

Idaho Technology Authority (ITA)

ENTERPRISE GUIDELINES – G200 PROJECT SUMMARY

Category: G230 – IT Projects Best Practices Checklist

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I. DEFINITION

A best practices checklist provides a series of questions designed and intended to promote successful completion of projects. It is a valuable tool for assessing critical elements of IT projects.

II. RATIONALE

These guidelines are intended to assist Agencies in evaluating Agency initiated IT projects, as well as in preparing for project presentations to ITA in conformance with *ITA [Policy 2030 - IT Large-Scale Project Review](#)*.

This checklist is courtesy of the Office of Performance Evaluation's August 2006 report 'Idaho Student Information Management System (ISIMS) – Lessons for Future Technology Projects'. While this checklist covers several key areas with important questions, agencies should feel free to augment this checklist with questions or checklists that address agency specific areas of concern.

III. GUIDELINE

Best Practices Checklist for Information Technology Projects

Clearly Defined Roles and Responsibilities

- Are stakeholders clearly identified?
- Are the roles and responsibilities of all parties clearly defined?
- Does executive management have sufficient expertise and authority for contract oversight and budget control?

User Involvement

- Have the needs of end users been identified and incorporated into the project objectives?
- Have existing resources (infrastructure, time, staff, funding) been identified and incorporated into the project development plan?
- Does the project have a clear method for two-way communication between end users with technical expertise and project management and executive leadership?

Realistic Expectations of Technology

- Have vendors provided a clear statement of requirements that addresses end user needs and project objectives?
- Are the components of the project based on established or proven technologies?

Proper Planning

- Is the project divided into manageable stages of development and implementation?
- Is the project guided by a continually-updated project plan?
- Does the project have a clear method for regularly distributing updated planning documents to stakeholders?

IV. PROCEDURE REFERENCE

Policies for IT project best practices checklist are detailed in ITA Information Technology Enterprise Policies [P2030 – Information Technology Major Project Review](#).

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 Procedure Reference, Contact Information and Revision History to this guideline; changed the layout and deleted References and Timeline.

Effective Date: November 15, 2006