

## PROJECT ASSURANCE PROCESS

It is anticipated that the Agency Project Assurance Manager will spend, on average, between 8 to 16 hours per week on a project.

The following are the minimum required tasks that are to be performed by the Agency Project Assurance Manager:

- Attend all project related meetings:
  - Project status/team meetings
  - Design sessions
  - Steering committee meetings
  - GTA Critical Panel meetings (as required)
  - Governor's Office Critical Panel meetings (as required)
  - Any other project meetings and interviews that would contribute to evaluation of the project
  - Lesson's learned meeting
- 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/plan
  - Implementation/cutover plan
  - Other documents, as necessary

- Develop the Project Assurance Dashboard report and have the PM attach it to the GEMS project on a monthly basis.
  - Present at the GTA Critical Panel meetings (as required)
  - Present at the Governor's Office Critical Panel meetings (as required)
- Ensure a Lessons Learned document is completed.



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## State of Georgia Agency Project Assurance Self-Certification Guide



## Introduction

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 information technology (IT) projects that cost more than \$1 million dollars. Anything over \$5 million requires Independent Verification and Validation (IV&V) services. The goal of Project Assurance and IV&V is to increase the project's probability of success. Success is defined as meeting the 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 the assessments and report on the 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 is 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 and assurance.

This document outlines the criteria for agency project assurance self-certification and how self-certification is performed by the Agency Project Assurance Manager.

### Agency Self Assurance Certification Requirements

The following are the criteria the agency must meet to be approved to perform self-assurance on its projects that are under \$5 million:

- The agency must have an established Project Management Office (PMO).
- The state's Project Assurance Manager must be independent of the project.
- The agency must use the state's Project Portfolio Management Tool, Georgia Enterprise Management System (GEMS).
- The agency must implement the state's Enterprise Performance Life Cycle (EPLC) methodology, which supports the following GTA standards: Performance Lifecycle Framework, SM-10-006 and Performance Lifecycle Management, SM-10-007. The EPMO repository is located at: <http://gta.georgia.gov/epmo-main-page-0>.
- The agency must be reviewed by GTA's Enterprise Project Management Office.
- The Project Assurance Manager must meet the certification requirements detailed below.

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## Agency Project Assurance Manager Certification Requirements

The designated Project Assurance Manager must have the state of Georgia Project Management Certification. To obtain the certification, the Project Manager must complete the following courses:

### If holding the PMP® credential:

- Leadership for Project Managers
- Procurement for Project Managers
- Managing Projects w/EPLC
- Managing Project Requirements
- Project Assurance
- Plus two of the following
  - Successful Project Meetings
  - Managing Organizational Change
  - Building Project Relationships
  - Advanced Project Management Concepts

### If not holding the PMP® credential:

- Project Management Foundations
- Planning, Scheduling, & Control
- Identifying & Managing Risks
- Recovering Failing Projects
- Leadership for Project Managers
- Procurement for Project Managers
- Managing Projects w/EPLC
- Managing Project Requirements
- Building Project Relationships
- Project Assurance

The Agency Project Assurance Manager must apply to GTA for acceptance into the State of Georgia Project Management Certification Program.