



KANSAS

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CITO Reportable Project Processes

Planned

Planned projects are in the conceptual stage and have estimated costs and timeframes. Projects remain in this phase until the agency decides whether or not to move forward with the project.

Approximately 95% of the projects in this section are identified in the Annual Summary of Agency Three Year IT Management and Budget Plans in accordance with K.S.A 75-7210. The other 5% are disclosed through the Division of Purchases, INK, Specifications, Agency notification, etc.

Approved

Approved projects have received CITO approval of a high-level project plan as outlined in ITEC Policy 2400 Rev. 1 – Project Approval. Projects are still in the planning phase and vendor selection. Projects are not yet benchmarked for JCIT reporting.

The estimated project cost and timeframes remain as estimates until they begin the Execution Phase.

Specifications

KSA 75-7209 states all specifications for bids or proposals related to an approved information technology project of one or more state agencies shall be reviewed by the chief information technology officer of each branch of state government of which the agency or agencies are a part. Requirements for agencies to obtain CITO approval of proposed IT projects were adjusted to be in agreement with suggestions by the JCIT. As a result, all specifications for bids or proposals related to an approved IT project shall now be approved by the CITO before release.

If a variance of 10% or more in time or cost to the approved high-level project plan occurs, a revised high-level project plan has to be submitted for CITO approval. The CITO's approval shall be received, prior to contract award and/or execution. The CITO notifies JCIT of such events as per their request.

Monitored

Active projects have received CITO approval of a detailed project plan and are in the Execution Phase. Agencies submit quarterly project status reports in accordance with ITEC Policy 2500 Rev. 1 – Project Status Reporting and JCIT Policy #2 until the end of the Execution Phase.

Projects that trip established thresholds are required to fulfill each course of action outlined in JCIT Policy #2 before the project can move forward.

Close-Out

Completed projects have completed the Execution Phase and the quarterly project status reporting requirement.

In accordance with ITEC Policy 2530 Project Management, agencies must maintain procedures for conducting lessons learned on IT projects during the formal closing of a project close-out process and prepare a post implementation evaluation report (PIER).

1/18/2007