


Florida Fish and Wildlife Conservation Commission  
**Internal Management Policies and Procedures (IMPP)**

	TITLE	IMPP
	Information Technology Project Governance	<b>3.6</b>
		EFFECTIVE DATE 02/20/2017
	APPLICABILITY	RESCINDS/AMENDS
	ALL MEMBERS	N/A

REFERENCES:

AUTHORITY: FLORIDA STATUTE CHAPTER 282; FLORIDA STATUTE CHAPTER 815; FLORIDA ADMINISTRATIVE CODE RULE 74-1; FLORIDA ADMINISTRATIVE CODE RULE 74-2

**POLICY**

In accordance with the above statutes and rules, it is the policy of the Florida Fish and Wildlife Conservation Commission (FWC) to establish a structured process to efficiently manage information technology (IT) projects. This process will engage the system owner and stakeholders in approval of the project scope, cost, and schedule. This process will also enable the FWC to comply with assessment requirements as defined in Florida Administrative Code Rule 74-1.

This process is required for the agency to comply with project management and security risk management standards, specified in rule and statute. The role of IT is to help FWC program areas improve business processes and effectively support business change. To fulfill this role, IT must be properly aligned with agency business objectives.

The policy is designed to maintain an agency-wide perspective in the planning, implementation and management of IT resources within FWC. Please refer to [FWC Information Technology Project Governance process and procedures](#) for detailed information.

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**3.6.1 DEFINITIONS**

- A. **Project** - An endeavor that has a defined start and end point; is undertaken to create or modify a unique product, service, or result; and has specific objectives that, when attained, signify completion.
- B. **Critical Process** - a vital or key agency process that, should it fall victim to fraud, cyberattack, or unauthorized activity, can seriously impact the agency's ability to fulfill its mission.
- C. **Information and Communication Technology (IT) Resources** - data processing hardware, software and services, communications, supplies, personnel, facility resources, maintenance, and training.

- D. **Information System Owner(s)** - the agency official, or business program area, responsible for the overall procurement, development, integration, modification, or operation and maintenance of the information system.
- E. **Stakeholder** – a person, group, organization, or state agency involved in or affected by a course of action related to state agency-owned IT resources.

### 3.6.2 SCOPE

The IT project governance process will assist in the development of FWC’s strategic goals and objectives, legislative budget requests, policies, procedures and technology standards.

IT project governance will help FWC’s leadership evaluate enterprise needs and requests, and make a determination as to where best to focus the efforts of limited resources, to meet the priorities and strategies of FWC.

The goals of effective project governance are to promote technology sharing across program areas, enhance service delivery, eliminate duplication of efforts, and efficiently manage the cost of technology.

### 3.6.3 USER REQUIREMENTS FOR REQUESTS AND APPROVALS

- A. All technology project requests shall be formally initiated and [submitted](#) through the request portal, in consultation with the Office of Information Technology, and as described in the [Project Governance process and procedures](#) document.

### 3.6.4 FORMS

FORM NUMBER	FORM TITLE
None	None

Approved: **Eric Sutton**  
 Nick Wiley, Executive Director or Designee

Date: **02/20/2017**

History: Est.: 02/20/2017