



ADMINISTRATIVE PROCEDURES

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County Administrator

SUBJECT: **Information Technology Project Management and System Engineering**

DEPARTMENT RESPONSIBLE: **INFORMATION TECHNOLOGY**

I. STATEMENT

Pima County invests considerable time and monies in the development and procurement of Information Technology (IT) business applications and associated resources to effectively and efficiently operate its various departmental units. To ensure that these investments correctly and cost effectively address Pima County requirements and provide successful outcomes for the County, an IT Project Management Methodology has been established for use across the County. This procedure applies to all IT projects within Pima County.

II. PROCEDURE

A. **Project Management Methodology**

IT projects are defined as a related set of activities having a definite beginning and end, and resulting in the delivery of unique products, services or results. These projects are further broken down into two categories: business applications and IT resources. Business application projects are defined as any new activity that results in the procurement or development/upgrade of applications that automate County or departmental/division processes. IT resource projects are defined as any new activity that results in the procurement of new or upgrades to existing infrastructure components which make up an IT resource (computer, network hardware, etc.).

The Project Management Methodology (PMM) is based on Project Management Institute best practices. The PMM is a documented, structured process to ensure consistent delivery of projects for Pima County. The end goal of this methodology is to ensure a successful outcome for a project. That is, County project and departmental requirements are met and achieved, as well as having the project completed within budget and schedule. Standard template forms and reference information are provided via the PMM to aid Project Managers and their teams in the consistent management and delivery of IT projects. These forms are available for use by all internal Pima County IT employees by contacting the Information Technology Department Network Operations Center.

All IT projects will follow the standard project lifecycle through the following 5 phases: Initiation, Planning, Execution, Monitor and Control, and Closing. All IT projects in Pima County must follow and adhere to this Project Management Methodology which is documented for use under the IT Procedures tab of the Information Technology Department intranet at ITP2-05-2012 "*IT Project Management Methodology*".

B. Systems Engineering Methodology

Managing a project is only one critical component in delivering successful IT projects. Successfully architecting, engineering and implementing a specific business application and/or associated IT resources (e.g., computers, networks, etc) requires a separate and distinct Systems Engineering Methodology (SEM). SEM is analogous to an industry building or electrical code; and adherence to the SEM ensures that each application or IT resource integrates and/or interoperates across the entire Pima County IT environment, is highly reliable, and requires minimal effort to maintain. SEM operates within and across the 5 phases of the PMM as illustrated on the next page.

All IT projects, whether small or large in scope, must follow and adhere to the SEM's key phases: Initiation, Planning, Requirements, Design, Development/Build, Test, Implementation, Operations/Maintenance, and System Decommission. The amount of detail and effort is scalable based on project size and complexity. Pima County's SEM is currently under development and when completed will be documented for use under the IT Procedures tab of the Information Technology Department intranet at ITP2-06-2013 "*IT Systems Engineering Methodology*". Once completed, all IT projects will be required to follow SEM.

