



DOCUMENT #	0300-0365-005-C
REVISION #	1.0
TITLE	PROJECT DECISION MEMO
EFFECTIVE DATE	02/23/15

PROJECT DECISION MEMO

1.0 SCOPE

This document defines the Enterprise Project Management Office (EPMO) procedure to obtain State Chief Information Officer (SCIO) - or designee - authorization to proceed with an Information Technology (IT) Project at a Decision Point (DP).

2.0 OWNER

2.1 The Enterprise Project Management Office (EPMO) Manager owns this procedure. No changes, additions or alterations may be made without the owner’s written approval.

3.0 REFERENCE DOCUMENTS

DOCUMENT IDENTIFICATION	DOCUMENT TITLE
EPMO RECORDS per CHAPTER 121 & 132	PROGRAM RECORDS RETENTION & DISPOSTION SCHEDULE
0100-0800-010-B	FORMS AND RECORDS CONTROL
0300-0300-005-B	PROJECT MANAGEMENT PROCESS
0600-0600-005-B	CORRECTIVE ACTION PROCESS
0810-0810-005-B	QUALITY CONTROL PROCESS

4.0 ASSOCIATED FORMS

FORMS IDENTIFICATION	FORM TITLE
0300-0365-005-D	PROJECT DECISION MEMO FORM
0810-0810-005-D	QUALITY CONTROL DECISION POINTS

5.0 DEFINITIONS

- NONE

6.0 PROCEDURE

- 6.1 Per [0300-0300-005-B PROJECT MANGEMENT PROCESS](#), and as specifically defined in [0810-0810-005-D QUALITY CONTROL DECISION POINTS](#), some DPs require the SCIO (or designee) to approve the IT Project to proceed. If the IT Project is ready for SCIO review/approval, the EPMO Manager will prepare the [0300-0365-005-D PROJECT DECISION MEMO FORM](#) for routing.
- 6.2 The EPMO Manager will submit the completed [0300-0365-005-D PROJECT DECISION MEMO FORM](#) to the SCIO (or designee) via email, or the Project Portfolio Management (PPM) System workflow.

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- 6.3 If the SCIO (or designee) approves, the Project Manager (PM) is authorized to continue executing the Project Plan. If the SCIO (or designee) disapproves, the IT Project is returned to the Agency for revision or cancellation. The EPMO will provide revision requirements in accordance with [0600-0600-005-B CORRECTIVE ACTION PROCESS](#).
- 6.4 The EPMO will archive the completed [0300-0365-005-D PROJECT DECISION MEMO FORM](#) in the EPMO Project Management document repository.

7.0 RECORDS

- 7.1 Unless otherwise specified in this procedure, Records shall be maintained in accordance with [0100-0800-010-B FORMS AND RECORDS CONTROL](#) procedure.

8.0 REASON FOR CHANGE

- 8.1 Initial issue.

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