AGENCY CONTACT MEMORANDUM #2020-0501

To: Agency IT Leadership, Technical Contacts

From: Ruth Day
            Chief Information Officer

Date: May 5, 2020

Subject: Independent Verification and Validation / Project Assurance

The Commonwealth Office of Technology (COT), Office of Project Management (OPM), collaborated with a cross-agency team over the past couple of months to consider revisions to CIO-103. This communication is an update to ACM #2018-0802, which was related to the original version of CIO-103.

The initial IV&V policy required all IT projects to have IV&V services as of July 1, 2020. After careful consideration, the policy has been revised in an effort to "right-size" IV&V for the Commonwealth. Rather than require IV&V for all projects, a project risk assessment will be performed by the agency and OPM, collaboratively. Based upon the result of the risk profile, OPM will determine what level of IV&V, if any, is required for the project.

Agencies must have the project risk profile performed during the Requesting phase of the project (before formally approving the project, finalizing the project's budget, performing any procurement, performing a POC/pilot, etc.). Only IT projects expected to meet the threshold for reporting to the CIO are required to have a risk profile performed.

If IV&V is required, the agency will allocate a portion of the project's budget for IV&V services. While each risk assessment may recommend a more refined budget amount, the following are general budget guidelines:

- 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

Current information on IV&V in the Commonwealth, including process details and contact information for OPM can be found on the COT website at: https://technology.ky.gov/oet/Pages/epmo.aspx