KITO Approval and Reporting System

KARS

Kansas

History

- Senate Bill 5 was passed in 1998
  - Established
    - Definition of a reportable IT project
    - Information Technology Executive Council (ITEC)
    - Chief Information Technology Officers (CITO)
    - Chief Information Technology Architect (CITA)
    - Joint Committee on IT (JCIT)
  - Set required deliverables:
    - Kansas Project Management Methodology
    - Kansas Strategic Information Management Plan
    - Kansas IT Architecture (KITA)
    - Reporting and Monitoring Requirements

2023 House Bill 2019

- Updated the definition of a “reportable” IT project
  - The determination threshold for reportability was changed from project cost to a Business Risk Assessment.
- Added a seven-business-day “advise and consult” period conducted by JCIT on all reportable IT projects prior to CITO review and approval

Kansas Project Management Process Changes

ITEC-2400-P

ITEC Policy 2400 – IT Project Plan Approval and Project Status Reporting

Purpose: To establish a policy for the approval of projects that include the use of information systems or communications technology.

Summary: Prior approval must be obtained to start an IT project. Approval to proceed on an IT project shall be granted after completion of the Kansas IT Business Risk Assessment and review and approval of all required documentation by the Legislative Joint Committee on IT (JCIT) and branch CITO.

ITEC-2400-S

ITEC Standard 2400 - IT Project Plan Approval and Project Status Reporting Instructions

https://ebit.ks.gov/docs/default-source/itec/policy-documents/itec-2400-s-approved-062023.pdf

Definitions

Determining projects subject to Kansas IT Business Risk Assessment

- IT Project Definition
  - "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.
  - "Information technology project" means 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.

Demands, Projects, and CITO Approvals

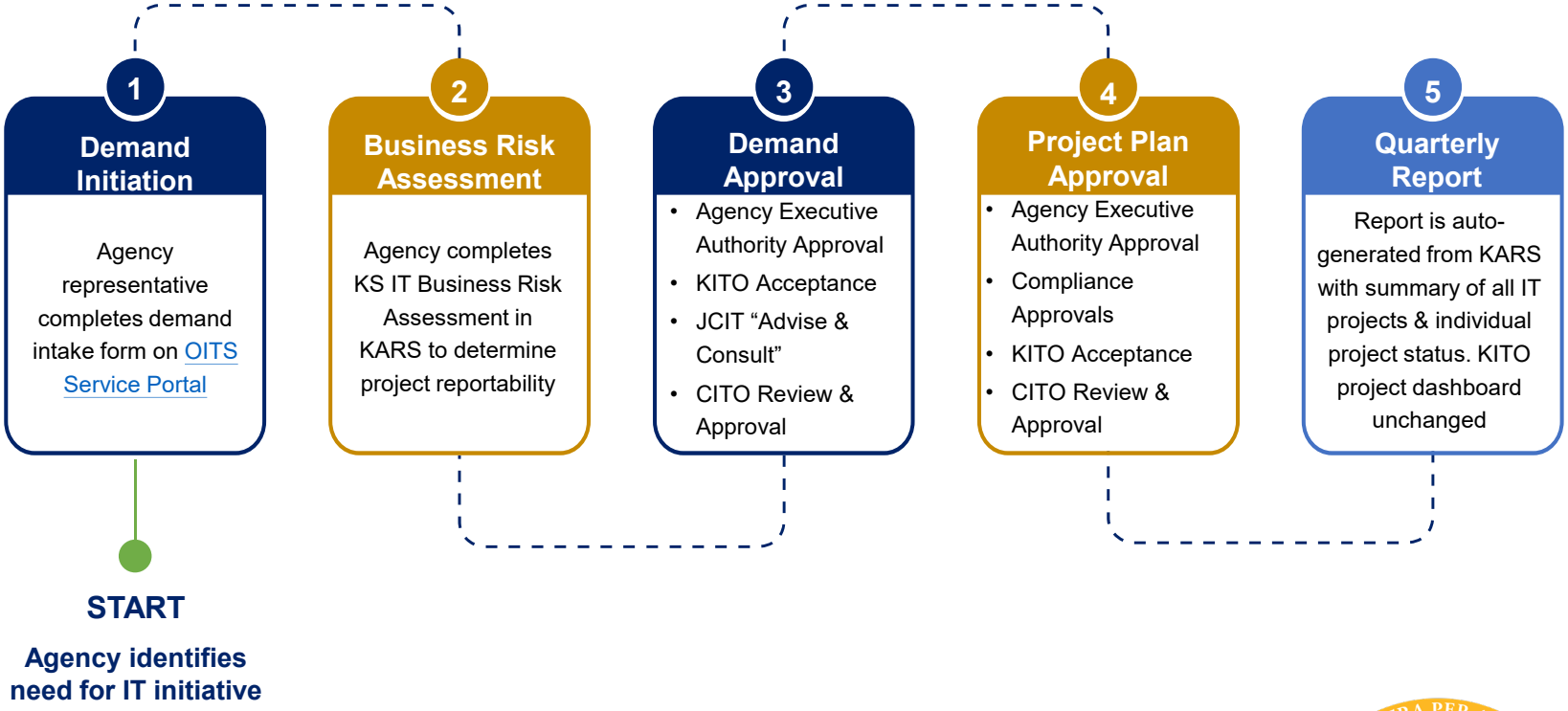
- For reportable IT projects, two separate branch CITO approvals must take place:
  1. *Prior to procurement*
  2. *Prior to execution*
- A project plan submitted for initial branch CITO approval *prior to procurement* is termed a ***demand*** and includes high-level, estimated information about the proposed initiative.
- Subsequently, while being prepared for the second branch CITO approval *prior to execution* (and thereafter), it is designated as a ***project*** and includes more detailed, finalized information.

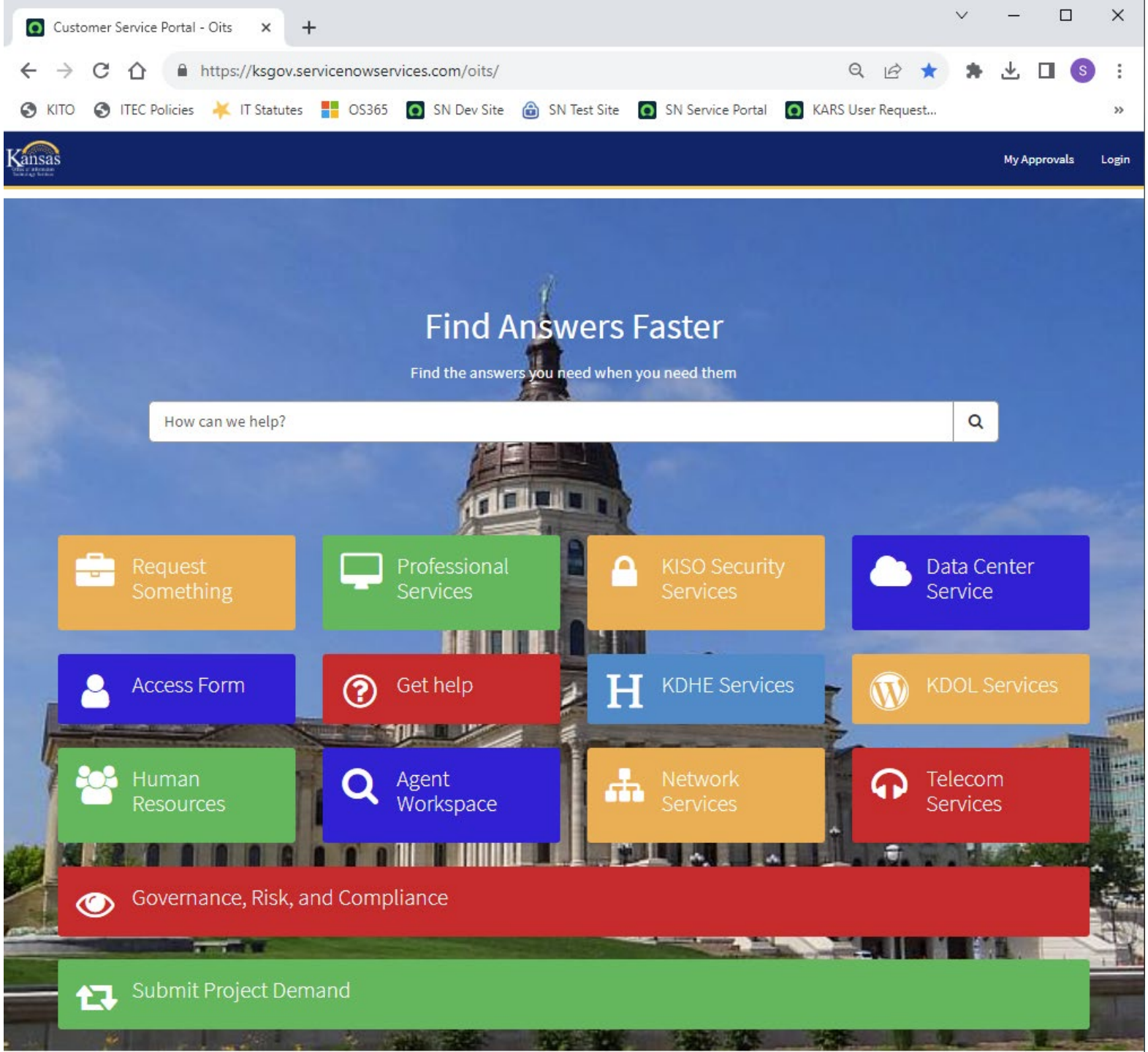
KITO Approval and Reporting System (KARS)

- Online system used to submit project plan information for evaluation by KITO and approval by the branch CITO
- A system sign-on is required. Request forms are located on the KARS Help Center (https://ebit.ks.gov/kito/resources/kars-help-center)
- KARS is accessed through the OITS Service Portal (https://ksgov.servicenowservices.com/oits/)

KITO Approval & Reporting Process

Overall Process Flow




Customer Service Portal - Oits
https://ksgov.servicenowservices.com/oits/
KITO
ITEC Policies
IT Statutes
OS365
SN Dev Site
SN Test Site
SN Service Portal
KARS User Request...
Kansas
My Approvals
Login
Find Answers Faster
Find the answers you need when you need them
How can we help?
Request Something
Professional Services
KISO Security Services
Data Center Service
Access Form
Get help
KDHE Services
KDOL Services
Human Resources
Agent Workspace
Network Services
Telecom Services
Governance, Risk, and Compliance
Submit Project Demand

Demand Intake Form

Describe the details of your demand using the fields below.

Submit

Required information

Initiative Name | Description | Start Date | End Date | Business Case | In Scope

* Indicates required

* Initiative Name

* Description

* Start Date

YYYY-MM-DD

* End Date

YYYY-MM-DD

Agency

OITS

* Demand Manager

Sara Spinks

* Business Case

Please include the following information:

Business Program Background & Context:
Statement of Intent and Business Objectives:
Business Need:

Paragraph

Budget Information

Add | Remove All

Actions	Cost Name	Cost Type	Dollar Value
No data to display			

Business Stakeholders

Sponsor/Business Owner

☐ Sponsor/Business Owner is not listed

Executive Authority

☐ Executive Authority is not listed

Finance Director/CFO

☐ Finance Director/CFO is not listed

IT Director/CIO

☐ IT Director/CIO is not listed

PMO Director

☐ PMO Director is not listed

Add attachments

Demand
Cancelled - Test1

Update | Save | Financials | Approve | Reset to Draft

Draft ✓ | Submitted | Screening | Qualified | Approved | Deferred

Number	DMND0001376	Approved project start date	2023-11-01
* Initiative Name	Cancelled - Test1	Approved project close-out date	2023-12-31
Initiative Acronym		* Estimated project start date	2023-11-01
* Category	Strategic	* Estimated project close-out date	2023-12-31
* Type	Project	* Estimated execution start date	2023-11-01
		* Estimated execution end date	2023-12-31
* Description	Testing Demand Intake		

Details | Business Case | Financials | Assessment Data | Notes | Preferences

Portfolio		Priority	4 - Low
Program		Impact	Agency/Local
Investment Class	-- None --	T-Shirt size	S - Small
* Investment Type	Non-Infrastructure	Agency	OITS
* Demand manager	Sara Spinks	Project Manager	
Collaborators		Impacted Agencies	
		Business Capabilities	
		Business Applications	

Update | Save | Financials | Approve | Reset to Draft

Related Links

Create Project
Create Baseline
View RIDAC

Kansas IT Business Risk Assessment
Process Overview

Phase 1: Business Risk Screening

Initial, high-level – Quantitative – Objective – Straightforward – Brief – identifies low risk IT activities that do not require additional risk assessment.

Phase 2: Business Risk Evaluation

Detailed risk questions regarding 5 primary risk categories: Strategic, Operational, Financial, Security & Compliance, Reputational

KITO Reportability

Based on Business Risk Evaluation score, KARS determines reportability of the proposed IT demand

Required Demand Information

- Estimated start and end dates
- Business case information
  - Business program background and context
  - Statement of intent and business objectives
  - Business need
  - In-scope and out-of-scope
- Stakeholders
  - Sponsor / Business Owner
  - Finance Director / CFO
  - PMO Director
  - Executive Authority (Agency Head)
  - IT Director / CIO
- Estimated cost information
- Funding sources
- Benefits
- Risks
- Deliverables identified in your work breakdown structure (WBS)
- Specifications for bids or proposals

Compliance Acknowledgements

- Architecture – ITEC-4010-P & 9500-P
- Ownership of Software Code and Related Intellectual Property – ITEC-1500-P
- Accessibility – ITEC-1210-P
- Electronic Record Retention – KSA 45-403 & KSA 45-215 through 45-223
- Security – ITEC-7230-P
- Data Compliance – ITEC-8010-P

Approved Demands

- Once a demand has received CITO approval, procurement activities may begin.
- The project manager generates a project record in KARS from the demand

Proposed IT Projects

- Once the final contracts are awarded, the project information which was copied from the demand now must be updated with detailed information
- The project must receive CITO approval prior to execution.

Required Project Information

- A project includes all of the of the information of the demand, updated as appropriate.
  - Project start and end dates
  - Execution start and end dates
  - Business case information
  - Stakeholders
  - Project cost information
  - Funding sources
  - Benefits
  - Risks
    - KARS will present a Project Risk Assessment
  - Deliverables identified in your work breakdown structure (WBS)

Compliance Evaluations and Approvals

- Architecture – ITEC-4010-P & 9500-P
- Ownership of Software Code and Related Intellectual Property – ITEC-1500-P
- Accessibility – ITEC-1210-P
- Electronic Record Retention – KSA 45-403 & KSA 45-215 through 45-223
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$10 Million and Up IT Projects

- Projects that cost $10 million or more also *REQUIRE:*
  - Feasibility Study Report
  - Independent Verification and Validation (IV&V) (ITEC-2510-P)

Approved Projects

- Once a project has received CITO approval, execution activities may begin.
- Project manager will begin providing quarterly status reports.

IT Project Status Reporting

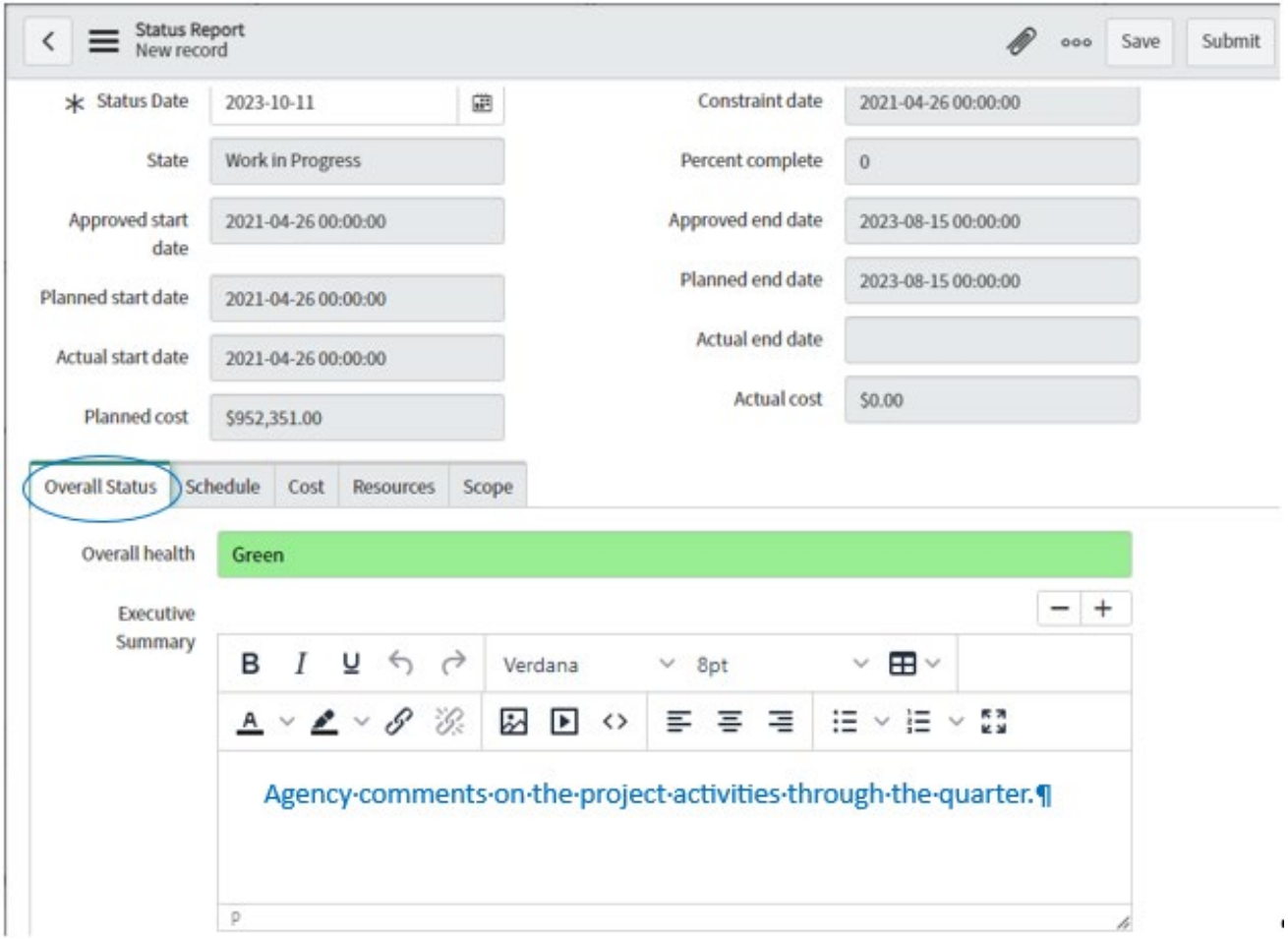
Project Status Reporting

- Required in ITEC-2400-P
- Quarters are based on the calendar year
- Agencies are required to enter their quarterly status report into KARS within 10 days from the end of the quarter, i.e., Jan–Mar report is due on April 10. The summary report is published 30 days after the agency deadline.

Summary of Quarterly IT Project Reports

- Agency's quarterly IT project status reports are summarized and presented to JCIT. Distributed to 3-CITOs, ITAB, CITA, and ITEC.
- JCIT requires reporting on five metrics, approved baseline vs. actual:
  - Schedule
  - Cost
  - Resource Usage
  - Deliverable Completion
  - Task Completion
- JCIT established specific conditions if a project misses its targeted goals:
  - 10%, Caution Status (Recovery Plan – Impacts to cost, schedule and resources, mitigation plan, estimated recovery date, Project Sponsor and CITO approval)
  - 20%, Alert Status (Same as above, Agency Head and CITO approval)
  - 30%, Recast Status (Applicable only to cost and schedule variances. Consideration will be given to stop the project.)
- KITO rate fee is billed to the agencies at the close of each quarter.

KARS Status Report (Sample)



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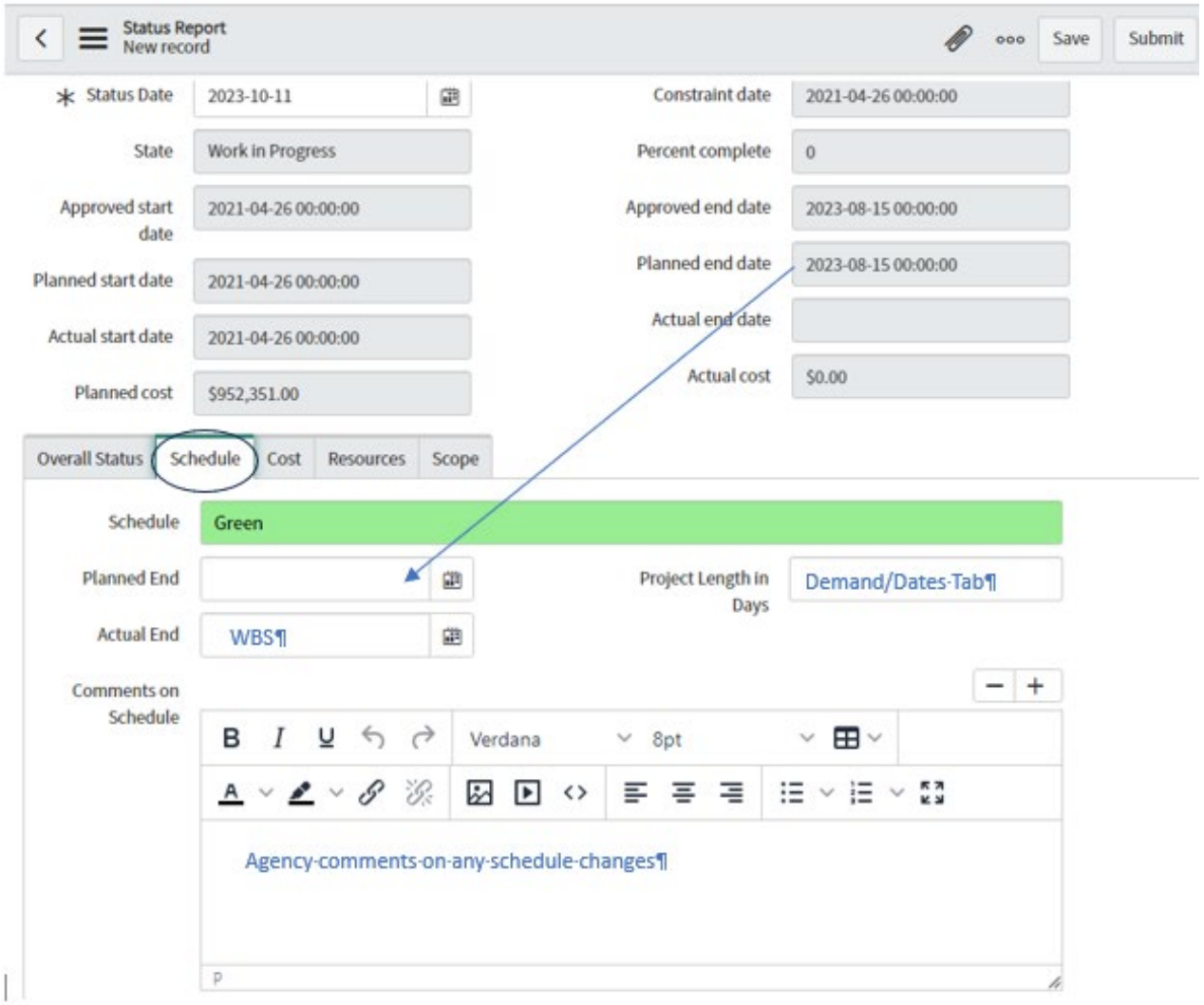

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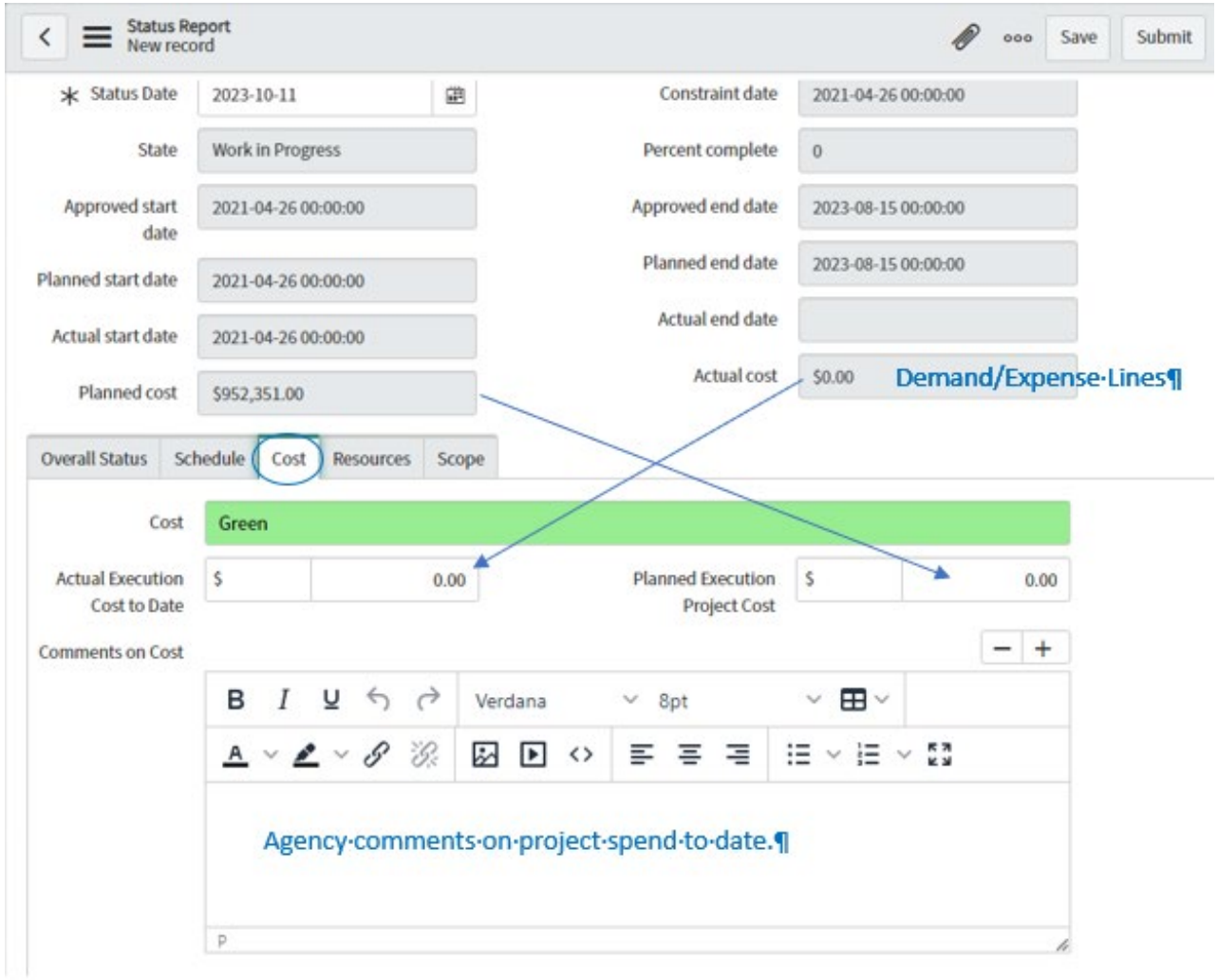

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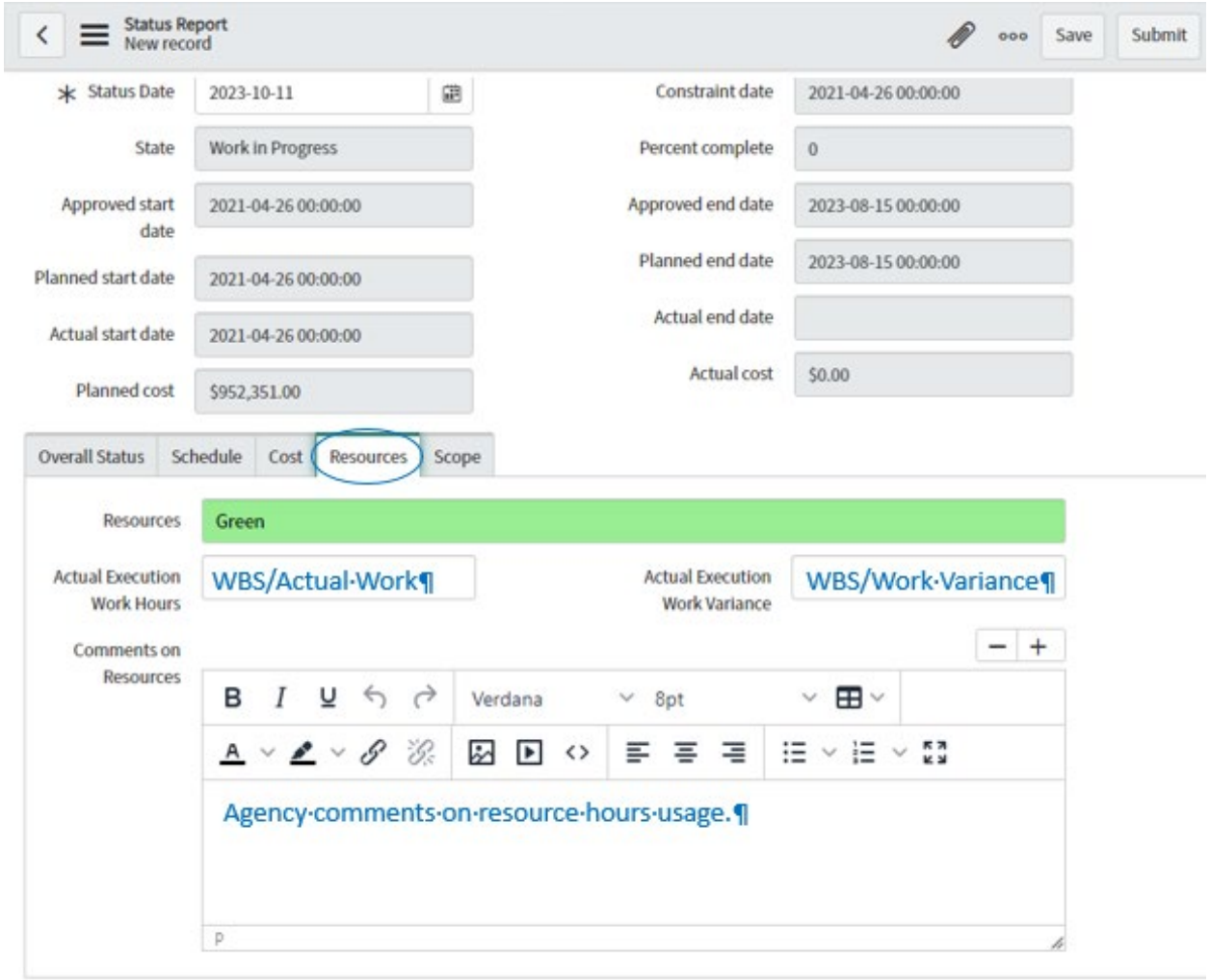

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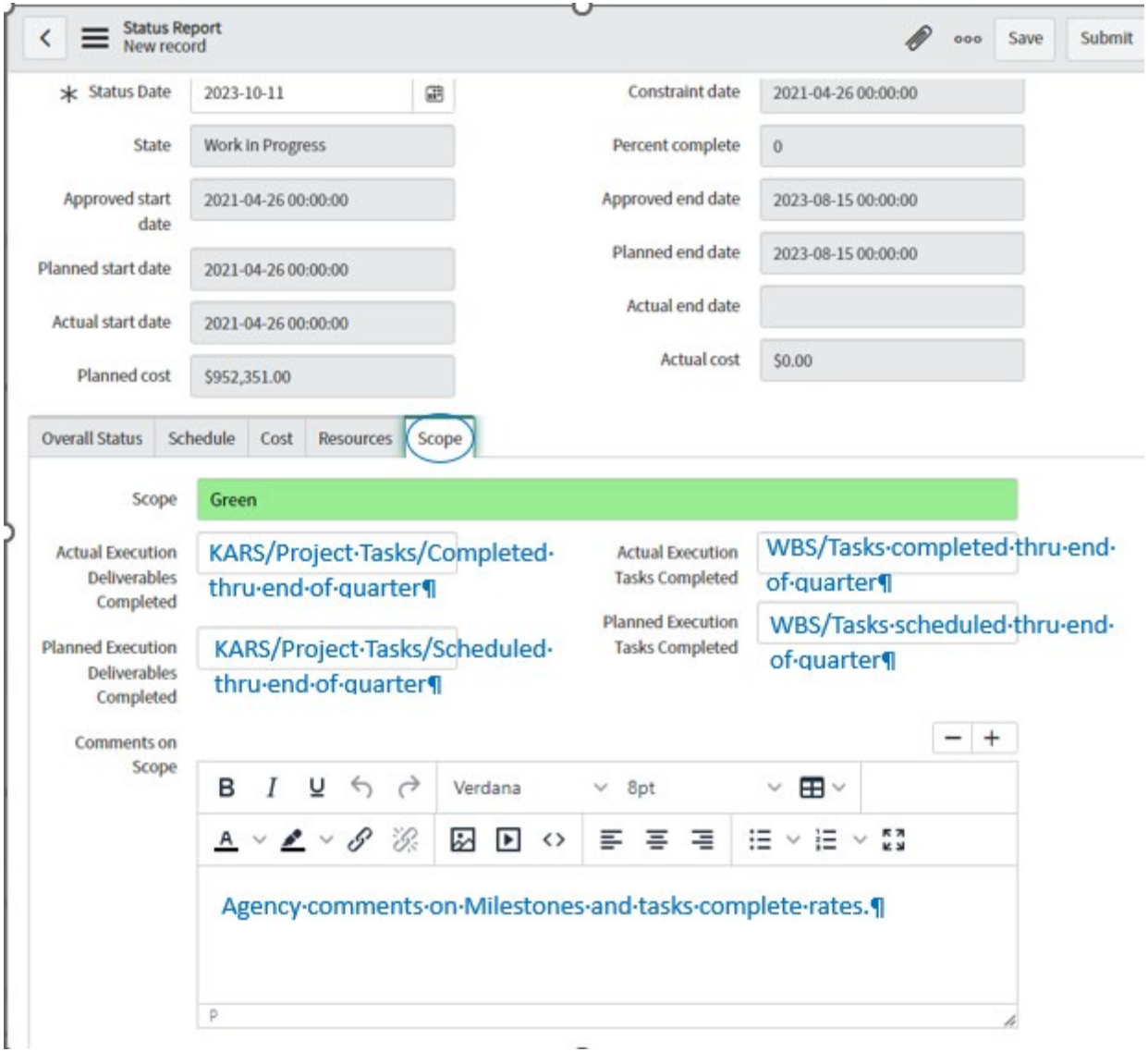

IT Project Close-Out

IT Project Close-Out

- Last major phase of project's life cycle
- ITEC-2400-S outlines completion of Post Implementation Evaluation Report (PIER)
- PIER documents the history of a project and contains recommendations for other projects
- Recommendations are largely obtained through a Lessons Learned session

Helpful Information

KARS Help Center

- https://ebit.ks.gov/kito/resources/kars-help-center
  - KARS Access Request Form
  - KARS Training Recordings
- KARS Help-Line Teams Standup Meeting
  - Tuesday and Friday – 10am to 11am
  - Link to join meeting

KITO Contacts:

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