

# Project Planning

Texas Department of Information Resources



## PROJECT PLANNING CONSIDERATIONS

If a project meets the criteria of a *major information resources project*, then an agency must also plan for the involvement of the state's Quality Assurance Team (QAT), which consists of the Legislative Budget Board, State Auditor's Office and Department of Information Resources. Among other functions, the QAT is charged with reviewing and approving a project before expenditure of appropriated funds, based on its analysis of project risk.

Additionally, a major information resources project is required to use the tools, templates, and guidance provided by the [Texas Project Delivery Framework](#) (Framework). The Framework provides a set of prescribed tools and templates for projects that are required to use it, however, the Framework also provides a set of supplemental tools and extensions that facilitate consistent practices in project management.

### MAJOR INFORMATION RESOURCES PROJECT

Texas Government Code (§2054.003 (10)) defines a *major information resources project* as:

- (A) any information resources technology project identified in a state agency's biennial operating plan whose development costs exceed \$1 million and that:
  - (i) requires one year or longer to reach operations status;
  - (ii) involves more than one state agency; or
  - (iii) substantially alters work methods of state agency personnel or the delivery of services to clients; and
- (B) any information resources technology project designated by the legislature in the General Appropriations Act as a major information resources project.

For example, the [System Development Life Cycle \(SDLC\) Extension](#) provides a toolset for addressing *requirements*, design, testing, and implementation of systems and system components. Requirements specification tools include:

Deliverable	Description	Tools
System Requirements Specification 1.2	Describes what the system is expected to do, the system's expected environment, the system's usage profile, its performance parameters, and its expected quality and effectiveness. Is a structured collection of information that embodies the requirements of the system.	<a href="#">System Requirements Specifications Instructions</a> - PDF (180 KB) <a href="#">System Requirements Specifications Template</a> - DOC (186 KB)

Some examples of questions to consider when eliciting requirements include:

- Why is the product or service needed?
- Who is impacted by this project?
- What are the key functions that the product or service must meet?
- What factors will impact this purchase?
- What is the expected or approved budget?
- When is the product or service needed?
- Where will the services be performed?
- How must the product or service be provided or delivered?
- Are there key approvals that are necessary and who must provide these approvals?
- Are there specific quality or quantity needs to consider?

## **RESOURCES**

### **Department of Information Resources**

Texas Project Delivery Framework <http://dir.texas.gov/View-Resources/Pages/Content.aspx?id=16>

Statewide Project Management <http://dir.texas.gov/View-Resources/Pages/Content.aspx?id=12>

### **Project Management Institute (PMI)**

PMI Requirements Management Community of Practice.

<http://requirements.vc.pmi.org/Public/Home.aspx>