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<b>Latest Version:</b>	1.1	<b>Revision Date:</b>	11/18/2016
<b>Effective Date:</b>	11/18/2016	<b>Replaces:</b>	NEW
<b>Revised By:</b>	Joshua Graves	<b>Review Cycle/Date:</b>	Annual
<b>Reviewed By:</b>	Fonda Logston	<b>Reviewing Unit:</b>	PMO
<b>Title:</b>	Project Review Process SOP		
<b>Description:</b>	This document is the operating standard for reviewing state IT projects.		

## Project Review Process

### Standard Operating Procedure

1. General Statement of Purpose
  - 1.1. The purpose of this document is to identify the process of reviewing State IT projects.
2. Scope
  - 2.1. All State IT projects are reviewed at least once by the PMO Support team to ensure the projects are in compliance with project management methodology. Refer to the following SOP: **08.1.1 Project Management Methodology**.
3. Discipline
  - 3.1. Program Management Standards
4. Instructions
  - 4.1. All State IT projects are reviewed during the Ready for Audit status within the Execution-Close Project Phase. Projects are also reviewed at random before they reach the Ready for Audit status. The PMO Support team randomly reviews one project every other month for each Project Manager.
  - 4.2. PMO Support opens the **Project Review Form (Office 365 < PMO Support < PPM Project Reviews)** and selects the tab at the bottom that matches the Project Phase of the project they are reviewing. These tabs include: Initiation, Planning, Execution and Ready for Audit.
  - 4.3. They will then save the Project Review Form according to the following naming convention:
    - 4.3.1. Ready for Audit reviews should be saved in the following location under the year the project closed and with the Project Manager's name and project number in the name:  
**Office 365 < PMO Support < PPM Project Reviews < Project Reviews < Ready for Audit Reviews**
    - 4.3.2. Random reviews should be saved in the following location under the appropriate year and month and with the Project Manager's name and project number in the name (e.g. John Doe\_12345):  
**Office 365 < PMO Support < PPM Project Reviews**
  - 4.4. PMO Support then performs the review based on which phase the project is in.
  - 4.5. Once the review is completed, PMO Support attaches the Project Review Form under the References tab of the project in the PPM Tool.
  - 4.6. PMO Support also notifies the Project Manager and Program Manager via email that the review is complete and guides them to the review on the PPM Tool.
  - 4.7. The Program Manager reviews the project review with the Project Manager and provides comments on any failed line items.

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4.7.1. Only Program Managers can provide exceptions for failed line items. These exceptions must be submitted via email to PMO Support and attached to the Project Review Form.

4.7.1.1. Full project exceptions must be submitted to the Enterprise Programs Director for approval.

4.8. After reviewing the project review with the Project Manager, the Program Manager makes any necessary comments on the Project Review Form. Then they attach the updated form under the References tab of the project in the PPM Tool.

4.8.1. If the review was failed, the Project Manager will have 2 weeks to fix the failed items. After the two weeks, PMO Support will review the project a second time, checking on the failed items. This review will be attached to the project and the Program Manager and Project Manager will be notified.

4.8.2. After the second review, failed line items cannot be changed and will reflect on the Project Manager's PMP.

## 5. Roles and Responsibilities

### 5.1. PMO Support

5.1.1. Performs the project review.

5.1.2. Saves the Project Review Form in the appropriate subfolder at the following location: **Office 365 < PMO Support < PPM Project Reviews < Project Reviews**

5.1.3. Attaches the completed Project Review Form under the References tab of the project in the PPM Tool.

5.1.4. Notifies the Project Manager and Program Manager via email that the review is complete.

5.1.5. Reviews failed project reviews again after a two-week period in which the Project Manager can correct failed line items.

### 5.2. Program Manager

5.2.1. Reviews the project review with the Project Manager and provides comments on any failed line items.

5.2.2. Attaches project review, with any necessary comments, under the References tab of the project in the PPM Tool.

### 5.3. Project Manager

5.3.1. Corrects review issues.

### 5.4. Enterprise Programs Director

5.4.1. Reviews all full project exceptions.

## 6. References

6.1. Project Review Form - **Office 365 < PMO Support < PPM Project Reviews**

6.2. 08.1.1 Project Management Methodology