

NOTICE: This document was originally published on the Office of the Chief Information Officer (<https://ocio.wa.gov>) website, which no longer exists. In 2024, the Legislature passed SHB 1947, which eliminated the Office of the Chief Information Officer (OCIO) and incorporated all duties and responsibilities to WaTech, as well as renamed the agency from Consolidated Technology Services (CTS) to WaTech. Previous references to the OCIO or CTS should be understood to refer to WaTech.

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## PURPOSE

The purpose of this policy is to improve the management of Information Technology (IT) investment risks and to foster successful IT projects delivered on time and within budget.

## POLICY STATEMENT

Agencies are responsible for demonstrating professional project management through all phases of each IT project.

1. Agencies will employ principles and methodologies that reflect industry leading practices.
2. For each project, agencies will select and implement a management methodology that is appropriate to the scope, size, risk, cost and duration of the specific project.

## RESPONSIBILITIES

### Chief Information Officer (or designee)

- Interpret the policy.
- Ensure policy content is kept current.
- Recommend updates to this policy and related resources as needed.

### Technology Services Board (TSB)

- Review and approve major policy changes. Provide
- oversight of major IT projects.

### Agency Heads

- Oversee agency's information technology projects and compliance with this policy.
- Ensure agency policies, procedures and any other documents necessary for required oversight of IT projects are developed and followed.
- Ensure staff is adequately trained or sufficiently experienced to manage IT projects.
- Ensure agency employs project management principles and methods that reflect industry leading practices. Demonstrate
- professional project management through all phases of each project.
- For each project, ensure agency implements a management methodology that is appropriate to the scope, size, risk, cost and duration of the specific project.

## REVISION HISTORY

Date	Action taken
January 8, 2014	Policy revised and approved by the Technology Services Board.
October 2011	Policy reformatted for migration to Office of Chief Information Officer.
April 2010	Policy adopted.

## CONTACT INFORMATION

For questions about this policy, please contact your OCIO Information Technology Consultant.

## APPROVING AUTHORITY

Chief Information Officer  
Chair, Technology Services Board

Date

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Source URL: <https://ocio.wa.gov/policies/131-managing-information-technology-projects>

Links:

- [1] <https://www.agilealliance.org/agile101/12-principles-behind-the-agile-manifesto/>
- [2] <http://www.pmi.org/PMBOK-Guide-and-Standards.aspx>
- [3] <https://ocio.wa.gov/pmframework>
- [4] <http://ocio.wa.gov/policies/131-managing-information-technology-projects/131-appendix-critical-indicators-project>
- [5] <http://www.agilealliance.org/>
- [6] <http://www.pmi.org/>
- [7] <https://www.ocio.wa.gov/policies/132-providing-quality-assurance-information-technology-projects>
- [8] <http://www.ofm.wa.gov/ocio/policies/documents/301G.pdf>
- [9] <http://www.ofm.wa.gov/ocio/lessonslearned/default.asp>
- [10] This was <http://marketplace.pmi.org/Pages/ProductDetail.aspx?GMProduct=00101388701>