IT Investments and Approval Policy & Procedure Background

New, Update or Sunset Review? Sunset Review

What due diligence was conducted to determine the content of this policy/standard? If this is an update or sunset review, provide information as to what changes were made, if any, as well as reasons behind the policy/standard content.

The update was recommended and developed during an oversight transformation project. The oversight transformation project is driven by customer agency feedback and developed with a third-party consultant and agency engagement to improve the effectiveness of central oversight of large technology expenditures. The definition of a major project has the same dollar threshold but changed from four to six months for the minimum duration. Additionally, the policy requires WaTech to assign tiers for levels of oversight to align activities to the risk and complexity of the project.

What is the business case for the policy/standard?

The purpose of this policy is to establish the roles and responsibilities of WaTech and state agencies in the planning and implementation of major IT investments. This policy seeks to ensure the success and transparency of all business-driven major IT investments through a relevant and responsive evaluation, approval and monitoring process that commences early in the lifecycle of projects.

What are the key objectives of the policy/standard?

- Major IT investments will require approval to ensure business and technical needs are aligned.
- Projects will undergo an appropriate level of oversight based on the project complexity and risk.

How does policy/standard promote or support alignment with strategies?

These updates are in direct alignment with Goal #4 of the WaTech Strategic Plan: Transform service delivery. WaTech is partnering with customers to deliver quality IT

services for project oversight that provides valuable insight and support. This policy supports Goal #1: Champion governance and accountability. Oversight of large projects ensures transparency, collaboration, for effective and informed decision making.

What are the implementation considerations?

- As this is a change to an existing policy, WaTech will need to clearly communicate the new requirements on the public website, through email, and at in-person meetings such as the TMC, BMC, and CIO weekly calls.
- Agencies may need to adjust internal policies and practices to align with the new policy.

How will we know if the policy is successful?

SMARTE measures for the goals/outcomes & how measures will be obtained.

Specific: Agencies will submit IT Project Assessment forms for projects that are over $500,000 total cost or more than six months' duration.

Measurable: Time spent on project oversight will reflect more efforts for complex and high-risk projects.

Achievable: Projects will receive appropriate levels of oversight at all phases of the project.

Relevant: The oversight transformation project and changes section 701 of the budget require policy alignment.

Timebound: This policy is effective when adopted by the state CIO and is required immediately of all new projects.

Equitable: By scaling requirements for QA, new vendors can gain experience with lower complexity projects. This offers opportunities for diverse vendors to grow into larger project engagements.