QUALITY CONTROL DECISION POINTS
Enterprise Project Management Office

Project Phase	Decision Point	EPMO Requirements	Initiator	Review Lead	SLC (Business Days)	Final Approval Authority	Description
Initiation							
	Business Case		PM	EPMO	10	SCIO (or designee)	Present an IT Project to the SCIO for review and decision. Submissions may be returned to the Agency in accordance with the process for Corrective Action.
		Project Charter Form	PM, Business Owner	PMA	Days 1 thru 5	Agency CIO	Agency CIO approves prior to submission to SCIO, State Budget Director and OSC. Process to effectively document business needs, goals, objectives, scope, and budget. An approved Project Charter authorizes the PM to apply resources.
		Project Assessment Type Form	PM	PMA	Days 1 thru 5	EPMO	Characterize a project based on risk. (May be concurrent with Project Charter.)
		Project Financial Assessment Form	PM, Business Owner	OSBM	Days 1 thru 10	State Budget Director	Process to effectively document project implementation and ownership costs. Benefits may or may not be tangible. (Initial Cost Estimate = -25% / +75%)
		Basic Project Schedule	PM	PMA	Days 1 thru 5	EPMO	Minimum requirement is a basic Microsoft Project schedule that includes the five (5) IT Project phases and PM time. (May be concurrent with Project Charter.)
Planning and Design							
	Business Case	Update for Refined Cost and Schedule Estimate	PM	EPMO, OSBM	10	State Budget Director	Review of costs and benefits refined thru the planning phase. Results in "Refined" cost and schedule. (Refined Cost Estimate = -10% / +25%)
	Business Case	Update for Baseline Cost and Schedule Estimate	PM	EPMO, OSBM	10	SCIO, State Budget Director	Review of costs and benefits refined thru the planning phase. Results in "Baseline" cost and schedule. (Baseline Cost Estimate = -5% / +10%)
Execution and Build							
	Go-Live Readiness	Project Go-Live Readiness Assessment Form	PM, Agency CIO	EPMO	Schedule	Business Owner	Prior to Implementation and principally for high risk projects. Documents thorough review of all delivery aspects of the project. (I.e. testing, communication, backout plan, war rooms, training, service desk, change management, etc.)
Implementation							
Closeout							

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Procurement DPs							
Planning and Design							
	RFP Review	Project RFP Review Form	PM	Statewide IT Procurement	15	Statewide IT Procurement	Prior to posting RFP ensure business requirements, technical solution, procurement strategy and funding align.
	Contract Award	Project Contract Award Recommendation Form and Update to Business Case (Refined Cost Estimate)	PM	Statewide IT Procurement	5	Statewide IT Procurement, OSBM	Prior to contract award. Ensures appropriate technical solution with funding is secured and aligned.

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As Required DPs							
Any	Project Architecture Review	Section Standards, Project Architecture Review Form and Corrective Action	PMA	Statewide TSS Architect	5	Statewide TSS	Review solution to ensure adheres to statewide architecture standards. (May be concurrent with Project Security Review.)
Any	Project Security Review	Section Standards, Project Security Review Form and Corrective Action	PMA	ESRMO	5	SCIRO	Review solution to ensure adheres to statewide security standards. (May be concurrent with Project Architecture Review.)
Any	Change Request	Project Change Request Form	PM	EPMO, OSBM	5	EPMO, State Budget Director	Review budget, schedule, and scope changes to keep the SCIO, DSCIO, Business Owner and Agency abreast of project performance.
Any	Program - Project Review	Program Project Review Form	PM	EPMO	Schedule	SCIO (or designee)	Periodic SCIO progress reviews for high risk/high visibility IT programs/projects. (Agencies may also use to conduct internal program/project reviews.)
Any	Agency Peer Review	Project Peer Review Form	PM	Peer Team	Schedule	Agency CIO	Process that leverages peer review to support project quality requirements or mitigate risk. Examples include: cost estimation, technical assessment, testing, etc.