

OVERSIGHT OF INFORMATION TECHNOLOGY PROJECTS

This memorandum provides information on statutory provisions relating to the Information Technology Committee's and the Information Technology Department's responsibilities for oversight of information technology projects.

INFORMATION TECHNOLOGY COMMITTEE RESPONSIBILITIES

North Dakota Century Code Section 54-35-15.2 ([Appendix A](#)) requires the Information Technology Committee to:

- Receive and review information, including a project startup and a project closeout report, regarding any major information technology project of an executive branch agency. A major project is a project with a total cost of \$250,000 or more.
- Receive and review information, including a project startup report and a project closeout report, regarding any major information technology project of the State Board of Higher Education or any institution under the control of the State Board of Higher Education. A major project is a project that significantly impacts the statewide wide area network, impacts the statewide library system, or is an administrative project and is a project with a cost of \$250,000 or more in one biennium or a total cost of \$500,000 or more.
- Receive and review information regarding any information technology project of an executive branch agency with a total cost between \$100,000 and \$250,000 as determined necessary by the Information Technology Department.
- Receive and review information, including a project startup report and a project closeout report, regarding any information technology project of the legislative or judicial branch with a total cost of \$250,000 or more.
- Receive information from the State Board of Higher Education regarding higher education information technology planning, services, and major projects.

North Dakota Century Code Section 54-35-15.3 ([Appendix B](#)) authorizes the Information Technology Committee to review any information technology project or information technology plan and provides that if the committee determines that a project or plan is at risk of failing to achieve its intended results, the committee may recommend to the Office of Management and Budget the suspension of the expenditure of money appropriated for a project or plan. The Office of Management and Budget may choose to suspend the expenditure authority if it agrees with the recommendation of the committee.

INFORMATION TECHNOLOGY DEPARTMENT RESPONSIBILITIES

North Dakota Century Code Section 54-59-01 defines information technology as the use of hardware, software, services, and supporting infrastructure to manage and deliver information using voice, data, and video.

North Dakota Century Code Section 54-59-05 ([Appendix C](#)) provides that the Information Technology Department is to:

- Provide, supervise, and regulate information technology of all executive branch state entities, excluding the institutions under the control of the State Board of Higher Education.
- Review and approve the acquisition of information technology for all executive branch state entities, excluding the institutions under the control of the State Board of Higher Education.
- Request and review information, including a project startup report and a project closeout report, regarding any major information technology project of executive branch agencies.
- Request and review information regarding any information technology project of an executive branch agency with a total cost between \$100,000 and \$250,000 as determined necessary by the department.

North Dakota Century Code Section 54-59-23 ([Appendix D](#)) provides that executive, legislative, or judicial branch agencies, except for institutions under the control of the State Board of Higher Education, are to report to the State Information Technology Advisory Committee according to guidelines developed by the Information Technology Department regarding the plan for and status of any information technology project that is estimated to cost more than \$250,000. During the life of an information technology project, agencies are to notify the State Information Technology Advisory Committee if:

- At a project milestone, the amount expended on project costs exceed the planned budget for that milestone by 20 percent or more; or
- At a project milestone, the project schedule extends beyond the planned schedule to attain that milestone by 20 percent or more.

Agencies must specify corrective measures being undertaken to address any cost or time of completion issue. If an agency has not taken adequate corrective measures within 90 days after the report, the agency is to submit a report to the Information Technology Committee regarding the project.

Upon completion of the project, agencies are to notify the State Information Technology Committee if:

- The budget for the project exceeded the original budget by 20 percent or more; or
- The final project completion date extended beyond the original project scheduled completion date by 20 percent or more.

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