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Replaces:
IT Investments - Procedures
May 15, 2015

WaTech
Washington Technology Solutions

IT INVESTMENTS APPROVAL AND OVERSIGHT PROCEDURE

See Also:
RCW 43.105.054 OCIO Governance
RCW 43.105.205 (3) Higher Ed
RCW 43.105.020 (22) "State agency"
RCW 43.105.255 Major technology projects and services – Approval

1. **Agencies must submit investment details using the online form provided by WaTech for every IT investment meeting the criteria defined in the IT Investment Approval and Oversight Policy. See the IT Investment Plan Standard.**

2. **Agencies must introduce WaTech to major IT investments in a project initiation to ensure the project team and WaTech share a mutual understanding of the key success criteria, governance structure, recognized limitations, and potential risks.**

   a. Agencies may use information available (Project Charter, Decision Package, Business case documents, Feasibility study report) to share relevant details.

   b. WaTech representatives will provide an overview of the applicable oversight process, requirements and planning documents, including:

      i. Technology Budget

      ii. Project Charter

      iii. Quality Assurance requirements

      iv. Gating requirement (for gated funding projects subject to section 701 of the enacted budget)

   c. Post kick-off, WaTech will give written feedback and suggestions to the agency, possibly recommending consultations with relevant WaTech experts like Security, Privacy, etc.

3. **WaTech will evaluate and approve planned IT investments.**

   a. All IT investments under oversight must establish a technology budget and project charter.

  i. The agencies may use [IT Project Charter](#) as a template or use agency specific template as long as it includes the same elements.

  ii. The technology budget must cover total solution ownership costs, including a minimum of 5 years of maintenance and operational costs.

  iii. WaTech must approve the technology budget.

b. High-risk or complex projects may need to submit an Investment Plan to WaTech for review and approval.

c. Additional requirements apply to gated funding projects as follows:

  i. The technology budget will meet the requirements outlined in Section 701 of the Washington State enacted budget.

  ii. The technology budget will list the deliverables separated by project phase/gate.

  iii. WaTech will coordinate with an OFM budget advisor for their review and approval.

d. WaTech will evaluate the project charter outline and purpose to confirm planning, governance, methodology, readiness, prework, market analyses as needed.

  i. Agencies may submit a completed project charter or an outline with references to appropriate alternative documentation.

  ii. WaTech will evaluate the investment for:

   A. Alignment with the state's IT strategic plan.

   B. Adherence with WaTech policies and standards.

  iii. Should WaTech offer a similar product or service, state agencies may be directed to through WaTech for statewide benefits. See the [Establishing an Enterprise Service Policy](#).

e. The agency must receive WaTech approval of the investment prior to making a commitment to purchase, acquire, or develop a product or service.

  i. Agencies may engage with project management and business analyst resources before the technology budget is approved.

  ii. Agencies may engage QA providers after the technology budget is approved to assess readiness and address any recommendations

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as a result.

4. Agencies and WaTech will partner to monitor IT projects.

    a. The agency will adhere to oversight reporting requirements as outlined in [Reporting Requirements for IT Dashboard](#)

    b. Agencies will submit key project artifacts and regular status reports using the web-based reporting tool provided by WaTech.

        i. Agencies will coordinate with a WaTech representative to receive access to this reporting tool.

    c. WaTech will submit the approval documents using the same web-based tool.

    d. For transparency, visibility, and accountability objectives, all project deliverables from the Agency and WaTech will be publicly accessible via the Statewide IT Dashboard.

    e. The agency will assess the major IT project status on scope, schedule, budget and overall, regularly.

    f. WaTech will assess major IT investments no less than quarterly.

    g. Agencies must inform WaTech of any changes to the approved scope, schedule, or to evaluate whether amendments to the technology budget, project charter, or investment plan are necessary.

REFERENCES

1. [IT Investments - Approval and Oversight Policy](#).
2. PM-01-01-S [Project Go-Live Readiness Decision Governance](#)
3. PM-01-02-S IT Project Charter Standard
4. PM-01-03-S Reporting Requirements for IT Dashboard Standard
5. PM-01-04-S Tiered Oversight Requirements Standard
6. PM-01-05-S Feasibility Study Requirements for IT Investments
7. PM-01-06-S IT Investment Plan
8. [Technology Budget Template](#).
9. PM-04 – [Project Quality Assurance Policy](#).
10. [Definition of Terms Used in WaTech Policies and Reports](#).

CONTACT INFORMATION

- For questions about this policy, please email the [WaTech Policy Mailbox](#).
- For technical assistance, please email [WaTech Consultant Mailbox](#).

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