



# State of Nevada

## IT Project Oversight Committee (ITPOC)

### Policy

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#### 1.0 PURPOSE

To establish a project tracking policy for information technology (IT) projects in the state of Nevada. The purpose is to ensure that project managers will make certain that the IT project is regularly tracked and that appropriate action is taken. The project tracking policy requires that project managers regularly track and monitor the progress of an IT project against the plan, throughout the life of the project. Once a project has advanced to the execution phase of performance, a project team and the necessary resources should be in place ready to perform, and the project plan should have been developed and baselined.

#### 2.0 SCOPE

This applies to all Nevada state executive branch organizations receiving, expending or disbursing state funds.

Specifically those state organizations as defined in Section 8.0, which are undertaking:

- A. Major IT projects and investments with a total cost of \$500,000 or more, including the cost of state employee time;
- B. Additional requests for funding for existing IT projects that now cause the project to have a total cost of \$500,000 or more; and/or
- C. IT projects and investments that are critical in nature or have major impact on a state organization.

#### 3.0 EFFECTIVE DATES

The requirements of this procedure are effective 90 days after sign-off by the Governor or his designee.

#### 4.0 RESPONSIBILITIES

Heads of all Nevada state executive branch organizations are responsible for their organization's compliance with the requirements of this policy.

The IT project manager has the basic responsibility for implementing the policy. If the IT project manager is not a state employee, then a state employee must be assigned to provide oversight to this non-state IT project manager and ensure compliance with this policy.

#### 5.0 RELATED DOCUMENTS

[http://nitoc.nv.gov/document\\_index.htm#ProjectOversight](http://nitoc.nv.gov/document_index.htm#ProjectOversight) - Project Policy 9.04(A) Project Management  
Policy 9.05(A) Project Planning  
Policy 9.06(A) Risk Management  
Policy 9.08(A) Requirements Management  
Policy 9.09(A) Configuration Management



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Policy 9.10(A) Project Closeout  
Standard 9.03(A) Monthly Cost Schedule Report  
Standard 9.11(A) Risk Assessment and Management Report  
9F01\_Form\_CSPEC  
F906\_Form\_Interim Project Review (IPR)

#### 6.0 POLICY

Project managers must regularly track the progress of all projects against the project plan. Project tracking involves monitoring and reviewing the project accomplishments and results against documented estimates contained in the development plan, and adjusting these estimates based on the actual accomplishments and results. A documented and up-to-date plan for the effort is used as the basis for tracking activities, communicating status and revising plans. Changes in project scope and status have a cascading effect on the entire life cycle of the project.

Regular technical and management reviews are conducted to ensure that management and staff is aware of the project status and plans, and that issues receive appropriate attention. Project tracking reports are distributed to the project sponsor and the IT Project Oversight Committee on a monthly basis.

#### Objectives

1. Ensure that actual results and performance of the project are regularly tracked against documented and approved plans.
2. Ensure that risk assessment is performed during key points in the project.
  - a. Ensure that corrective actions are taken when the actual performance of the project deviates from the plans.
  - b. Ensure that changes to commitments (e.g., assignments, budget, schedule) are understood and agreed to by all affected groups and individuals.

To demonstrate compliance with this policy, the following documentation must be available, at a minimum:

- Actual vs. budgeted cost reports
- Cost/Schedule Performance Evaluation Criteria (CSPEC) form or the Interim Project Review form
- Planned vs. actual schedule
- Deliverable status list
- Current risk analysis



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- List of potentially significant events that may require collaborative solutions
- Corrective action plan (as required)
- Requirements management report
- Configuration management report
- Project Close-Out report

#### 7.0 EXCEPTIONS/OTHER ISSUES

Exceptions to this policy must be approved by ITPOC and the Chief Information officer (CIO).

#### 8.0 DEFINITIONS

- 8.1 State Organization: departments, divisions, agencies, bureaus, units, commissions, boards, or institutions
- 8.2 Information Technology Project: a project for a major computer, telecommunications or other information technology improvement with an estimated cumulative cost of \$500,000 or more and includes any such project that has proposed expenditures for: (1) new or replacement equipment or software; (2) upgrade improvements to existing equipment and any computer systems, programs, or software upgrades therefore; or (3) data or consulting or other professional services for such a project.
- 8.3 Qualified Project Manager: An individual who has at least five-years experience in all aspects of IT project management. Must have proven experience with managing large, complex IT projects to acceptable completion.

<i>Approved By</i>		
Title	Signature	Date
<b>ITPOC Chair</b>	Signature on File	03/14/02
<b>NV IT Operations Committee Chair</b>	Signature on File	03/14/02
<b>Governor/Governor's Representative</b>	Signature on file	06/30/03
<i>Document History</i>		
Revision	Date	Change
A	03/14/02	Initial release.