

# Information Technology Executive Council

## ITEC-2400-P

- 1.0 TITLE: Information Technology Project Plan Approval and Project Status Reporting
  - 1.1 EFFECTIVE DATE: October 6, 2000
  - 1.2 REVISED DATE: July 1, 2023
  - 1.3 TYPE OF ACTION: Update
- 2.0 PURPOSE: To establish a policy for the approval and reporting of information technology project plans.
- 3.0 ORGANIZATIONS AFFECTED: State agencies as defined by K.S.A. 75-7201.
- 4.0 REFERENCES:
  - 4.1 K.S.A. 75-7201(k) defines a ‘State agency’.
  - 4.2 K.S.A. 75-7201(c) defines ‘Information technology project’.
  - 4.3 K.S.A. 75-7203 authorizes the Information Technology Executive Council (ITEC) to adopt information resource policies and procedures and provide direction and coordination for the application of the state's information technology resources for all state agencies.
  - 4.4 K.S.A. 75-7205 et seq. defines Chief Information Technology Officer (CITO) duties.
  - 4.5 K.S.A 75-7211 defines reporting responsibilities of each branch CITO and each agency head to the Joint Committee on Information Technology (JCIT).
  - 4.6 ITEC-3000-P defines policy, standard, and guidelines.
  - 4.7 State of Kansas Project Management Methodology.
- 5.0 DEFINITIONS / BACKGROUND:
  - 5.1 CITO – refers to the Executive, Judicial, or Legislative Branch Chief Information Technology Officer, with duties as defined in K.S.A. 75-7205, et seq.
  - 5.2 Execution phase – project phase during which the primary scope of work is delivered as defined in Kansas Project Management Methodology.
  - 5.3 ITEC – refers to the Information Technology Executive Council, duties defined in K.S.A. 75-7202.
  - 5.4 ITEC-2400-S – a document that prescribes the specifications, procedures, methodologies, and protocols which must be followed while implementing the provisions of this policy.

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- 5.5 Information technology - a term that encompasses all forms of technology used to create, store, exchange, and use information or data in its various forms.
  - 5.6 Information technology (IT) project – an information technology effort by a state agency of defined and limited duration that implements, effects a change in or presents a risk to processes, services, security, systems, records, data, human resources or architecture.
  - 5.7 Project - means a planned series of events or activities that is intended to accomplish a specified outcome in a specified time period, under consistent management direction within a state agency or shared among two or more state agencies, and that has an identifiable budget for anticipated expenses.
  - 5.8 JCIT – refers to the Kansas Legislature's Joint Committee on Information Technology, duties defined in K.S.A. 46-2102.
  - 5.9 KITO – Kansas Information Technology Office provides oversight of the Kansas IT project approval and reporting process.
  - 5.10 Mitigation Plan – a plan that identifies the trigger events and response strategies that will be used to reduce probability and/or impact of adverse risks to the project as defined in ITEC-2400-S.
  - 5.11 State agency – any state office or officer, department, board, commission, institution or bureau, or any agency, division, or unit thereof pursuant to K.S.A. 75-7201(k).
  - 5.12 Status Report – a report that state agencies must submit quarterly for the duration of the execution phase of an IT Project. It is designed to convey the overall status and progress of an IT project against the approved baseline as described in ITEC-2400-S.
- 6.0 POLICY:
- 6.1 General
    - 6.1.1 State agencies must follow the Kansas Project Management Methodology to plan, execute, monitor, and close IT projects as adopted by ITEC and outlined in ITEC-2400-S.
  - 6.2 Information Technology Project Plan Approval
    - 6.2.1 IT project plan approval is contingent upon compliance with all ITEC policies and standards.
    - 6.2.2 Kansas IT projects are required to perform the Kansas IT Business Risk Assessment. The Kansas IT Business Risk Assessment is accessed through the designated online system for IT project approval and

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reporting. Projects with a significant business risk are subject to the requirements of this policy and must follow the IT project plan approval and reporting process as outlined in ITEC-2400-S.

6.2.3 Prior to proceeding with project and/or procurement activities, state agencies must receive branch CITO approval of their initial IT project plan and specifications. (Demand)

6.2.4 Prior to entering the execution phase, the initial IT project plans must be updated and resubmitted for branch CITO approval. (Project)

6.2.5 *Reportable* IT projects that meet or exceed the cost threshold specified in ITEC-2510-P require independent verification and validation (IV&V).

### 6.3 Information Technology Project Status Reporting

6.3.1 State agencies must monitor project health for all IT projects until project completion.

6.3.1.1 Reportable projects shall be reported to CITO and submit status reports to their branch CITO.

6.3.1.1.1 Non-reportable projects will follow agency procedures for monitoring.

6.3.2 The branch CITO or designee shall determine and report project standing based on status report data.

6.3.3 IT projects that have deviated from approved baseline project parameters require reassessment and additional reporting by the state agency.

### 7.0 RESPONSIBILITIES:

7.1 Heads of state agencies are responsible for establishing procedures for their organizations' compliance with the requirements of this policy.

7.2 The CITO, Executive Branch, is responsible for the maintenance of this policy.

### 8.0 CANCELLATION: All previous versions of this policy, ITEC Policies 2400, 2500, and 2530.

### 9.0 HISTORY: Policy was enacted on October 26, 2000; updated on October 28, 2004; updated on July 15, 2010; and updated again on July 1, 2023.