Executive Sponsor is responsible for ensuring compliance with this policy and may appoint a responsible designee from within their agency for policy oversight and administration.

3. Projects must have defined and documented Project Governance.

4. Projects must have a project manager assigned. The project manager must have the right level of skills, experience and dedication to help ensure successful delivery of the project.

5. Projects must have an informed and supportive management that delegates appropriate authority to the project manager.

6. Projects must have a project team of qualified people to do the work of the project.

7. Projects must have a written Project Management plan that addresses and documents the following items:
   
   a. The project goals must be clearly defined in consultation with the executive sponsor, project team, end-users and other stakeholders.
   
   b. Business implementation activities to assess organizational preparedness, training and rollout.
   
   c. There must be an integrated plan that outlines the action required in order to reach the goals.
   
   d. There must be a schedule establishing the timeline to achieve the goals, phases and milestones of the project.
   
   e. There must be a budget plan defining cost and sources of funds required for the project.
   
   f. A Project Staffing Plan
   
   g. A Project Issue/Risk Management document and plan needs to be established including the identification of a set of conditions under which the project will be ended.
   
   h. A Project Communication plan needs to be established.
   
   i. A Project Test Plan.
   
   j. A Project Training Plan addressing both user and technical components.
   
   k. A Production Support plan.
   
8. Project information and quarterly status reports must be provided to OPM in a format prescribed by OPM.
Compliance

The Executive Sponsor is responsible for ensuring compliance with this policy and may appoint a responsible designee from within their agency for policy oversight and administration.

Compliance with this policy is subject to audit by the Auditor of Public Accounts.

Definitions

<table>
<thead>
<tr>
<th>Agencies</th>
<th>Means any agency with a department head, as defined in C.G.S. § 4-5.</th>
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</thead>
<tbody>
<tr>
<td>Project</td>
<td>A temporary endeavor undertaken to create a unique product, service or result.</td>
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<tr>
<td>Project Governance</td>
<td>The alignment of project objectives with the strategy of the larger organization by the project sponsor and project team. A project’s governance is defined by and is required to fit within the larger context of the organization sponsoring it but is separate from organizational governance.</td>
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<td>Project Team</td>
<td>A set of individuals who support the project manager in performing the work of the project to achieve its objectives.</td>
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<tr>
<td>Sponsor</td>
<td>A person or group who provides resources and support for the project and is accountable for enabling success.</td>
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<td>Temporary</td>
<td>Indicates that a project has a defined beginning and end. The end is reached when the projects objectives have been achieved or when the project is terminated because its objectives will not or cannot be more or when the need for the project no longer exists.</td>
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