STATE OF ALABAMA
OFFICE OF INFORMATION TECHNOLOGY

Procedure 410P4: IT Project Sizing

VERSION NUMBER   Procedure 410P4-03

VERSION DATE   October 1, 2017

PROCEDURE TITLE   IT Project Sizing

GOVERNING POLICY   This procedure is governed by the current Policy 410: IT Project Initiation, regardless of revision.

TERMS AND
DEFINITIONS

Governance – the processes that ensure the effective and efficient use of IT in enabling an organization to achieve its goals.

Office of Information Technology (OIT) – formed through the passage of Senate Bill 117, to focus on three statutory mandates: IT Strategic Planning, IT Governance, and IT Resource Utilization.

Project Initiation Packet – a packet consisting of three documents including the Project Request Form, Business Case, and Project Charter. This packet is to be submitted to OIT for project governance.

Project Request – provides basic information and description about the project

Business Case – captures the reason and justification for a project

Project Charter – formally authorizes the existence of a project

Automated Project Portfolio Management Solution – the centralized management of the processes, methods, and technologies used to analyze and collectively manage current or proposed projects.

Threshold – the minimum requirements for establishing OIT governance.

OBJECTIVE	The objective of this procedure is to provide guidance on how to determine project sizing.

PURPOSE	This procedure's purpose is to provide instructions for determining project size.

SUPPORTING DOCUMENTS	The following documents support this Procedure:

- Standard 400S1: IT Project Governance Threshold
- Policy 410: IT Project Initiation
- Procedure 410P1: IT Project Initiation Phase
- Procedure 400P2: IT Project Governance Tailoring Matrix
- Template 410T1: Project Initiation Tool

EFFECTIVE DATE	This Procedure shall be effective upon its approval by the Secretary of Information Technology, as evidenced by the signature of the Secretary being affixed hereto.

SUPERSEDES	This Procedure supersedes version 410P4-02.

PROCEDURE	IT Project Sizing

1 Introduction

During the Project Initiation Phase, agencies must submit certain required documents known as the Project Initiation Packet. The documents required are based on the project size which will be determined using the Project Initiation Tool.

Projects that do not meet or exceed the project threshold criteria (as stated in Standard 400S1: IT Project Governance Threshold) are exempt from this procedure.

1.1 Inputs

Prior to beginning this process, the project submitter shall have sufficient understanding of the project to be able to estimate (within given ranges) the following information:

- Estimate for the Total Cost of the Project
- Estimate for the Total Benefit of the Project
- Flexibility of Schedule
- Complexity of Problem and/or Solution
- Strategic Importance of Project
- Political Importance of Project

1.2 Entry Criteria

The IT Project Governance Threshold as described in Standard 400S1: IT Governance Threshold has been met or exceeded.

1.3 Procedural Steps

1. Open the Project Initiation Tool using Template 410T1.
2. Select the 'Project Information' link that is located under the Navigation menu.
3. Under the title, 'Size of Project as Determined by Sizing Tool', select the button labeled, 'Click for Project Sizing'.
   - Enter in the estimated total cost of the project. The project will be sized (initially) using the estimated values. However, if a CBA is required, the project will be automatically resized using the information from the CBA.
   - Enter in the estimated total benefit of the project. This field will not affect the calculation of project size.
   - Answer each of the questions by selecting the radio button for the response that best fits.
   - The status bar at the top of the screen will change based on your answer to the questions.
   - After answering ALL questions, the status bar at the top of the screen will indicate the size of the project to be either MINOR, MODERATE, or MAJOR.
   - Select the 'Return to Project Request' button to return to the Project Request page.
4. Return to the dashboard in order to save the information to the template.

1.4 Supporting Tools/Checklists

Template 410T1: Project Initiation Tool

2 Verification/Supporting Data

2.1 Output

The Project Sizing Tool will provide a summary output indicating the project size is either MINOR, MODERATE, or MAJOR.

2.2 Exit Criteria

At the conclusion of this procedure, the project submitter will have determined the project size to be either minor, moderate, or major.

Based on this sizing, the project submitter will be able to determine the documents required in the Project Initiation Packet:

For Minor Projects, submitter will completed and submit:
- Project information into OIT's automated project portfolio management solution

For Moderate Projects, submitter will complete and submit:
- Project Request Form
- Business Case
- Project Charter

For Major Projects, submitter will complete and submit:
- Project Request Form
- Business Case
- Project Charter

The EPMS Info Sheet will be available for all projects regardless of size once the information provided for the Project Request Form has been completed. The EPMS Info Sheet is not required as part of the Project Initiation Packet, but is an informational sheet to map the information provided in the Project Initiation Tool to the correct fields for input into OIT's automated project portfolio management solution.

See Related Procedures (as applicable)

2.3   Responsibility/Authority
The OIT has reviewed and approved this procedure and has the authority to ensure compliance with this procedure.

2.4   Deviation/Tailoring
There shall not be any deviation or tailoring permitted to this procedure. If deviations or tailoring are required, a request must be submitted to OIT.

2.5   Related Procedures
Procedure 400P2: IT Project Governance Tailoring Matrix
Procedure 410P1: IT Project Initiation Phase
Procedure 410P2: Completing a Project Request Form
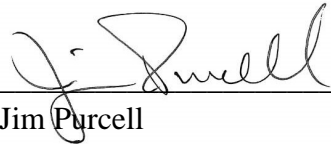Procedure 410P3: Completing a Business Case
Procedure 410P5: Waiver Process
Procedure 410P6: Completing a Project Charter

2.6   Special Considerations
There are no special considerations for this procedure at the time of this writing.

The undersigned, as Acting Secretary of Information Technology of the State of Alabama, exercising the power vested in that Office by the laws of this State, declares this Procedure to be available for adoption as of the__1st__day of __   October_____, 20_17__.

Jim Purcell
Acting Secretary of Information Technology

DOCUMENT CHANGE HISTORY

Version	Release Date	Comments
410P4-01	April 12, 2016	Initial version
410P4-02	June 23, 2016	Removed reference to Business Case based on sizing
410P4-03	October 1, 2017	Updated version to incorporate project sizing into the Project Initiation Tool, implement new Minor project size, required documents for the Project Initiation Packet, and reference to use of an automated project portfolio management solution.