



HHS Circular C-010

Health and Human Services Enterprise Information Technology Project Management Policy

Purpose

This policy communicates the agency-wide approach for information technology (IT) project management practices within the Texas Health and Human Services Commission.

Background

The Texas Legislature, the Governor, and oversight agencies, including the Department of Information Resources, Legislative Budget Board, and the State Auditor's Office have endorsed the use of a structured project management methodology as a key tool for improving Texas IT project performance. This policy is provided, in part, as a measure to protect health and human services (HHS) agencies' IT investments in meeting the needs of HHS clients and constituency.

The Texas Project Delivery Framework provides guidance to agency heads by presenting fundamental information about major Information Resources projects and certain major contracts to help them assess the agency's ability to manage state investments. The Texas Project Delivery Framework also assists agency heads with deciding whether the project or contract is ready to proceed to the next review gate. Additionally, the Texas Project Delivery Framework should function in concert with existing project management practices established at the agency level.

The Texas Project Delivery Framework provides a toolset for practitioners directly involved with delivery of the project or contract. The toolset includes templates, questionnaires, checklists, and guidelines that are consistent with other statewide efforts that overlap with the Texas Project Delivery Framework, such as the Comptroller of Public Accounts Contract Management Guide and Quality Assurance Team processes.

References

- Texas Government Code, Chapter 2054, Subchapter G, Project Management Practices
<http://www.statutes.legis.state.tx.us/SOTWDocs/GV/htm/GV.2054.htm>
- Texas Government Code, Chapter 2054, Subchapter J, Texas Project Delivery Framework
<http://www.statutes.legis.state.tx.us/SOTWDocs/GV/htm/GV.2054.htm>



- Project Management Standard for Health and Human Services Information Technology Projects. <http://hhscx.hhsc.state.tx.us/tech/policy/default.shtml>
- Project Management Process Guide for Health and Human Services Information Technology Projects. <http://hhscx.hhsc.state.tx.us/tech/policy/default.shtml>
- Major IR Project Deliverables Standard for Health and Human Services Information Technology Projects. <http://hhscx.hhsc.state.tx.us/tech/policy/default.shtml>
- Major IR Project Deliverables Process Guide for Health and Human Services Information Technology Projects. <http://hhscx.hhsc.state.tx.us/tech/policy/default.shtml>
- Comptroller of Public Accounts Contract Management Guide <http://www.window.state.tx.us/procurement/pub/contractguide>
- HHS Contract Management Handbook http://www.hhsc.state.tx.us/about_hhsc/contract-manual.pdf
- HHS Procurement Manual http://www.hhsc.state.tx.us/about_hhsc/procurement-manual.pdf

Policy

It is the policy of the Health and Human Services Enterprise that:

- All HHS agencies' initiatives that meet the HHS standard criteria as IT projects and information technology contracts (reference Project Management Standard section 4.0) follow the HHS Project Management Standard and process guidelines for IT projects. The application of this policy and the related project management standards and process guidelines to Information Technology projects that do not meet the minimum criteria is at the discretion of member agencies.
- All HHS agencies' initiatives that meet the criteria as a major information resources project and information technology contracts that meet the test as a major contract (reference major IR Project Deliverables Standard section 4.0) follow the HHS major Information Resources Project Deliverables Standard and process guidelines, in addition to the HHS policy subsection above for Information Technology project management.

Responsibilities

The HHSC Executive Commissioner and Each Agency Commissioner:

- Enforces this policy.
- Ensures provisions of Texas Government Code, Chapter 2054, Subchapters G and J, are fulfilled.



- Reviews and approves required project and contract deliverables and project review gate documents.
- Holds managers accountable for compliance.

Each Information Resource Manager (IRM) (or Chief Information Officer in the case of Enterprise IT Projects):

- Designates individuals to execute policy for IT projects.
- Enforces management and supervisory responsibilities for IT projects and information technology contracts under this policy.
- Ensures that IT projects use project management practices suitable, and scaled, to enable a successful outcome.
- Reviews related projects for common business elements to identify projects that should be grouped together as a single larger project or program.
- Ensures that any individual or company entering into a contract with an HHS agency to deliver IT project services will comply with appropriate policies, related standards, processes, and deliverables, or provides written proof of acceptable methods and documentation.
- Holds managers accountable for compliance.

Management Level:

- Establishes, monitors, and remediates performance measures that relate to this policy for the project team.
- Promotes the use of this policy and the related standard and processes to the project team, including contractors who are also required to comply.

The Information Technology Project Manager:

- Manages assigned IT projects and information technology contracts in accordance with applicable policies and standards.
- Ensures that IT contracts are procured and managed in accordance with the HHS Enterprise Procurement Manual and Contract Management Handbook.
- When required, follow the framework developed by the Department of Information Resources that provides guidance and tools for development of deliverables, and the review, assessment, and approval of outcomes.



- When required, ensure necessary reports are prepared, reviewed and submitted to the QAT in a timely manner and that all inquiries made by the QAT are responded to satisfactorily and on time.

Inquiries

Inquiries regarding this circular should be directed to the Deputy Executive Commissioner for Information Technology and Chief Information Officer, Health and Human Services Commission, by telephone at (512) 424-6990 or by e-mail at CIO@hhsc.state.tx.us.