A Guide to the State of Illinois' IT Portfolio Management

What is the State's approach to IT Portfolio Management? ①

There are two areas of focus for the State's Portfolio Management:

Portfolio Balancing ⚖

Translating the State's strategy into prioritized programs and projects and balancing the risk of project implementation against the value derived from that project.

Portfolio Oversight 🔍

Instituting regular 'checkpoints' at which performance of initiatives is reviewed to assess overall project health, and determining whether enterprise goals are being met.

What is an IT project? ②

An IT project is a temporary endeavor designed to produce a unique product, service or result with a defined beginning and end. IT projects enable business processes, deploy analytics, process transactions, or create efficiency using automation.

Is this activity a project and does it require a charter or governance? ③

Example Activity	Charter?	Portfolio Management Initiated?
New Application/Technology Implementation	Yes	Depends on: costs, risks, criticality, and/or complexity
Development/Implementation of New Service	Yes	Depends on: costs, risks, criticality, and/or complexity
Provision of Existing Service	No	No
Development of New Standard	No	No
Ongoing Maintenance of Application	No	No

What is the process and what supporting documentation is needed? ④

Gate 1 Conceptual Idea Phase	Gate 2 Need or PBC Confirmation	Gate 3 Requirements/ RFP/Work Order Validation	Gate 4 Design or Architecture Validation	Gate 5 Deployment Readiness Validation
A basic concept or idea that describes the requirement	Business case/high-level requirements or scope of work (SOW)	Technical requirements section from the RFP/IFB	Technical design, blueprint and architecture documentation	Pre-implementation technical deployment readiness documentation
	Required for PBC approval	Required for RFP/IFB/SOW approval	Required to commence build phase of project	Required for Production deployment