

Idaho Technology Authority (ITA)

ENTERPRISE GUIDELINES – G200 PROJECT SUMMARY

Category: G210 – IT PROJECT PROFILE

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I. DEFINITION

The Agency Information Technology (IT) project profile provides details of specific IT projects that are listed in the Agency IT Plan. The project profile provides a level of detail that is much more specific than the IT Plan or the Agency's Business Plan. As such, it provides details that, upon review, highlights the integration with Agency and statewide IT and telecommunications plans and compliance with ITA policies and standards.

II. RATIONALE

These guidelines are intended to assist Agencies in the evaluation and preparation of an Information Technology (IT) project profile as required by ITA Policy [P2030](#) (Information Technology Large-Scale Project Review). A project profile provides a framework for analysis and the basis for evaluation and comparison with similar projects from other Agencies. Agencies can use the information and knowledge gained through this process when planning similar projects.

III. GUIDELINE

The following categories and related discussions can be used as a guideline for the preparation of an Agency project profile:

1. Project Summary – Provide a brief description of the project. This should summarize the detailed description contained in the Agency's IT Plan describing the relationship of the project to your business needs and goals. The summary should identify the type of project (i.e., application development, hardware, software, networking, training and/or other) along with the basic technology used to complete the project (i.e., imaging, document management, Internet, interactive voice response, client/server, GIS, etc.).

2. User Base – Describe who will use and/or be served by this system/application, and indicate the number of users.
3. Implementation Schedule – Indicate a timeline by defining the project life cycle by fiscal year. Project milestones will be established to provide a means to measure progress and the completion of major tasks.
4. Estimated Project Costs by Fiscal Year – Estimate the total project costs in the following areas: hardware, software, contracted services, FTP's and training. The total estimated costs should include all costs associated with the project. These may not be known at the early planning stages of a project and should be revised as appropriate.
5. New Hardware – List any new hardware required for the project.
6. New Software – List any new software required for the project.
7. Telecommunication Impact – Indicate if an upgrade in telecommunications will be required or if this project will impact the existing telecommunications infrastructure.
8. New Personnel – Indicate any new Full Time Position(s) (FTP) (also known as Full Time Employees [FTE]) or dedicated contractors required to complete and/or sustain the project.
9. Outside Resources – Identify any external resources to the Agency that are required to complete the project, such as federal funding, private partnerships, etc.
10. Multi-Organization Partnerships – Identify any partnerships with the federal government, other states, or other Idaho state agencies needed to accomplish this project.
11. Statutory Changes – Describe any statutory changes needed to accomplish this project.
12. Federal or Legislative Mandate – Identify any directives from federal or state government that require this project to be completed.
13. Idaho.gov Impact – Identify any resources offered through the Access Idaho partnership that are needed to accomplish this project. Indicate if there will be an impact on the State web servers or State home page.
14. Risk Assessment – Confirm that a risk assessment has been completed. The Agency is required to perform a risk assessment for this project [ITA Policy [P2040](#) (Risk Assessment)]. Areas of risk include strategic risk, financial risk,

project management risk, technology risk and operational risk. Risk assessment is a critical element of project management and should not stop at the planning stage.

15. Cost – Benefit Analysis – Confirm that a cost-benefit analysis has been completed. An analysis of the benefits of the project to meet the Agency’s objectives as it relates to the costs of the project is required (ITA Policy [P2030](#) (Information Technology Large-Scale Project Review)). Some consideration in this area would be statutory requirements, improved customer service, compliance with enterprise standards, time savings for Agency personnel and cost savings for the Agency.
16. Project Management – Indicate that a project manager has been assigned to the project and that a formal project plan and/or work breakdown structure has been accomplished for the project.
17. ITA Presentation – Upon request by ITA, State Agencies may be scheduled to make a formal presentation of the project plan to the ITA for review and approval. The complete project plan submitted to ITA at that time should contain detailed information concerning project milestones and for each of the items summarized in the project profile.

IV. PROCEDURE REFERENCE

Policies for IT project profile are detailed in ITA Policies [P2030](#) (Information Technology Large-Scale Project Review) and [P2040](#) (Risk Assessment).

V. CONTACT INFORMATION

For more information, contact the ITA Staff at (208) 605-4064.

REVISION HISTORY

07/01/13 – Changed “ITRMC” to “ITA”.

6/16/09 – Added Contact Information and Revision History, deleted Timeline

11/15/2006 – Updated to reflect the IT Project Profile review procedure. Provided detailed descriptions for each component of the IT Project Profile.

Effective Date: February 20, 2002