



AGENCY CONTACT MEMORANDUM

#2019-0802

TO: Agency IT Leadership, Technical Contacts

FROM: Chuck Grindle, Chief Information Officer

DATE: August 8, 2019

SUBJECT: Proof of Concept (POC) and Pilot Projects - Process

In October 2018, the Commonwealth Office of Technology (COT) established CIO-108 Proof of Concept (POC) and Pilot Projects Policy, providing the CIO situational awareness, an approval mechanism of the proposed IT solution and enabling other agencies with similar needs to participate in the evaluation process. Therefore, COT has created a simple web form for agencies to submit POCs and pilots for approval. Access to the web form is limited to All Agency IT Leads and COT Executive Directors. All Agency IT Leads and COT Executive Directors will automatically receive submissions from the form via email. This group has 10 calendar days to contact the submitter to request more information or to request to be a part of the POC or pilot.

The web form portal (internal only) is located at:

<https://cotapex.state.ky.us:1443/apex/f?p=301:1:3614855565224>.

Locking of the submission for edits will occur after the initial 10 days, then the CIO will have 10 calendar days to approve, approve with conditions or reject the request. An email will automatically be generated to the submitter detailing the CIO's decision.

For any questions on this new process, please contact Patrick Quirk, Executive Director for the Office of Project Management at COT. Also, an [Instruction Manual for Pilots and POCs](#) has been prepared to assist, as needed, and can be accessed in the web form. For any issues when accessing the web form, please submit a ticket to the Commonwealth Service Desk (CSD) with the request to have the ticket assigned to the Office of Project Management team.