

 <p>Office of Systems Integration "SERVING CALIFORNIA"</p>	<p>PMO PROCEDURE</p> <p>Control Number: OSI-AP-08-11</p>
<p>Project Initiating Procedure</p>	<p>Effective Date: August 28, 2008</p>

1.0 Purpose:

In support of OSI Policy on Project Management #OSI-AP-08-03, this procedure establishes the process by which OSI projects are initiated. The Initiating process begins with Project Concept Statement Development and ends with conducting the Initiation Phase Review Meeting.

2.0 Definitions and References:

2.1 Office of Systems Integration: The Office of Systems Integration (OSI) provides project management services for the California Health and Human Services Agency. The OSI also provides standards, guidelines, policies and procedures for the efficient, effective and successful initiation, planning, execution and closure of these projects.

2.2 Project Charter: A formal document that describes the purpose, expected outcomes, and high-level milestones and approach to the project. The charter is used to confirm expectations with the project sponsor and stakeholders, and to formally authorize the project.

2.3 Project Concept Statement: A brief statement summarizing the purpose, approach, necessary resources, risks, and impacts of a proposed project/initiative. Executive management uses the concept statement to determine if the proposed project/initiative can be successful based on current resource availability, skill sets and timelines. If approved, the concept statement is used to create the Project Charter.

2.4 Other References:

- 2.4.1 Information Technology (IT) Oversight Framework
http://www.cio.ca.gov/Government/IT_Policy/pdf/IT_OvrsghtFrmwrkR2-25-04s.pdf
- 2.4.2 Project Management Body of Knowledge (PMBOK) Third Edition, Project Management Institute (PMI)
- 2.4.3 Office of Systems Integration, Best Practices Website (BPWeb)
<http://www.bestpractices.osi.ca.gov>

3.0 Role and Responsibilities:

- 3.1 Project Sponsor: The Project Sponsor is responsible for advocating for the project at the executive level and with control agencies and stakeholders. The Sponsor is responsible for approving the project charter, assigning the Project Manager, and authorizing the project to proceed to the planning phase.
- 3.2 Project Manager: The Project Manager is responsible for developing the Project Charter along with the Project Sponsor.
- 3.3 Executive Management: Executive Management is responsible for signing and approving Project Concept Statement and Project Charter.
- 3.4 Project Stakeholders: Project Stakeholders are responsible for signing and approving the Project Concept Statement and Project Charter.

4.0 Procedure:

Note: Not all project activities are sequential and many are iterative based on the project needs.

ACTIVITY

DESCRIPTION

1. Develop Project Concept Statement

The Project Concept Statement is a written request for a project by an individual or group within the organization. The project request indicates a desire for a project rather than a mutual agreement and commitment to perform it. The Project Concept Statement provides a preliminary scope, budget, schedule, number of resources needed and identify the project funding source to complete the project.

2. Approve the Project Concept Statement

The Executive Management and Project Stakeholders will approve the Project Concept Statement.

3. Assign Project Manager

The Project Sponsor assigns or hires a Project Manager for the project. If necessary, an acting Project Manager might be assigned until the official Project Manager is hired by OSI. The acting PM must be available on a full-time basis to support this effort.

4. Develop Project Charter

The Project Manager is responsible for development of the project charter based on the approved concept statement. The Project Charter formally establishes a project and authorizes the Project Manager to use organizational resources to perform project activities.

5. Review, Approval and Authorization of Project Charter

The Project Manager, Executive Management and Project Sponsor review and approve the Project Charter, as listed in the Project Charter. This activity is complete when the Project Charter has been signed and approved.

6. Begin Development of Project Funding Documentation

The Project Manager begins the process to obtain state and/or federal funding based on the identified funding source identified in the Project Concept Statement. Refer to the Project Funding Approval Life Cycle.

7. Complete Initiation Phase Review and Lessons Learned

The Project Manager contacts all participating stakeholders to review and document lessons learned in the initiation phase.

5.0 Revision History

History of document changes, whether they are minor typographical errors, major improvements, or re-engineering efforts.

Date	Revision Number	Change
	1.0	New Procedure