IT Project Plan Approval Process for Projects over $250,000 – Executive Branch

1. **Agency Identifies need for IT Project**
2. **Agency submits Planned Project filing to CITO**
3. **CITO determines if project is reportable**
   - If the Estimated Project Cost over $1 million? Yes: Feasibility Study Required
     - **Agency Completes FSR and submits for approval**
     - **CITO reviews FSR**
     - **CITO approves FSR**
     - **Agency submits High Level Project Plan**
       - **Revised High Level Project Plan Required**
         - **No**
         - **Yes**
           - **CITO approves High Level Plan**
             - **CITO Issues approval letter**
             - **Agency prepares Specifications for CITO review**
             - **CITO Approves Specifications**
             - **CITO Issues approval letter**
             - **Variance from High Level Plan is <10%**
               - **Agency enters procurement process / awards contract**
               - **Agency submits detailed project plan for CITO review**
                 - **No**
                 - **Yes**
                   - **CITO approves detailed plan**
                     - **CITO issues approval letter**
                     - **Project begins execution**
                     - **Agency submits quarterly reports during execution**
                     - **Project is completed**
                     - **Agency submits PIER**
   - No: Feasibility Study Recommended
     - **Agency compiles feasibility study and submits for approval**
     - **CITO reviews feasibility study**
     - **CITO approves feasibility study**
     - **Agency submits High Level Project Plan**
       - **Revised High Level Project Plan Required**
         - **No**
         - **Yes**
           - **CITO approves High Level Plan**
             - **CITO Issues approval letter**
             - **Agency prepares Specifications for CITO review**
             - **CITO Approves Specifications**
             - **CITO Issues approval letter**
             - **Variance from High Level Plan is <10%**
               - **Agency enters procurement process / awards contract**
               - **Agency submits detailed project plan for CITO review**
                 - **No**
                 - **Yes**
                   - **CITO approves detailed plan**
                     - **CITO issues approval letter**
                     - **Project begins execution**
                     - **Agency submits quarterly reports during execution**
                     - **Project is completed**
                     - **Agency submits PIER**

4. **Agency receives a non-project letter**
5. **CITO determines if project is reportable**
   - If the Estimated Project Cost over $10 million? No: Feasibility Study Recommended
   - Yes: Feasibility Study Required
     - **Agency compiles FSR and submits for approval**
     - **CITO reviews FSR**
     - **CITO approves FSR**
     - **Agency submits High Level Project Plan**
       - **Revised High Level Project Plan Required**
         - **No**
         - **Yes**
           - **CITO approves High Level Plan**
             - **CITO Issues approval letter**
             - **Agency prepares Specifications for CITO review**
             - **CITO Approves Specifications**
             - **CITO Issues approval letter**
             - **Variance from High Level Plan is <10%**
               - **Agency enters procurement process / awards contract**
               - **Agency submits detailed project plan for CITO review**
                 - **No**
                 - **Yes**
                   - **CITO approves detailed plan**
                     - **CITO issues approval letter**
                     - **Project begins execution**
                     - **Agency submits quarterly reports during execution**
                     - **Project is completed**
                     - **Agency submits PIER**

6. **Ways Projects are Disclosed**
   - 3 Yr IT Mgmt and Budget Plans
   - Agency/NK Specifications
   - Purchasing
   - Other

Revised 8/2021

**(Agency Responsibility)**

**(CITO Responsibility)**