IT Project Plan Approval Process for Projects over $250,000 – Executive Branch

1. Agency identifies need for IT Project
2. Agency submits Planned Project filing to CITO
3. CITO determines if project is reportable
   - No
   - Yes
     - Feasibility Study Required
     - Feasibility Study Recommended
     - Yes
     - No
4. Is the Estimated Project Cost over $1 million?
   - No
   - Yes
     - Feasibility Study Recommended
     - Feasibility Study Required
5. Agency completes FSR and submits for approval
6. CITO reviews FSR
7. CITO approves FSR
8. Agency submits High Level Project Plan
9. Has Agency presented project to CLT?
   - No
   - Yes
10. Revised High Level Project Plan Required
11. CITO approves High Level Plan
12. CITO issues approval letter
13. Agency prepares Specifications for CITO review
14. CITO Approves Specifications
15. CITO issues approval letter
16. Variance from High Level Plan is <10%
   - Yes
   - No
17. Agency enters procurement process / awards contract
18. Agency submits detailed project plan for CITO review
19. CITO approves detailed plan
20. CITO issues approval letter
21. Project begins execution
22. Agency submits quarterly reports during execution
23. Project is completed
24. Agency submits PIER

Ways Projects are Disclosed
- 3 Yr IT Mgmt and Budget Plans
- Agency/INK
- Specifications
- Purchasing
- Other

Agency Responsibility
- CITO Responsibility

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