GTO Policy

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STGC-2025-002	A	Statewide Policy for Reporting of Large Information Technology Projects	7/21/2025	1 of 3

1.0 PURPOSE

To establish a uniform statewide framework for reporting, tracking, and evaluating **large information technology (IT) projects** across Nevada Executive Branch agencies. This policy enhances transparency, mitigates project risk, and ensures alignment with the state's strategic technology goals.

2.0 SCOPE

This policy applies to **all Executive Branch agencies** initiating or managing IT projects with:

- **Projected costs exceeding $2,000,000**, inclusive of hardware, software, labor, and services; and
  - ○ **Statewide impact**, defined as systems or services supporting multiple agencies or affecting public access to government services; or
  - ○ **High-risk factors**, as determined by GTO or per SAM Chapter 1600 (e.g., critical infrastructure, tight timelines, statutory deadlines, or security sensitivity).

3.0 REFERENCES & RELATED POLICIES

- NRS 242.101 – Duties of the Chief Information Officer
- NRS 242.111 – Powers and duties of the Division
- State Administrative Manual (SAM) Chapter 1600 – IT Project Approval
- NAC 333 – Procurement Regulations

4.0 DEFINITIONS & ROLES

- **Technology Investment Evaluation (TIE):** A formal notification submitted by an agency to the GTO detailing a planned technology investment.
- **Project Visibility:** The extent to which project progresses, risks, and issues are transparent and accessible to all stakeholders.

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- **Slippage:** Delays in the project timeline that can affect the overall project schedule and deliverables.
- **GTO** will support agencies in adopting best practices, evaluate compliance, and report recurring issues to STGC and the Governor's Office.
- **Agency CIOs and Project Managers** are responsible for compliance with all reporting requirements. Seek assistance early and often to ensure successful project outcomes.

5.0 POLICY AND PROCEDURE

The GTO is dedicated to enabling agencies through technology by enhancing project visibility, minimizing delays, and ensuring timely notifications. This policy outlines the supportive processes and responsibilities to achieve these goals.

5.1. REPORTING SYSTEM

1. *TIMELINE TRACKING:*
   - Agencies are encouraged to use the designated project management tool to document and track project timelines and milestones.
   - Regular updates should be shared with the GTO to ensure ongoing visibility and support.

2. *SCOPE MANAGEMENT:*
   - Any changes to the project scope should be communicated through the project management tool, along with an impact analysis on timelines and budget.
   - The GTO will assist in evaluating and provide recommendations to keep projects on track.

3. *QUARTERLY REPORTING:*

For the duration of the project, agencies must submit:
   - Progress against milestones
   - Budget to actual expenditures
   - Identified risks and mitigation strategies
   - Staffing and vendor performance updates

These will be submitted using a standardized template maintained by the GTO and due **within 10 business days** of the close of each quarter.

5.2. PROACTIVE SUPPORT MECHANISM

1. Feedback Loops:
   - Establish open communication channels for continuous feedback from agencies.
   - Agencies are encouraged to report issues or request assistance at any stage of the project, fostering a supportive environment.

5.3 INDEPENDENT REVIEW TRIGGERS

Projects meeting any of the following must undergo independent technical review:
- Budget increase exceeding 20%

- Schedule delay is greater than 6 months
- A change in project scope impacting additional agencies or services

5.4. CULTURAL SHIFT AND TRAINING

1. Encourage Collaboration:
   - The GTO will foster a culture of collaboration and support, where agencies feel comfortable seeking help and sharing updates.
   - Success stories and best practices will be shared to highlight the benefits of early communication and support.

2. Define 'Help':
   - The GTO will clearly define what constitutes 'help,' including the scope of support, available resources, and budget considerations.

6.0 EXCEPTIONS/OTHER ISSUES

Any exceptions must be formally requested in writing to the State Technology Governance Committee and approved by the State CIO.

APPROVED BY

Title	Signature	Date
State Chief Information Officer		07/21/2025

DOCUMENT HISTORY

Revision	Date	Change
Published	7/21/2025	Introduction