

KITO Approval and Reporting System

KARS



History

- Senate Bill 5 was passed in 1998
 - Established
 - Definition of a reportable IT project
 - Information Technology Executive Council (ITEC)
 - Chief Information Technology Officers (CITO)
 - Chief Information Technology Architect (CITA)
 - Joint Committee on IT (JCIT)
 - Set required deliverables:
 - Kansas Project Management Methodology
 - Kansas Strategic Information Management Plan
 - Kansas IT Architecture (KITA)
 - Reporting and Monitoring Requirements



2023 House Bill 2019

- Updated the definition of a “reportable” IT project
 - The determination threshold for reportability was changed from project cost to a Business Risk Assessment.
- Added a seven-business-day “advise and consult” period conducted by JCIT on all reportable IT projects prior to CITO review and approval



Kansas Project Management Process Changes



ITEC-2400-P

ITEC Policy 2400 – IT Project Plan Approval and Project Status Reporting

Purpose: To establish a policy for the approval of projects that include the use of information systems or communications technology.

Summary: Prior approval must be obtained to start an IT project. Approval to proceed on an IT project shall be granted after completion of the Kansas IT Business Risk Assessment and review and approval of all required documentation by the Legislative Joint Committee on IT (JCIT) and branch CITO.

ITEC-2400-S

ITEC Standard 2400 - IT Project Plan Approval and Project Status Reporting Instructions

<https://ebit.ks.gov/docs/default-source/itec/policy-documents/itec-2400-s-approved-062023.pdf>



Definitions

Determining projects subject to Kansas IT Business Risk Assessment

- IT Project Definition

- "Project" means a planned series of events or activities that is intended to accomplish a **specified outcome** in a **specified time period**, under consistent management direction within a state agency or shared among two or more state agencies, and that has **an identifiable budget** for anticipated expenses.
- "Information technology project" means an information technology effort by a state agency of **defined and limited duration** that implements, effects a change in or presents a risk to processes, services, security, systems, records, data, human resources or architecture.



Demands, Projects, and CITO Approvals

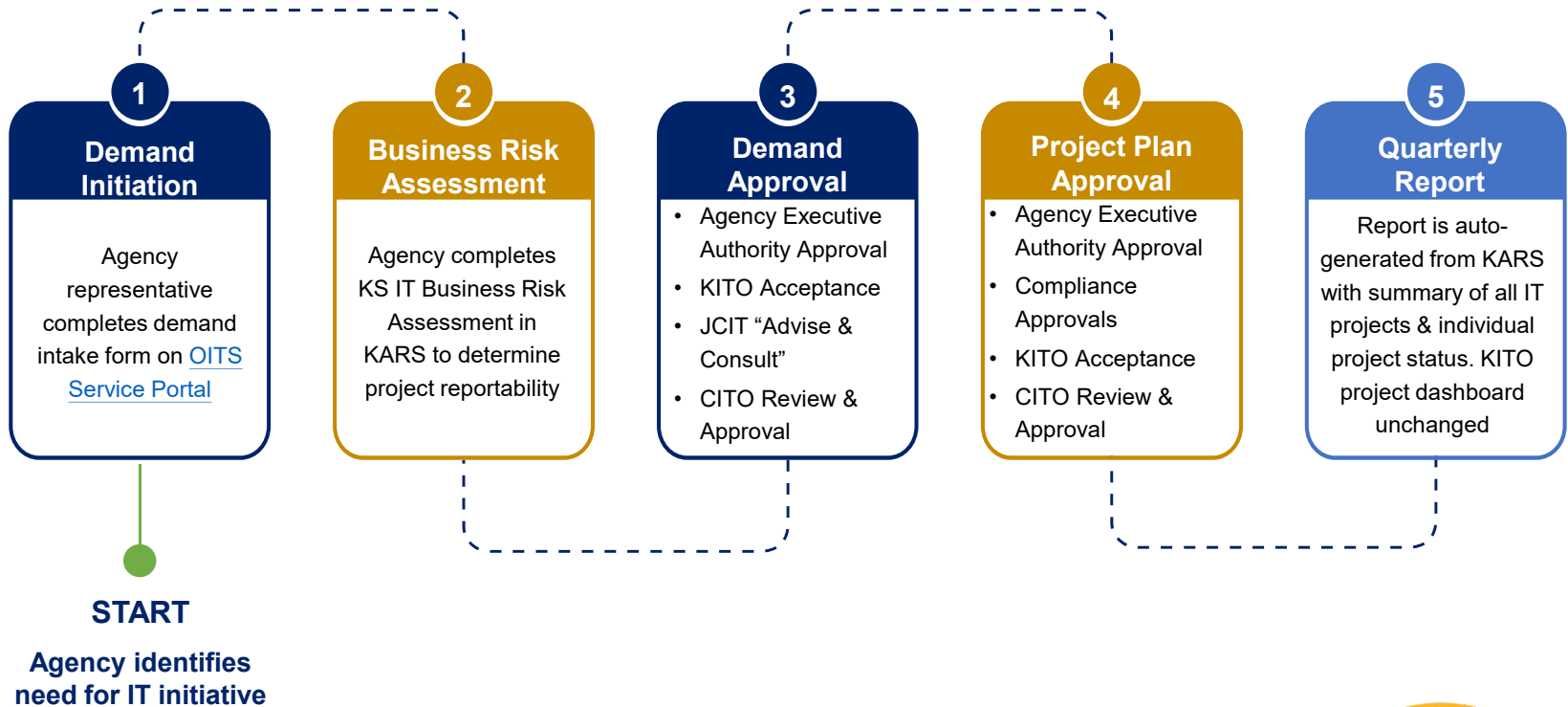
- For reportable IT projects, two separate branch CITO approvals must take place:
 1. *Prior to procurement*
 2. *Prior to execution*
- A project plan submitted for initial branch CITO approval *prior to procurement* is termed a **demand** and includes high-level, estimated information about the proposed initiative.
- Subsequently, while being prepared for the second branch CITO approval *prior to execution* (and thereafter), it is designated as a **project** and includes more detailed, finalized information.

KITO Approval and Reporting System (KARS)

- Online system used to submit project plan information for evaluation by KITO and approval by the branch CITO
- A system sign-on is required. Request forms are located on the KARS Help Center (<https://ebit.ks.gov/kito/resources/kars-help-center>)
- KARS is accessed through the OITS Service Portal (<https://ksgov.servicenowservices.com/oits/>)

KITO Approval & Reporting Process

Overall Process Flow



Find Answers Faster

Find the answers you need when you need them

- Request Something
- Professional Services
- KISO Security Services
- Data Center Service
- Access Form
- Get help
- KDHE Services
- KDOL Services
- Human Resources
- Agent Workspace
- Network Services
- Telecom Services
- Governance, Risk, and Compliance
- Submit Project Demand

Demand Intake Form

Describe the details of your demand using the fields below.

* Indicates required

* Initiative Name

* Description

* Start Date

* End Date


 


Agency

* Demand Manager

* Business Case 

Please include the following information: 

Business Program Background & Context:

Statement of Intent and Business Objectives:

Business Need:

← → Paragraph  **B** *I*         <>

Required information

Budget Information

Add

Remove All

Actions	Cost Name	Cost Type	Dollar Value
No data to display			

Business Stakeholders

Sponsor/Business Owner

Sponsor/Business Owner is not listed

Executive Authority

Executive Authority is not listed

Finance Director/CFO


Finance Director/CFO is not listed

IT Director/CIO

IT Director/CIO is not listed

PMO Director

PMO Director is not listed

 Add attachments



Number	DMND0001376	Approved project start date	2023-11-01
* Initiative Name	Cancelled - Test1	Approved project close-out date	2023-12-31
Initiative Acronym		* Estimated project start date	2023-11-01
* Category	Strategic	* Estimated project close-out date	2023-12-31
* Type	Project	* Estimated execution start date	2023-11-01
		* Estimated execution end date	2023-12-31
* Description	Testing Demand Intake		

Details Business Case Financials Assessment Data Notes Preferences

Portfolio		Priority	4 - Low
Program		Impact	Agency/Local
Investment Class	-- None --	T-Shirt size	S - Small
* Investment Type	Non-Infrastructure	Agency	OITS
* Demand manager	Sara Spinks	Project Manager	
Collaborators		Impacted Agencies	
		Business Capabilities	
		Business Applications	

Related Links

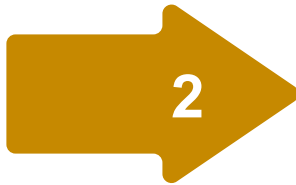
- [Create Project](#)
- [Create Baseline](#)
- [View RIDAC](#)

Kansas IT Business Risk Assessment Process Overview



Phase 1: Business Risk Screening

Initial, high-level – Quantitative – Objective – Straightforward – Brief – identifies low risk IT activities that do not require additional risk assessment.



Phase 2: Business Risk Evaluation

Detailed risk questions regarding 5 primary risk categories: Strategic, Operational, Financial, Security & Compliance, Reputational



KITO Reportability

Based on Business Risk Evaluation score, KARS determines reportability of the proposed IT demand



Required Demand Information

- Estimated start and end dates
- Business case information
 - Business program background and context
 - Statement of intent and business objectives
 - Business need
 - In-scope and out-of-scope
- Stakeholders
 - Sponsor / Business Owner
 - Finance Director / CFO
 - PMO Director
 - Executive Authority (Agency Head)
 - IT Director / CIO
- Estimated cost information
- Funding sources
- Benefits
- Risks
- Deliverables identified in your work breakdown structure (WBS)
- Specifications for bids or proposals

Compliance Acknowledgements

- Architecture – ITEC-4010-P & 9500-P
- Ownership of Software Code and Related Intellectual Property – ITEC-1500-P
- Accessibility – ITEC-1210-P
- Electronic Record Retention – KSA 45-403 & KSA 45-215 through 45-223
- Security – ITEC-7230-P
- Data Compliance – ITEC-8010-P



Approved Demands

- Once a demand has received CITO approval, procurement activities may begin.
- The project manager generates a project record in KARS from the demand



Proposed IT Projects

- Once the final contracts are awarded, the project information which was copied from the demand now must be updated with detailed information
- The project must receive CITO approval prior to execution.

Required Project Information

- A project includes all of the of the information of the demand, updated as appropriate.
 - Project start and end dates
 - Execution start and end dates
 - Business case information
 - Stakeholders
 - Project cost information
 - Funding sources
 - Benefits
 - Risks
 - KARS will present a Project Risk Assessment
 - Deliverables identified in your work breakdown structure (WBS)

Compliance Evaluations and Approvals

- Architecture – ITEC-4010-P & 9500-P
- Ownership of Software Code and Related Intellectual Property – ITEC-1500-P
- Accessibility – ITEC-1210-P
- Electronic Record Retention – KSA 45-403 & KSA 45-215 through 45-223
- Security – ITEC-7230-P
- Data Compliance – ITEC-8010-P



\$10 Million and Up IT Projects

- Projects that cost \$10 million or more also *REQUIRE:*
 - Feasibility Study Report
 - Independent Verification and Validation (IV&V) (ITEC-2510-P)

Approved Projects

- Once a project has received CITO approval, execution activities may begin.
- Project manager will begin providing quarterly status reports.



IT Project Status Reporting



Project Status Reporting

- Required in ITEC-2400-P
- Quarters are based on the calendar year
- Agencies are required to enter their quarterly status report into KARS within 10 days from the end of the quarter, i.e., Jan–Mar report is due on April 10. The summary report is published 30 days after the agency deadline.



Summary of Quarterly IT Project Reports

- Agency's quarterly IT project status reports are summarized and presented to JCIT. Distributed to 3-CITOs, ITAB, CITA, and ITEC.
- JCIT requires reporting on five metrics, approved baseline vs. actual:
 - Schedule
 - Cost
 - Resource Usage
 - Deliverable Completion
 - Task Completion
- JCIT established specific conditions if a project misses its targeted goals:
 - 10%, Caution Status (Recovery Plan – Impacts to cost, schedule and resources, mitigation plan, estimated recovery date, Project Sponsor and CITO approval)
 - 20%, Alert Status (Same as above, Agency Head and CITO approval)
 - 30%, Recast Status (Applicable only to cost and schedule variances. Consideration will be given to stop the project.)
- KITO rate fee is billed to the agencies at the close of each quarter.



KARS Status Report (Sample)

< ☰ Status Report
New record

📎 ⋮ Save Submit

* Status Date	2023-10-11	📅	Constraint date	2021-04-26 00:00:00	
State	Work in Progress			Percent complete	0
Approved start date	2021-04-26 00:00:00			Approved end date	2023-08-15 00:00:00
Planned start date	2021-04-26 00:00:00			Planned end date	2023-08-15 00:00:00
Actual start date	2021-04-26 00:00:00			Actual end date	
Planned cost	\$952,351.00			Actual cost	\$0.00

Overall Status Schedule Cost Resources Scope

Overall health **Green**

Executive Summary

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Agency comments on the project activities through the quarter. ¶

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KARS Status Report (Sample)

← ☰ Status Report
New record

✱ Status Date: 2023-10-11

State: Work in Progress

Approved start date: 2021-04-26 00:00:00

Planned start date: 2021-04-26 00:00:00

Actual start date: 2021-04-26 00:00:00

Planned cost: \$952,351.00

Constraint date: 2021-04-26 00:00:00

Percent complete: 0

Approved end date: 2023-08-15 00:00:00

Planned end date: 2023-08-15 00:00:00

Actual end date:

Actual cost: \$0.00

Overall Status: **Schedule** Cost Resources Scope

Schedule: **Green**

Planned End:

Actual End: WBS

Project Length in Days: Demand/Dates-Tab

Comments on Schedule

Agency-comments-on-any-schedule-changes

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KARS Status Report (Sample)

< ☰ Status Report
New record

✳ Status Date 2023-10-11

State Work in Progress

Approved start date 2021-04-26 00:00:00

Planned start date 2021-04-26 00:00:00

Actual start date 2021-04-26 00:00:00

Planned cost \$952,351.00

Constraint date 2021-04-26 00:00:00

Percent complete 0

Approved end date 2023-08-15 00:00:00

Planned end date 2023-08-15 00:00:00

Actual end date

Actual cost \$0.00 [Demand/Expense Lines](#)

Overall Status Schedule **Cost** Resources Scope

Cost **Green**

Actual Execution Cost to Date \$ 0.00

Planned Execution Project Cost \$ 0.00

Comments on Cost

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[Agency-comments-on-project-spend-to-date.](#)

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KARS Status Report (Sample)

← ☰ Status Report
New record ✎ ⋮ Save Submit

* Status Date	2023-10-11	Constraint date	2021-04-26 00:00:00
State	Work in Progress	Percent complete	0
Approved start date	2021-04-26 00:00:00	Approved end date	2023-08-15 00:00:00
Planned start date	2021-04-26 00:00:00	Planned end date	2023-08-15 00:00:00
Actual start date	2021-04-26 00:00:00	Actual end date	
Planned cost	\$952,351.00	Actual cost	\$0.00

Overall Status | Schedule | Cost | **Resources** | Scope

Resources **Green**

Actual Execution Work Hours

Actual Execution Work Variance

Comments on Resources - +

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Agency-comments-on-resource-hours-usage.

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KARS Status Report (Sample)

< Status Report
New record

 Save Submit

<p>* Status Date <input type="text" value="2023-10-11"/> </p> <p>State <input type="text" value="Work in Progress"/></p> <p>Approved start date <input type="text" value="2021-04-26 00:00:00"/></p> <p>Planned start date <input type="text" value="2021-04-26 00:00:00"/></p> <p>Actual start date <input type="text" value="2021-04-26 00:00:00"/></p> <p>Planned cost <input type="text" value="\$952,351.00"/></p>	<p>Constraint date <input type="text" value="2021-04-26 00:00:00"/></p> <p>Percent complete <input type="text" value="0"/></p> <p>Approved end date <input type="text" value="2023-08-15 00:00:00"/></p> <p>Planned end date <input type="text" value="2023-08-15 00:00:00"/></p> <p>Actual end date <input type="text"/></p> <p>Actual cost <input type="text" value="\$0.00"/></p>
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Overall Status
Schedule
Cost
Resources
Scope

Scope Green

<p>Actual Execution Deliverables Completed KARS/Project-Tasks/Completed-thru-end-of-quarter¶</p> <p>Planned Execution Deliverables Completed KARS/Project-Tasks/Scheduled-thru-end-of-quarter¶</p>	<p>Actual Execution Tasks Completed WBS/Tasks-completed-thru-end-of-quarter¶</p> <p>Planned Execution Tasks Completed WBS/Tasks-scheduled-thru-end-of-quarter¶</p>
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Comments on Scope - +

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[Agency-comments-on-Milestones-and-tasks-complete-rates.¶](#)

IT Project Close-Out



IT Project Close-Out

- Last major phase of project's life cycle
- ITEC-2400-S outlines completion of Post Implementation Evaluation Report (PIER)
- PIER documents the history of a project and contains recommendations for other projects
- Recommendations are largely obtained through a Lessons Learned session

Helpful Information



KARS Help Center

- <https://ebit.ks.gov/kito/resources/kars-help-center>
 - KARS Access Request Form
 - KARS Training Recordings
- KARS Help-Line Teams Standup Meeting
 - Tuesday and Friday – 10am to 11am
 - Link to join meeting



KITO Contacts:

Sara Spinks, Director

sara.spinks@ks.gov – 785-296-3329

Cole Robison, Director of IT Accessibility

cole.robison@ks.gov – 785-291-3016

KITO General Email: KITO@ks.gov

Website: <https://ebit.ks.gov/kito/home>

