

**PM-01-03-S**

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**Replaces:**

IT Investments Approval and Oversight

August 16, 2018

## **PROJECT CHARACTERISTICS BY TIER STANDARD**

**See Also:**

RCW [43.105.054](#) OCIO Governance

RCW [43.105.205](#) (3) Higher Ed

RCW [43.105.020](#) (22) "State agency

RCW [43.105.255](#) Major technology projects and services-Approval

RCW [43.105.245](#) Planning, implementation, and evaluation of major projects

The following narratives describe typical characteristics of Tier 1, 2, and 3 projects under WaTech oversight. As each project is unique, WaTech will conduct a detailed assessment and determine the tiers and any scaling of oversight requirements based on its unique characteristics.

**1. Tier 3 projects are typically the most complex with high risk and have the following typical characteristics.**

- a. Total planned spend of \$50M or more and the spend is larger than an average sized project within the agency.
- b. Requires 50 or more FTE resources at its peak.
- c. Runs three years or longer.
- d. Fixed / mandated schedule.
- e. Legal / policy compliance requirements to implement the new system.
- f. Broad impact to internal business processes, external entities, and Washingtonians.
- g. Implementation will bring significant technological change.
- h. Requires several solution vendors to deliver solutions.

- i. Has several governance related dependencies, including with other agencies and other high-complexity projects that require external agency coordination in decision making and / or funding.
- j. May use sensitive and confidential data (Category 3 data or above) as defined in the [Data Classification Standard](#).
- k. Most scope for the data migration and data interface requirements are to be determined.

**2. Tier 2 projects typically have medium complexity and have the following typical characteristics.**

- a. Total planned spend between \$10M and \$50M; and spend, on average, is larger sized than other projects within the agency.
- b. Requires between 26 and 50 FTE resources at its peak.
- c. Runs two to three years on a fixed schedule (with some contingency).
- d. Moderate impact to internal business processes, external entities, and Washingtonians.
- e. Bring moderate to significant technology or business process change.
- f. Requires more than one solution vendor.
- g. Has some governance related dependencies with other agencies, other medium complexity projects that may require some external agency coordination in decision making and / or funding.
- h. May handle sensitive and confidential data (Category 3 data or above).
- i. Majority scope for data migration and data interface requirements are determined.

**3. Tier 1 projects typically have low complexity and risk and have the following typical characteristics.**

- a. Planned spend up to \$10M and, on average, are the same size as other projects within the agency.
- b. Requires up to 25 FTE resources at its peak.
- c. Complete within two years with a relatively flexible schedule.
- d. Limited / minimal impact to internal business processes, external entities, and Washingtonians.

- e. Brings minor technology or business process changes.
- f. Requires no more than one solution vendor.
- g. No dependencies with other agencies or other projects.
- h. Handles only Category 1 or Category 2 data.
- i. Either does not have a data migration and data interface scope or a majority of these requirements are documented.

## **REFERENCES**

1. [Data Classification Standard](#).
2. [Definition of Terms Used in WaTech Policies and Reports](#)

## **CONTACT INFORMATION**

- For questions about this policy, please email the [WaTech Policy Mailbox](#).
- For technical assistance, please email the [WaTech Consultants Mailbox](#)