

## SUBCHAPTER A DEFINITIONS

### §216.1 Applicable Terms and Technologies for Project Management Practices

The following words and terms, when used with this chapter, shall have the following meanings, unless the context clearly indicates otherwise.

(1) Agency head--Top-most senior manager with operational accountability for an agency, such as an executive director, commissioner, university president, university chancellor, comptroller, or board president.

(2) Component--Elements of project management practices such as project management methodologies, tools, techniques, and methods for integration with other similar or related disciplines that influence information resources project delivery.

(3) Department--Department of Information Resources.

(4) Information resources--Procedures, equipment, and software that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information, and associated personnel including consultants and contractors.

(5) Information resources technologies--Data processing and telecommunications hardware, software, services, supplies, personnel, facility resources, maintenance, and training.

(6) Process--Series of steps and strategies used to achieve specific goals and results.

(7) Methodology--Set of inter-related processes, tasks, activities, or principles that can be scaled and applied to a specific situation; provides a list of activities, indicates how to accomplish the activities, and identifies who executes the activities and when.

(8) Project—An initiative that provides information resources technologies and creates products, services, or results within or among elements of a state agency; and is characterized by well-defined parameters, specific objectives, common benefits, planned activities, a scheduled completion date, and an established budget with a specified source of funding.

(9) Project management practices--Documented and repeatable activities through which a state agency applies knowledge, skills, tools, and techniques to satisfy project activity requirements.

(10) Standard--A definition, format, or specification that has been approved by a recognized, formal, national and international standards organization or is accepted as a de facto standard by the industry.

### §216.2 State Agency

A department, commission, board, office, council, authority, or other agency, other than an institution of higher education, in the executive or judicial branch of state government that is created by the constitution or a statute of this state.

### §216.3 Institution of Higher Education

A university system or institution of higher education as defined by §61.003, Education Code.

## SUBCHAPTER B PROJECT MANAGEMENT PRACTICES FOR STATE AGENCIES

### §216.10 Policy

Each state agency shall institute, approve, and publish an operating procedure that communicates an agency-wide approach for project management practices. At a minimum, the operating procedure will:

(1) Identify components and general use of project management practices, citing sources of reusable components adopted from another agency or institution of higher education that satisfy requirements specified under §216.11 of this subchapter; and

(2) Be approved by the agency head or designee.

#### §216.11 Requirements

Each state agency shall manage information resources projects based on project management practices that meet the following criteria:

(1) Include a method for delivery of information resources projects that solve business problems;

(2) Include a method for governing application of project management practices;

(3) Be documented, repeatable, and include a single reference source (e.g., handbook, guide, repository) that communicates how to effectively apply use of the project management practices components;

(4) Include a project classification method developed by DIR (see <http://www.dir.texas.gov/management/projectdelivery/practices/pages/projectclassificationmethod.aspx>), the agency, or another source that:

(A) Distinguishes and categorizes projects according to level of complexity and risk (e.g., technology, size, budget, time to deliver); and

(B) Defines how to use the project classification method to establish, scale, and execute the appropriate level of processes;

(5) Include a method to periodically review, assess, monitor, and measure the impact of project management practices on the agency's ability to achieve its core mission;

(6) Align with use of the Texas Project Delivery Framework;

(7) Accommodate use of other practices and methods that intersect with application of project management practices; and

(8) Be reviewed and updated at least annually to help ensure continuous process improvement.

#### §216.12 Standards

Each state agency shall identify and adopt one or more standards as a basis for project management practices to meet project requirements in a minimum of the following knowledge areas:

(1) integration management;

(2) scope management;

(3) schedule management;

(4) cost management;

(5) quality management;

(6) resources management;

(7) communications management;

(8) risk management; and

(9) procurement (acquisition) management.

## **SUBCHAPTER C PROJECT MANAGEMENT PRACTICES FOR INSTITUTIONS OF HIGHER EDUCATION**

#### §216.20 Policy

[same as 216.10]

#### §216.21 Requirements

[same as 216.11]

#### §216.22 Standards

[same as 216.12]