**PROJECT EXECUTION AND BUILD**

1. **SCOPE**

This Quality Work Instruction (QWI) defines the Project Execution and Build procedure as the method to effectively build, configure and/or customize a product or service based on business requirements, within the overarching [0300-0300-005-B PROJECT MANAGEMENT PROCESS](https://it.nc.gov/media/1002/open). This procedure results in completion of Information Technology (IT) Project deliverables that must be fully tested prior to Business Owner acceptance.

1. **OWNER**
   1. The Enterprise Project Management Office (EPMO) Director owns this QWI. No changes, additions or alterations may be made without the owner’s written approval.
2. **REFERENCE DOCUMENTS**

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| --- | --- |
| **DOCUMENT IDENTIFICATION** | **DOCUMENT TITLE** |
| 0100-0800-010-B | **FORMS AND RECORDS CONTROL** |
| 0300-0300-005-B | [PROJECT MANAGEMENT PROCESS](https://it.nc.gov/media/1002/open) |
| 0300-0310-005-C | [PROJECT INITIATION](https://it.nc.gov/media/1003/open) |
| 0300-0330-010-C | [PROJECT GO-LIVE READINESS ASSESSMENT](https://it.nc.gov/media/1031/open) |
| 0300-0360-005-C | [PROJECT CHANGE REQUEST](https://it.nc.gov/media/1120/open) |
| 0600-0600-005-B | **CORRECTIVE ACTION PROCESS** |
| 0810-0810-005-B | [QUALITY CONTROL PROCESS](https://it.nc.gov/media/308/open) |

1. **ASSOCIATED FORMS**

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| **FORMS IDENTIFICATION** | **FORM TITLE** |
| 0300-0330-010-D | [PROJECT GO-LIVE READINESS ASSESSMENT FORM](https://it.nc.gov/media/1032/open) |
| 0300-0360-015-D | [PROJECT CHANGE REQUEST FORM](https://it.nc.gov/media/1121/open) |
| 0810-0810-005-D | [QUALITY CONTROL DECISION POINTS](https://it.nc.gov/media/309/open) |

1. **DEFINITIONS**

* **AGENCY THRESHOLD: *see Glossary of Terms and Definitions***
* **EPMO THRESHOLD: *see Glossary of Terms and Definitions***

1. **PROCEDURE**

The Project Execution and Build Phase is where the Project Manager (PM) and the project team executes the project plan to build, test and prepare a solution for implementation. Throughout this phase the baseline project schedule and costs are monitored in accordance with **0810-0810-005-B QUALITY CONTROL PROCESS**.



* 1. The PM drives all aspects of the IT Project while managing schedule execution and cost control.
  2. The Project Management Advisor (PMA) will follow the **0600-0600-005-B CORRECTIVE ACTION PROCESS** if project cost or schedule variance exceeds an established EPMO threshold as documented in the [0300-0360-005-C PROJECT CHANGE REQUEST](https://it.nc.gov/media/1120/open) process.
  3. If required, the PM will follow the [0300-0360-005-C PROJECT CHANGE REQUEST](https://it.nc.gov/media/1120/open) process.
  4. The project team builds, configures and tests the solution, and gains Business Owner acceptance.
  5. If required, the PM will initiate the [0300-0330-010-C PROJECT GO-LIVE READINESS ASSESSMENT](https://it.nc.gov/media/1031/open) procedure and Go-Live Readiness Decision Point (DP) as defined in [0810-0810-005-D QUALITY CONTROL DECISION POINTS](https://it.nc.gov/media/309/open). The Agency Chief Information Officer (Agency CIO) must approve the Go-Live Readiness Assessment before the project can move into the Implementation Phase.
  6. If required, the EPMO provides Corrective Action requirements in accordance with the **0600-0600-005-B CORRECTIVE ACTION PROCESS**.

1. **RECORDS**

**7.1** Unless otherwise specified in this Procedure/QWI, Records shall be maintained in accordance with

**0100-0800-010-B FORMS AND RECORDS CONTROL** procedure.

**8.0 REASON FOR CHANGE**

**8.1** Corrected errors in section 3.0 REFERENCE DOCUMENTS and section 4.0 ASSOCIATED FORMS.

**8.2** Change EPMO Manager to EPMO Director**.**