

# Information Technology Policy

## *Project Health Status*

**Number**  
OPD-BUS001B

**Effective Date**  
January 23, 2023

**Category**  
Business

**Supersedes**  
None

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**Scheduled Review**  
January 2024

### 1. Purpose

This supplemental document to [ITP-BUS001, IT Planning and Projects](#) defines the criteria that shall be used to determine and report the health of an [IT Project](#).

### 2. Project Health Assessment and Reporting

Senior IT leadership and project managers shall assess the health of all projects under their management using the statuses defined in section 3 of this document.

The health status shall be reported in the enterprise project management tool on a weekly basis.

If the project health is in either a red or yellow status, the following fields need to be updated within the enterprise project management tool:

Field	Description
Reason for Indicator Change	Define what caused the health indicator to change to yellow or red.
Project Impacts	Define what impacts have resulted from the indicator changing to yellow or red.
Get Back to Green Actions	Define the actions that are needed to get the project back into a green status.

### 3. Project Health Status

#### 3.1 Project Health

On Plan No Management Attention Needed	Needs Attention Management Attention May Be Needed	In Trouble Management Attention Needed
Health Indicators for scope, schedule, and budget are all in green status.	A health indicator for scope, schedule, or budget is in yellow status and no indicators are in red status.	A health indicator for scope, schedule or budget is in red status.

#### 3.2 Scope Health

Green No Management Attention Needed	Yellow Management Attention May Be Needed	Red Management Attention Needed
<p>No change requests have been submitted <b>OR</b> change requests submitted will not impact baselined schedule or budget.</p> <p><b>Assumptions:</b> Scope has been approved</p>	<p>A change request has been submitted that <b>may</b> impact the baselined schedule or budget.</p> <p><b>Assumptions:</b> A risk has been logged to identify the potential change in scope and there may be impacts to schedule and budget.  Once analysis has been completed and the impacts are known, the indicator would change back to green or red.</p>	<p>A change request has been submitted that <b>will</b> impact the baselined schedule or budget.</p> <p><b>Assumptions:</b> The actual impacts will be defined in the schedule or budget indicator.  Once the changes have been approved by sponsor or appropriate governance committees, the indicator would return to green.</p>

#### 3.3 Schedule Health

Green No Management Attention Needed	Yellow Management Attention May Be Needed	Red Management Attention Needed
<p>There is no schedule variance <b>OR</b> schedule variance will not impact the planned completion date for the current release or overall project.</p> <p><b>Assumptions:</b> Schedule has been approved</p>	<p>Schedule variance of <b>2 weeks or less</b> for projects over 6 months in length. Schedule variance of <b>10% or less</b> for projects less than 6 months.</p> <p><b>Assumptions:</b> Project Manager has the discretion to adjust the thresholds based on the constraints of the project. Days are based on business days.  Once the changes have been approved by sponsor or appropriate governance committees, the indicator would return to green.</p>	<p>Schedule variance <b>greater than 2 weeks</b> for projects over 6 months in length. Schedule variance <b>greater than 10%</b> for projects less than 6 months.</p> <p><b>Assumptions:</b> Project Manager has the discretion to adjust the thresholds based on the constraints of the project. Days are based on business days.  Once the changes have been approved by sponsor or appropriate governance committees, the indicator would return to green.</p>

### 3.4 Budget Health

Green No Management Attention Needed	Yellow Management Attention May Be Needed	Red Management Attention Needed
<p>There is no budget variance</p> <p><b>Assumptions:</b></p> <p>Budget has been approved</p> <p>There is project funding available</p>	<p>Budget variance is <b>10% or less than</b> the baselined budget based on the Estimate at Complete (EAC).</p> <p><b>Assumptions:</b></p> <p>There is project funding available</p> <p>Once the changes have been approved by sponsor or appropriate governance committees, the indicator would return to green.</p>	<p>Budget variance that is greater than <b>10%</b> of the baselined budget based on the EAC.</p> <p><b>Assumptions:</b></p> <p>No project funding is available</p> <p>Once the changes have been approved by sponsor or appropriate governance committees, the indicator would return to green.</p>

This chart contains a history of this publication’s revisions.

Version	Date	Purpose of Revision
Original	01/23/2023	Project health assessment and reporting information moved to this new supplemental document.