

## Job Aid - IT Project Determination Scenarios

	Scenario A	Scenario B1	Scenario B2	Scenario C	Scenario D	Scenario E
<b>Examples</b>	New system or Legacy system replacement	Adding new functionality on existing system (i.e. new module)	Extending, removing or updating existing functionality on existing system (i.e. new license type)	Mobile App or internal software asset tracking system	Nominal enhancements to existing functionality (i.e. Change Request)	Infrastructure Upgrade not related to a business solution project
<b>IT Project vs. M&amp;O</b>	IT Project	IT Project	M&O	IT Project	M&O	M&O
<b>Reportability Criteria:</b> - Legislation - Budget Action - Above Delegation	One or more of the three	One or more of the three	One or more of the three	None of the three	None of the three	N/A
<b>Type</b>	Reportable	Reportable	M&O	Non-reportable	Non-reportable	Non-reportable
<b>Visibility / Notification to CDT</b>	PAL (S1 to S4) with CDT/DOF	PAL (S1 to S4) with CDT/DOF	PAL (S1 only) to DOF and CDT	No PAL – see TL 15-01: COTS/SAAS PROJECT APPROVAL DELEGATION	No PAL	No PAL – CDT will need info from the Department Portfolio Report to support a Budget Action or NCB
	<b>Project Approval Lifecycle (PAL) – Stage Gate</b>					
<b>PAL coordination between CDT and Umbrella Agency</b>	Agency Portfolio, report to CDT/DOF on monthly basis				N/A	Agency Portfolio Rpt.
	S1 vetting by Agency		N/A	N/A	N/A	N/A
	S2 to S4 w/CDT/DOF	S2 to S4 w/CDT/DOF	Budget Action & NCB coordination	N/A	N/A	Budget Action & NCB coordination
	<b>Independent Project Oversight (IPO)</b>					
<b>Large and Medium Projects – CDT *Small Project – Agency Health Monitoring</b>	CDT IPO DOF ITCU	CDT IPO DOF ITCU	N/A	N/A	N/A	N/A
	Agency Project Health Monitoring					

## Job Aid - IT Project Determination Scenarios

Definitions:

SAM 4819.2

**Information Technology Project:** *A unique endeavor with a defined beginning and end, named deliverables and defined budget/resources that consumes at least 500 hours of effort.*

*Information Technology (IT) projects are undertaken to provide an IT solution for a business problem/opportunity in order to meet unique goals and defined objectives that encompasses computerized and auxiliary automated information handling, that may include systems design and analysis, conversion of data, computer programming, information storage and retrieval, data transmission, requisite system controls, simulation and related interactions between people and machines.*

**Maintenance:** *Activities or costs associated with the ongoing upkeep of operational applications of IT. Maintenance includes correcting flaws, optimizing existing systems or applications, responding to minor changes in specified user requirements, renewal of equipment maintenance agreements, software or hardware upgrade or refresh to maintain the health of the systems, and meeting normal workload increases using substantially the same applications, facilities, IT personnel, supplies and software.*