

GTA ENTERPRISE GOVERNANCE AND PLANNING

GTA's Enterprise Governance and Planning (EGAP) unit promotes an enterprise approach to technology by establishing statewide policies, standards and guidelines based on industry best practices and federal requirements. It also works closely with the Governor's Office of Planning and Budget and state agencies to ensure an individual agency's IT strategy aligns with its overall business strategy and business continuity planning.

FOR MORE INFORMATION

Contact EGAP's Enterprise Project Management Office at:
epmo@gta.ga.gov
or
47 Trinity Avenue, S.W.
Atlanta, Georgia 30334
www.gta.georgia.gov/egap

Agency Project Self-Assurance Certification Program

Building project management competencies today,
creating leaders for tomorrow

Project Assurance provides guidance and counsel on the planning, execution and delivery of large, complex technology projects.

The Georgia Technology Authority (GTA) is required to provide project assurance services on IT projects costing more than \$1 million. Any projects over \$5 million also require Independent Verification and Validation (IV&V) services. The goal of Project Assurance and IV&V is to increase the project's probability of success, which is defined as meeting business and technical requirements on budget and on time. IV&V, an industry best practice, follows the basic Project Assurance process with the added benefit of an independent third party to conduct assessments and report on findings and recommendations.

GTA provides agencies with several options for Project Assurance based on the project's complexity, criticality and size. In addition to IV&V, one of those options involves the agency performing Project Assurance on its own projects. Agency

Project Self-Assurance is a lower-cost alternative to IV&V services; however, it still maintains the rigor and independence required to provide quality project oversight.

Agency Self-Assurance Certification Requirements

Agencies must comply with the following criteria to be approved to conduct self-assurance on projects under \$5 million:

- The agency must have an establish Project Management Office.
- The state's Project Assurance Manager must be independent of the project.
- The agency must use the state's project portfolio management tool, GEMS (Georgia Enterprise Management System).
- The agency must implement the state's Enterprise Performance Life Cycle (EPLC) methodology.
- The agency must be reviewed and approved by EGAP's Enterprise Portfolio Management Office.
- The agency's Project Assurance Manager must attain the state of Georgia Project Manager Certification and attend the Project Assurance training course.

How to apply

Simply e-mail the Enterprise Portfolio Management Office at epmo@gta.ga.gov.



Georgia Technology Authority

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Project Assurance Process

An agency's Project Assurance Manager will likely spend between 8 and 16 hours per week on a project. The following are minimum tasks required of the manager.

Attend all project-related meetings

- Project status and team meetings
- Design sessions
- Steering committee meetings
- GTA Critical Projects Review Panel meetings (as required)
- Governor's Office Critical Projects Review Panel meetings (as required)
- Lessons learned meetings
- Any other meetings and interviews that contribute to a project's evaluation

Perform project documentation reviews and document findings and recommendations

- Project charter
- Organizational change management plan
- Communications plan
- Requirements documentation (functional, business and technical)
- Project schedule
- Technical analysis and design specifications
- Quality assurance test strategy and plan
- Implementation and cutover plan
- Other documents as necessary

Develop the Project Assurance Dashboard Report

- Ensure its attachment to GEMS on a monthly basis

Ensure a lessons learned document is completed