

Administrative Policy No.

Subject: Information Technology Project Management

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[OCIO Policy 131 – Managing Information Technology Projects.](#)

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Revised: New

Approved By: Original signed by Kathleen Brockman
Chief Administrative Officer

Purpose

This policy establishes the Department of Social and Health Services requirements for managing DSHS Information Technology projects.

Scope

This policy applies to all DSHS organizational units.

Background

The Information Services Board has established policy regarding Information Technology Project Management. It is the objective of the policy and related guidelines that agency directors understand techniques to ensure IT projects are conducted in a disciplined, well-managed, and consistent manner that promotes the delivery of quality products completed on time and within budget.

Additional Guidance

[ISB Guideline: 301-G1 Project Management Guidelines](#) can be used as a resource to help define and list skills, characteristics, qualifications, and duties of a project manager.

For further information or additional guidance see the [ISB Guideline: 304-G1 Project](#)

[Management Framework Guidelines](#), [DSHS Administrative Policy 15.21 - Information Technology Standards Compliance](#) and [DSHS Administrative Policy 15.22 - Information Technology Portfolio Management](#).

Definitions

Executive Sponsor – Assistant Secretaries, CXO's or their designees

Project – For the purposes of this policy, a project is a time-bound information technology endeavor that has a specific start and finish date, undertaken to create a unique product, service or result. Projects may have multiple phases or sub-projects. Projects may occur as part of planned enhancements to existing products, services or systems, or may be stand-alone activities.

Project Manager – Individual with accountability and responsibility for managing a project to achieve specific objectives.

Project Management – A carefully planned and organized effort to accomplish a project that includes:

- Defining precise goals and objectives
- Specifying tasks necessary to ensure all project goals and objectives are achieved
- Determining resources required to accomplish tasks
- Establishing timelines for project completion
- Monitoring and executing the plan.

Policy

- A. All DSHS IT projects must have appropriate planning, documentation, project management, and use best practices according to [OCIO Policy 131 – Managing Information Technology Projects](#).
- B. The DSHS Executive Sponsor must assign an appropriately skilled Project Manager to manage each IT project in accordance with [OCIO Policy 131 – Managing Information Technology Projects](#).