

PM-03-02-S

State CIO Adopted: Dec. 10, 2024

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Sunset Review: Dec. 10, 2027



Replaces:
Standard 132.20
Minimum Project Quality Assurance
Readiness Assessment
March 16, 2016

MINIMUM PROJECT QUALITY ASSURANCE ACTIVITIES - READINESS ASSESSMENT

See Also:

RCW [43.105.054](#) WaTech Governance

RCW [43.105.205](#) (3) Higher Ed

RCW [43.105.020](#) (22) "State agency"

1. The readiness assessment shall include an evaluation of the following areas at a minimum:

- a. Aligned business value to be achieved upon project implementation and which measures will be used to track business value.
- b. The [SMART](#) project objectives to be achieved at completion.
- c. Agency readiness assessment for the project and for the expected organizational model once the project is completed.
- d. Ensuring there is sufficient level of detail for the project planning activities to date including timeline of future decision points and major milestones.
- e. Project sponsorship and planned governance model and processes.
- f. Detailed project resources plan showing committed resources, stakeholders, and subject matter experts.
- g. The stakeholder engagement and communication plan, including both internal and external stakeholders as appropriate.
- h. Planned project methodologies and practice standards.
- i. An assessment of Organizational Change Management plan activities over the life of the project, including an initial assessment of the readiness of the organization for the culture change.
- j. Recommended future stages/gates for the project.
- k. Risk identification, impact assessment and mitigating planning.

2. The Readiness Assessment Report shall contain the following:

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- a. A cover letter addressed to the project sponsor and to the State CIO and signed by the QA provider responsible for the content that attests to the independent preparation of the report. The cover letter should also contain contact information for the preparer.
- b. A summary level assessment of the readiness of the project to proceed, including identification of critical issues that must be addressed prior to the project proceeding.
- c. A detailed narrative describing issues, negative findings, and/or risks; and corresponding recommendations to support project success.

REFERENCES

1. [PM-03-01-G Principles of Quality Assurance Guideline](#)
2. [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 the [WaTech Consultants Mailbox](#).