

		PROJECT DEFINITION	PROJECT FUNDING	MANAGEMENT REQUIREMENTS	PERFORMANCE REVIEWS AND OVERSIGHT	COMPENSATION	TESTING AND EVALUATION
	<b>PROJECT PHASE</b>						
	(x at left denotes phase questions are relevant)						
	<b>PROJECT DEFINITION</b>						
1	To what extent does the proposed project fit the larger statewide strategic goals as spelled out by the OCIO? (That is, does the system meet overall statewide technology and business goals rather than specific department and agency goals?)	x		x			
2	How does the proposed IT project align with the policy and or budget priorities of the state and the sponsoring department or agency?	x	x			x	
3	Is the business problem or opportunity clearly defined and well aligned with the organization's program responsibilities and priorities?	x	x	x			
4	How does the agency/department plan to modernize or improve business processes as part of the project?	x		x	x		x
5	What other potential solutions – IT and non-IT – were assessed as part of the study and why were they not selected? Why is this the preferred alternative?	x	x				
6	Given the budget crisis, to what extent can this project be delayed without significantly compromising program integrity?	x	x		x	x	
7	What return on investment, service or quality improvements will the state realize from this IT project?	x	x		x	x	
8	Did the proposal result from an objective study of the issue including business process analysis, as appropriate?	x		x	x		
9	What are the critical policy/programmatic and technology risks associated with the project?	x		x	x		x
10	Does the proposal contain a defined governance approach to ensure executive sponsorship and stakeholder engagement throughout the project?	x		x	x		x

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11	What is the relative priority of the IT project with respect to other IT projects or budget requests for the sponsoring agency or department and other state agencies/departments?	x	x	x	x		
12	How does the project plan to fund system development throughout the project lifecycle and beyond?	x	x	x	x	x	x
13	What procurement strategy will the project utilize? What are the advantages and disadvantages of this strategy?		x	x	x		x
14	Is vendor compensation constructed so the vendor and the state have common objectives with measurable objectives that the owner wants to accomplish?	x	x	x	x	x	x
15	How does the project plan to fund system development throughout the project lifecycle and beyond?	x	x	x	x	x	x
	<b>MANAGEMENT REQUIREMENTS</b>						
16	How does the agency/department plan to manage the project?	x	x	x	x	x	x
17	Describe the degree of oversight the OCIO and others (contracted vendors) will provide during system	x	x	x	x	x	x
18	How does the proposal address risk management?	x	x	x	x	x	x
19	Is a regular review process in place for management performance during the project's development, testing and implementation?	x		x	x		x
20	Does the proposal contain an appropriate project management structure (skills, experience, resources, etc.) commensurate with the scope and complexity of the project?	x	x	x	x	x	x
21	Are the technical management requirements based on industry standards and best practices?	x		x	x		x
22	Does the proposal contain measurable business objectives?	x		x	x		x
23	How does the agency/department plan to manage the programmatic and technology risks associated	x		x	x		x

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	<b>PERFORMANCE REVIEWS AND OVERSIGHT</b>						
24	Does the proposal contain milestones and/or checkpoints? For business-based procurements, does the proposal contain a plan to produce milestones (and/or checkpoints) following procurement?		x	x	x	x	x
25	Is the project using performance-based criteria (i.e. the vendor bears all risk until performance is demonstrated)? If not, explain what safeguards are in place to eliminate the risk to the state. Time, materials, and deliverables do not necessarily guarantee a project that operates successfully upon completion.	x	x	x	x	x	x
26	Does the proposal contain an appropriate project management structure (skills, experience, resources, etc.) commensurate with the scope and complexity of the project?	x		x	x		x
27	Will the work be evaluated regularly to ensure that it its being built consistent with functional	x		x	x		x
28	What specific performance outcomes/outputs will the agency/department measure and report to the	x		x	x		x
29	What are the significant checkpoints or milestones for the project?	x	x	x	x		x
30	What does project success look like and how will it be determined? When and to whom will it be	x			x		x
	<b>COMPENSATION</b>						
31	Is the project using performance-based criteria (i.e. the vendor bears all risk until performance is demonstrated)? If not, explain what safeguards are in place to eliminate the risk to the state.		x	x	x	x	x
32	Is vendor compensation constructed so the vendor and the state have common objectives with measurable objectives that the owner wants to accomplish?	x	x		x	x	x
33	Does the contract include terms to withhold funding until problems are resolved?	x	x	x	x	x	x
34	How does the project plan to fund system development throughout the project lifecycle and beyond?	x	x	x		x	x
	<b>TESTING AND EVALUATION</b>						
35	How will the project prepare staff for successful transition from the old to the new system?	x		x	x		x
36	When and what level of detailed training will be offered before, during and after transition?	x		x	x		x