

ENTERPRISE PROGRAM MANAGEMENT OFFICE (EPMO)

AGENCY MITDP OVERSIGHT AND REPORTING ACTIVITIES

(as of December 2020)

Below is a high-level Agency oversight and reporting activities table for Major Information Technology Development Projects (MITDPs) broken down into four sections:

- General Oversight and Procurement
- Project Management
- Reporting
- Budgeting

This table is not inclusive of all the oversight that is to be provided or required for MITDPs but is intended to provide an overview of standard activities and oversight frequency that can be expected when a project is deemed a MITDP.

Please note: This table below is subject to change at any time.

1. GENERAL OVERSIGHT AND PROCUREMENT

Activity	Description	Frequency
OPM involvement	<ol style="list-style-type: none"> 1. OPM to oversee planning and implementation phases of Agency MITDP projects. This includes actively monitoring project status through review of project artifacts and observe project activities with team members and stakeholders to maintain a thorough understanding of project health and progress. 2. Review and facilitate mitigation of project risks and recommend intervention measures that may include identification and determination of an Independent Verification and Validation (IV&V) assessment. 3. Provide strategic support and thought leadership on technology acquisition strategy, business process impact assessment, and human-social collaboration issues related to system implementation and adoption. 	On going

Activity	Description	Frequency
Submit procurements for review and approval through the proper Procurement and Oversight channels	Agencies are required to follow the respective DGS and DoIT (Intake)* processes for procurement requests, reviews, awards. Additional information is provided in the reference below. Reference: https://doit.maryland.gov/policies/Pages/default.aspx	On going

2. PROJECT MANAGEMENT

Activity	Description	Frequency
Agency is accountable for MITDP Project Management	Work with DoIT on the proper resource plan for acquiring resources and managing the MITDP and perform necessary activities in these efforts for MITDP success, including adherence to the State’s System Development Life Cycle (SDLC) implementation methodology.	On going
Agency to provide State Required SDLC documents/deliverables per DoIT website	Provide requisite documentation in keeping with the State's SDLC implementation methodology. Documentation needs to include an iterative implementation approach with clearly identifiable activities and milestones resulting in incremental product release(s). System Development Life Cycle	On going
Agency to review and approve SDLC deliverables prior to submission to DoIT for review/recommendations	Per activity above, SDLC documents should reflect standard/best Project Management Practices; DoIT will review and provide any recommendations for compliance to the SDLC.	On going
Agency to adhere to State requirements for the MITDP and respective Oversight	As required by Maryland State Finance and Procurement articles 3A-301-3A-309	On going
Agency to baseline and re-baseline	Re-Baseline represents updating or modification of a project's baseline, as a result of any significant change to the schedule, cost, or deliverable content.	Baseline-Required; Re-baseline as needed per DoIT Re-Baseline policy

Activity	Description	Frequency
Agency is accountable for access and collaboration in support of Independent Verification & Validation (IV&V) Project Management	Should IV&V be rendered necessary to support oversight of the MITDP, work with DoIT IV&V project manager and designates to enable access to the project personnel and artifacts. Project management and SMEs are expected to support the acknowledgement, approval, and mitigation of identified findings and risk.	On going / As requested by DoIT

3. REPORTING

Activity	Description	Frequency
Fiscal Year ITPR	Information Technology Project Requests (ITPRs) are required for all MITDPs on a yearly basis. The information contained in the ITPR include project specific information such as; identifying stakeholders, describing the project need, providing a scope, identifying the risks, and estimating costs of the project, including implementation.	Yearly/Due around August 30 th ; System access available early July (communication distributed).
End of Year (EOY) Report Narrative	Yearly project update to show: Project description, project status, scope, cost and schedule changes, and risks/ issues	Yearly/ Due around August 30 th
End of Year (EOY) Report Financial Table	Yearly financial status project update to show: cost to date, out year costs, and funding for the respective reporting period.	Yearly/ Due around September 15 th
Mid-Year (MY) Report Narrative	Mid-Year project update since EOY to detail: Project description, project status, scope, cost and schedule changes, and risks/ issues	Yearly/ Due around November 25 th
Weekly Project Status Report	Agency provided status reports that provide the following minimum information: Project status, periodic accomplishments, risks, issues, and mitigation strategies.	Weekly
Weekly Project Status Meeting	Project Meetings with the Vendor and State Teams that OPMs attend/observe and engage in	Bi-weekly, at minimum

Activity	Description	Frequency
	project level activities at a suitable level to maintain a clear understanding of the project progress, activities, risks, and finances.	
Stakeholder Meetings and Steering Committee Meetings, as applicable	Stakeholder/Steering Committee meetings with key members that OPMs attend and provide any respective oversight status and responses to questions/concerns.	Monthly and/or as applicable
Risk Register	Frequently updated Risk Register document that details all relevant risks and issues, along with supporting details that prioritizes mitigation strategies based on impact, and probability of occurrence.	Monthly, at minimum
Project Health Assessment Charts (prior Quad Chart)	Monthly update on the project status/accomplishments, program increments progress, budget, milestones, risks etc.	10 th of Every Month
Portfolio Review Meeting	Stakeholder(s) Executive review of the project; A forum to present and discuss project status, issues/risks, corrective action plans, additional support needed, etc.	As requested by DoIT Management or Agency Stakeholders

4. BUDGETING

Activity	Description	Frequency
Initial and Yearly Budget Planning	Initial budget estimates submitted within the IT Project Request (ITPR) form require a solid foundation and proven forecasting methodology and should account for the entire project lifecycle; Budget estimates must be updated on a Fiscal Year basis	Initially and yearly fiscal updates to the ITPR
Monthly Spending Reports	Updated spending plans and actuals must be included with the monthly health assessment chart and other respective agency financial tracking documents in preparation for the	Monthly- included with Health Assessment Chart and other agency tracking documents

Activity	Description	Frequency
	health assessment. OPMs may require additional spending information.	
Contract Management Reviews	Ongoing reviews of staffing/resourcing, contract modifications and renewals, and any other contractual related items may be requested and reviewed.	As requested by DoIT
Budget Amendments	Budget amendment information is required prior to funding/spending approval. This information will be reviewed by the OPM.	As requested by DoIT
Financial Information Requests (Financial/Budget/Invoicing Documents)	DoIT review of any related financial/budgeting/invoicing documents related to the execution of the MITDP including spending and funding.	Quarterly via the expenditure verification procedure for revenue requests; Otherwise, as requested by DoIT