

 <p><b>Office of Systems Integration</b> "SERVING CALIFORNIA"</p>	<p align="center"><b>ADMINISTRATIVE POLICY</b></p> <p><b>Control Number: OSI-AP-08-02</b></p>
<p align="center"><b>Adoption of the OSI Best Practices Website</b></p>	<p align="center"><b>Revised Date: March 7, 2008</b></p>

**Introduction**

Due to the unique characteristics that distinguish the OSI projects, existing government standards and practices have not always provided sufficient guidance and direction. Using applicable industry standards, State of California rules and regulations, as well as other organizational best practices, the OSI Best Practices Website addresses project needs by providing a resource for policies, standards, guidance, and industry best practices.

**Purpose**

The purpose of the this policy is to reaffirm the Office of Systems Integration’s (OSI) ongoing commitment to process improvement by adopting the OSI Best Practices Website ([www.bestpractices.osi.ca.gov](http://www.bestpractices.osi.ca.gov)) as the official repository for policies, standards, guidance, and best practices for projects managed by the OSI.

The Best Practices Website provides direction and best practices guidance for State and consultant staff of the OSI to manage large-scale projects. These best practices represent efficient, effective, and repeatable processes that have enabled the OSI to successfully implement and continuously improve its projects.

**Policy**

1. Adherence to the guidance provided by the Best Practices Website is mandatory unless otherwise stated and shall apply to all OSI projects. Projects shall ensure compliance with this policy at the start of a new life cycle phase. Projects that are in the middle of an OSI life cycle process (at the effective date of this policy) are required to demonstrate due diligence to comply with this policy to the degree that it does not jeopardize their ability to satisfy prior project commitments.
2. Projects shall be responsible to be in compliance with new policies and standards as they are added to the Best Practices Website. Projects that are in the midst of their project life cycle should confer with the OSI Project Management Office (PMO) to determine how they will make the transition to policy compliance.

Policy continued:

3. The OSI PMO shall be the organization's agent for process improvement, Best Practices Website change control, and policy/guidance compliance as defined by the PMO Project Charter (OSIAdmin #1490).

**Approval**



3-11-08

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**PAUL BENEDETTO**  
Chief Deputy Director

Date