Project Management for Information Technology Standard (STD009):
The Bare Minimum You Need to Do If You Have a Small Project

Policy: A project is defined as a temporary endeavor undertaken to create a unique product, service, or result, that is 80 hours or more of work. Due to the nature and scale of the projects defined as IT projects, it is critical that project management practices be employed and that processes are in place, increasing the probability of delivering quality products on time and within budget.

Practice: If you read the full standard, you will see there are many requirements for what you need to do to manage an IT project at the state. If your project is small (e.g., **under $100,000 in budget**), the requirements are minimal, yet are designed to ensure that some basic project management process is used so your project has a good chance of being successful.

Minimal Requirements:

1) Make sure you have an individual assigned to fulfill the role of the Project Sponsor
2) Make sure you have an individual assigned to fulfill the role of Project Manager

1 and 2 are roles, not job positions. They can be the same person or different people on small efforts.

3) Make sure you have the required funding and authorization to perform the work
4) If this is an IT project that will need any input from NDIT, submit an initiative intake request
5) If a procurement is involved, make sure you involve your procurement officer early
6) Make sure you have a project document repository on a state system. Project deliverables are state property, and must abide by the general records retention schedule for projects
7) Create a Project Charter/Plan document. For this size, use this simple one-page document

The charter/plan asks six basic questions. If you cannot answer these, you may want to revisit your need to perform this work. This document is typically created as a partnership between the project manager, project sponsor, and key project team members.

8) Track your budget and schedule
   a. NDIT staff must have their project work captured in NDVIEW. Contact the PMO. There is staff available to train, mentor, and assist
9) Track your scope changes (keep a note or a list in your document repository). Make sure they are approved appropriately
10) Keep a status of your progress, updated a minimum of every other week
11) After you've delivered the business goals of the project, conduct a closeout meeting with the team to document if your goals were met, what the final status was, and any lessons learned. Move your project documents to the projects archive for records retention purposes.

Want a deeper dive? Please see the Project Management Quick Start Guide. **Like checklists?** There's a comprehensive checklist that summarizes everything you could ever want to do to manage a project.