

ADMINISTRATIVE POLICY AND PROCEDURE

Subject: INFORMATION SYSTEMS PROJECT INITIATION

Policy No.: A133

Supersedes: December 3, 2015

Review Date: February 7, 2024

Origin Date: June 1, 1999

Revision Date: February 7, 2024

POLICY:

To provide a procedure for initiating an information systems-related project, obtaining approval to proceed with the project and prioritizing projects for implementation. Facility policy and procedure shall model the DHS Enterprise Project Management Office (EPMO) process for initiation and approval.

PROCEDURE:

This process is for the purchase of new, or significant upgrade to, IT systems such as hardware, software, and/or professional services. This does not apply to maintenance or operational support activities, routine end user support, queries, or report writing.

1. Budget (funding) must be secured prior to initiating an IT project. The typical starting point is the annual budget request cycle, which starts with the EASR form (Equipment and Software Request). This is an enterprise SCO (Supply Chain Operations) form that is submitted to SCO and Rancho Finance.
2. Upon initiating and during the EASR process, the requesting department will notify the Rancho Information Management Systems' (IMS) Project Management section. This IMS team will coordinate and guide the project through the various DHS Enterprise Project Management Office (EPMO) processes, such as:
 - a. The DHS Project Initiation Request (PIR) and various DHS IT security and technical standards questionnaire.
 - b. Securing and scheduling IT resources at the DHS and Rancho level to implement project.
3. The procurement (purchasing) strategy and path shall be considered and determined.
4. Project planning, scheduling, and implementation will be coordinated and led by the IMS Project Management section, working with requestor, vendor, and DHS and/or Rancho technical staff.

Revised: 4/09, 12/15, 2/24

Reviewed: 4/09, 12/15, 2/24

Approved By: