

Office of the Chief Information Officer Enterprise Policy

CIO-103: Independent Verification and Validation (IV&V) Policy

Effective Date: 5/30/2018

Last Revised: 4/30/2020

Last Reviewed: 4/30/2020

Policy Statement

This policy establishes controls related to the management of information technology (IT) projects within the executive branch of the Commonwealth. The controls provide guidance in decision-making and practices that optimize resources, mitigate project risk, and maximize return on investments.

Definitions

IT Project: A temporary endeavor undertaken to create a unique product, service, or result. It has a definite beginning and end, and defined scope, schedule and cost baselines. A project is unique in that it is not a routine operation, but a set of activities aimed at accomplishing a specific one-time goal. For the purpose of this policy, only projects meeting the reporting threshold to the CIO via Project Online are in scope.

Independent Verification and Validation (IV&V): A comprehensive software and/or hardware review, analysis, testing and validation performed by an objective third party (outside the project team reporting hierarchy) to confirm (i.e., verify) that the requirements are correctly defined, and to confirm (i.e., validate) that the system correctly implements the required functionality and security requirements.

IV&V Contract Oversight: Management of the IV&V Master Agreement and associated Statements of Work to assist agencies with vendor selection and contract administration and to oversee the quality of services provided by IV&V vendors.

Policy

As defined in [KRS 42.726\(2\)\(h\)](#) the Commonwealth Office of Technology (COT) Office of Project Management (OPM) is responsible for overseeing large and/or critical IT projects across the executive branch. To ensure new projects have the highest chance of success, as of July 1, 2020, all executive branch agencies are required to have the COT Office of Project Management perform a Project Risk Assessment prior to finalization of the project budget and prior to formal approval of the project. When recommended by the Project Risk Assessment, the agency will incorporate the budget for IV&V Services, including IV&V Oversight, in the project's budget.

When some level of IV&V is required, agencies will add the following to their overall project budget specifically for IV&V services:

- For projects with budgets of more than \$10 million, agencies will include 5% of the project budget for IV&V services.
- For projects with budgets of less than \$10 million, agencies will:
 - Include 10% of the project budget for IV&V services if full IV&V is recommended
 - Include 5% of the project budget for IV&V services if limited IV&V or Project Audits are recommended.

Agencies will select IV&V services via a bid process either from COT or from one of the 3rd party vendors on the IV&V Master Agreement for the Commonwealth. When a 3rd party is selected, COT OPM will perform IV&V Oversight provided by a 3rd-party vendor, which will be funded from the project's IV&V budget.

Authority

[KRS 42.726](#) authorizes the Commonwealth Office of Technology (COT) to develop policies and compliance processes to support and promote the effective applications of information technology within the executive branch of state government.

Applicability

All executive branch agencies and non-executive branch agencies using COT-managed infrastructure or services shall adhere to this policy. This includes employees, contractors, consultants, temporaries, volunteers, and other workers within state government.

Responsibility for Compliance

Each agency shall ensure that staff within their organizational authority are made aware of and comply with this policy. The agency is responsible for enforcing it. Organizations may modify this policy to fulfill their responsibilities, but shall obtain approval through an exception request. Staff should refer to their internal policy, which may have additional information or clarification. Unauthorized and/or neglectful actions regarding this policy may result in disciplinary action up to and including dismissal. COT may require additional service charges for remediation efforts due to non-compliance with this policy.

Maintenance

COT's Office of Contracts and Privacy is responsible for administrative coordination to maintain this policy, including review of this policy by the appropriate organizations at least every two years.

References

[KRS 42.726](#)