

Job Aid - IT Project Determination Scenarios

	Scenario A	Scenario B1	Scenario B2	Scenario C	Scenario D	Scenario E	
Examples	New system or Legacy system replacement	Adding new functionality on existing system (i.e. accounting function)	Extending, removing or replacing 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	
IT Project vs. M&O	IT Project	IT Project	M&O	IT Project	M&O	M&O	
Reportability Criteria: - Legislation - BCP - Above Delegation	Any of the three	Any of the three	Any of the three	None of the three	None of the three	Any or None of the three	
Type	Reportable	Reportable	M&O	Non-reportable	Non-reportable	Non-reportable	
Visibility / Notification to CDT	PAL (S1 to S4) with CDT/DOF	PAL (S1 to S4) with CDT/DOF	No PAL – CDT will need info from the Department Portfolio Report to support a BCP or NCB	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 BCP or NCB	
Project Approval Lifecycle (PAL) – Stage Gate							
PAL coordination between CDT and Umbrella Agency	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	N/A
	S2 to S4 w/CDT/DOF	S2 to S4 w/CDT/DOF	BCP & NCB coordination	N/A	N/A	N/A	BCP & NCB coordination
Independent Project Oversight (IPO)							
Large and Medium Projects – CDT *Small Project – Agency Health Monitoring	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.*