

ARIZONA DEPARTMENT OF ADMINISTRATION	STATEWIDE STANDARD	 State of Arizona
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S3410 PROJECT STATUS REPORTING AND CLOSEOUT STANDARD

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EFFECTIVE DATE:	1/22/2024
REVISION:	VERSION 3.1

1. AUTHORITY

To effectuate the mission and purposes of the Arizona Department of Administration (ADOA), ADOA shall maintain a coordinated statewide plan for information technology (IT) implemented and maintained through policies, standards, procedures (PSPs), and adoption of statewide technical coordination and security standards as authorized by Arizona Revised Statute (A.R.S.) § 18-104.

2. PURPOSE

The purpose of this standard is to provide additional details and best practices related to the associated Policy P3400 Project Investment Justification (PIJ) Policy and further establish a statewide Project Status Reporting standard for the State of Arizona.

3. SCOPE

This standard applies to all Budget Units (BUs), as defined in A.R.S. § 18-101, and IT integrations and/or data exchange with third parties that perform IT functions, activities or services for or on behalf of Budget Units. Applicability of this standard to third parties is governed by contractual agreements entered into between BUs and the third party/parties.

Specifically those BUs as defined above, which are undertaking:

- An IT project that has a total cost as defined in A.A.C. R2-18-101 of at least \$25,000. “Total project costs” or “total costs,” as used in A.R.S. Title 18, Chapter 1, means the IT development and implementation costs associated with an information technology project.

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4. ROLES AND RESPONSIBILITIES

4.1 BU Chief Information Officer (CIO) or his/her designee shall:

- 4.1.1** Be responsible for ensuring that there is an understanding of this standard, related standards and policies within their BU and their designates upon creation of a PIJ.

5. STANDARD

5.1 Each BU shall submit Status Reports for approved PIJs, detailing the work completed in each month. Status Reports are due by the 15th of each following month and can be submitted by logging into the PIJ portal. Each monthly report should contain a thorough description of the activities, accomplishments, milestones, financial expenditures for the project, and risks or issues that occurred during the reporting period. The project summary is written in non-technical language and provides enough information that the reader knows what occurred on the project. Failure to submit a report in a timely manner could affect the reported project's health.

5.1.1 Status Reports shall detail:

- 5.1.1.1 The overall health of the project with justification
- 5.1.1.2 All planned activities during the reporting period that were accomplished.
A description of what was not accomplished and how the work will be absorbed into future periods. Detail top accomplishments.
- 5.1.1.3 Updated project financial with a written description of the reporting periods total expenditures and the purpose of the expenditures.
- 5.1.1.4 Risks and issues that were experienced, mitigated and/or resolved during the month. Impact and action plans must be provided for any previously identified risks that have been elevated to issues.
- 5.1.1.5 Details or reasoning must be supplied for all closed or mitigated risks.
- 5.1.1.6 Accomplishments expected for the next month must be provided.

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- 5.1.1.7 Updated milestones.
- 5.1.1.8 Updated start and finish dates and estimated dates within the reporting timeframes.
- 5.1.1.9 Updated risks and issues to include mitigation plans, when applicable.
- 5.1.1.10 Statement whether the project will complete on time or that a change request will be submitted.
- 5.1.1.11 Explanation of why the project is put on hold, how long, corrective actions, and expenditure impact.

5.1.1.11.1 If a project stays on hold for more than six months, the project will be canceled and a new PIJ must be submitted if the BU wishes to restart the project.

5.1.2 Upon completion of the project closeout report will also detail:

- 5.1.2.1 The final status of all deliverables including if each deliverable has met the requirements and been approved.
- 5.1.2.2 Statement that stakeholders have been informed of current project status.
- 5.1.2.3 Have project accounts and billing been finalized?
- 5.1.2.4 Has a post-project evaluation been carried out?
- 5.1.2.5 Has a lesson learned review been conducted?
- 5.1.2.6 Statement that all operation and maintenance documentation has been transferred to appropriate parties.
- 5.1.2.7 Statement on the actual end date of the project.
- 5.1.2.8 All risks and/or issues have been closed.
- 5.1.2.9 All milestones are complete or the appropriate justification documentation has been provided to ADOA-ASET.
- 5.1.2.10 The results of measurable key performance indicators and project

success criteria outcomes. Key performance indicators provided as part of the PIJ approval but not available at project closeout, must be provided to ADOA-ASET on the date specified by the BU in the project closeout report.

5.2 Month over month status reporting is required for all projects unless an exception is given by ADOA-ASET.

5.2.1 ADOA-ASET will follow an escalation process if the BU doesn't submit the monthly status report in a timely manner.

6. DEFINITIONS AND ABBREVIATIONS

Refer to the PSP Glossary of Terms located on the ADOA-ASET website.

7. REFERENCES

7.1 A.R.S. § 18-104

7.2 Statewide Policy P3400, Project Investment Justification (PIJ)

8. VERSION HISTORY

Date	Change	Revision	Signature
3/5/2009	Major Revision	3.0	
1/22/2024	Minor Additions	3.1	J.R. Sloan