WaTech
Washington Technology Solutions

TIERED OVERSIGHT AND REPORTING STANDARD

See Also:
RCW 43.105.054 OCIO Governance
RCW 43.105.205 (3) Higher Ed
RCW 43.105.020 (22) "State agency
RCW 43.105.255 Major technology projects and services-Approval
RCW 43.105.245 Planning, implementation and evaluation of major projects

To ensure successful project completion, all major IT projects with WaTech oversight are required to report routine status reports and key project documentation and deliverables using the WaTech's web-based tool available on Statewide IT Project Dashboard to meet transparency and visibility requirements.

Content	Tier 3	Tier 2	Tier 1	Responsibility and Frequency
Feasibility Study	Required	Recommended	Agency Discretion	Agency
Project Charter	Required			Agency
Technology Budget	Required			Agency to complete. OCIO to approve & post
Investment Approval	Required			OCIO
Investment Plan	Required (If deemed so by OCIO)			Agency to complete. OCIO to approve & post
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Content	Tier 3	Tier 2	Tier 1	Responsibility and Frequency
QA Plan		Required	Recommended	QA service provider
QA Readiness Assessment		Required	Recommended	QA service provider
Agency response to QA findings		Required	Recommended	Agency
Project Management (PM) Plan		Required	Recommended	Agency
Associated Project Management Plans		See below		
Detailed workplan (schedule, work breakdown structure)		Required	Agency discretion to include with Project Charter / PM Plan	Agency
Procurement Plan		As applicable		Agency
Vendor Management Plan	Required	Required May be include with Project Charter / PM Plan	Agency discretion to include with Project Charter / PM Plan	Agency
Project Quality Assurance Plan		Required	Required for projects over $2M TPPS	Agency
OCM Plan	Required	As applicable	As applicable	Agency
Scope management / Change Control plan	Required	Required May be include with Project Charter / PM Plan	Agency discretion to include with Project Charter / PM Plan	Agency
Project roles and responsibilities	Required	Required May be include with Project Charter / PM Plan		Agency
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Content	Tier 3	Tier 2	Tier 1	Responsibility and Frequency
Risk and Issue management plan (including RAID log)	Required	Required May be include with Project Charter / PM Plan		Agency
Test Plan	Required	Required May be include with Project Charter / PM Plan		Agency
Training Plan	Required		Required May be include with Project Charter / PM Plan	Agency
Knowledge Transfer / M&O readiness plan	Required		Required May be include with Project Charter / PM Plan	Agency
Project Status Reports and health assessment	Required			Agency Monthly for Tier 3 and Tier 2, Quarterly for Tier 1 projects.
Quality Assurance Reports and project health assessment	Required			QA service provider Monthly for Tier 3 and Tier 2, Quarterly for Tier 1 projects.
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Content	Tier 3	Tier 2	Tier 1	Responsibility and Frequency
OCIO Project health assessment	Required			OCIO Monthly for Tier 3 and Tier 2, Quarterly for Tier 1 projects.
Gate certifications and approvals	Required (Gated funding projects only)			OCIO
Go-live readiness criteria and review	Required			N/A
Post Implementation Review Report	Required			Agency
QA Closeout Report and Lessons Learned	Required			QA service provider

REFERENCES
1. Statewide IT Project Dashboard.
2. Definition of Terms Used in WaTech Policies and Reports.

CONTACT INFORMATION
- For questions about this policy, please email the WaTech Policy Mailbox.
- For technical assistance, please email the WaTech Consultants Mailbox.