ARKANSAS REGISTER

Proposed Rule Cover Sheet

Secretary of State
John Thurston
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Little Rock, Arkansas 72201-1094
(501) 682-5070
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Name of Department Transformation and Shared Services

Agency or Division Name Division of Information Systems

Other Subdivision or Department, If Applicable

Previous Agency Name, If Applicable

Contact Person Jennifer Davis

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Name of Rule Policy Statement - Project Management

Newspaper Name Arkansas Democrat Gazette

Date of Publishing Sat 12/28/24, Sun 12/29/24, and Mon 12/30/24

Final Date for Public Comment Monday, January 27, 2025 at 4:30pm

Location and Time of Public Meeting January 21, 2025 at 1:30pm; River Valley Room G-08, 501 Woodlane, LR, AR

Office of the State Chief Information Officer
Mike Huckabee, Governor
Carolyn G. Walton, ECIO

Shared Technical Architecture
124 W. Capitol Ave. Suite 200
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Policy Statement – Project Management

Managing State Information Technology Projects	**Document Number:** PS-33
	Effective Date: September 1, 2003
	Published By: Office of the State Chief Information Officer

1.0 Purpose

1.1 The purpose of this policy statement is to provide state agencies with the necessary guidance for managing the state of Arkansas's information technology projects.

1.2 This policy is provided to help ensure that information technology projects are conducted in a disciplined, well-managed, and consistent manner that promotes the delivery of quality products and services.

2.0 Scope

2.1 This policy statement applies to state agencies as specified in Act 1042, which includes all state departments, boards, and commissions. The policy shall not apply to elected constitutional officers and their staffs, the General Assembly and its committees and staffs, the Supreme Court and the Administrative Office of the Courts, and public institutions of higher education.

2.2 This policy is to be used in conjunction with the state agencies' detailed procedures for managing information technology projects.

2.3 This policy has a general applicability to the management of all information technology projects in the State of Arkansas. The degree to which this policy applies is based on agency procedures, the magnitude of the project and the project risks.

2.4 This policy serves as a guideline for managing information technology projects for the State of Arkansas.

3.0 Background

3.1 Act 1042, 2001 requires the Executive Chief Information Officer (ECIO) to oversee the development of information technology policy for state agencies. This act also placed the Office of Information Technology under the direction of the ECIO and created the State Security Office.

3.2 Agencies are required to submit a summation of the project management methodology used for each project as part of their biennial information technology (IT) plan. The summation will be provided in the Project Reporting and Approval Form (PRAF) which is part of the agency biennialIT plan.

4.0 References

4.1 Arkansas Act 1042 of 2001, Act to Create and Establish A StateExecutive Chief Information Officer and CIO Council: http://www.arkleg.state.ar.us/ftproot/acts/2001/htm/act1042.pdf

4.2 Office of Information Technology Biennial Planning Guidelines: http://www.oit.state.ar.us/AgPlan/Biennium/ITPlan_200405.htm

5.0 Policy

5.1 Agencies will select and implement a project managementmethodology according to the scope, size, risk, cost, and duration of the information technology (IT) project.

6.0 Procedures

6.1 Agencies are to review their information technology (IT) projects to determine the extent of project management required. The extent is based on the project scope, risk, size, costs, and duration.

6.2 A project management methodology should be selected based onthe agencies' findings of the project scope, risk, size, costs, and duration.

6.3 Agencies should review Arkansas Project Management Best Practices for direction and guidance. The Project Management Best Practices also provide assistance in determining, a) magnitude of the project, and b) the extent to which project management might be implemented (refer to 'Resource 9.1' below).

6.4 Agencies shall submit a summation of the project management methodology used for each qualified project as part of their biennial information technology (IT) plan. The summation will be provided in the Project Reporting and Approval Form (PRAF) which is part of the agency biennial IT plan.

7.0 Revision History

Date	Description of Change
09/01/2003	Original Policy Statement Published

8.0 Definitions

8.1 Agency - State agencies, as defined in Act 1042 refers to, "…all state departments, boards, and commissions, but shall not include the elected constitutional officers and their staffs, the General Assembly and its committees and staffs, the Supreme Court and the Administrative Office of the Courts, and public institutions of higher education with respect to academic, research, healthcare, and existing information technology applications and underlying support therefore [sic];"

8.2 Project: "A project is defined as a temporary endeavor undertaken to create a unique product or service," - (PMI®).

9.0 Related Resources

9.1 Arkansas Project Management Best Practices:
http://www.techarch.state.ar.us/domains/business_process/best_practices/BP-33-001_Project_Management.doc

9.2 Arkansas Project Management Methodology (DIS): Project Management Methodology is the online set of procedures and techniques set forth as a guide to managing all types of projects - http://pmstat.state.ar.us/Meth/Meth_index.htm

9.3 Project Management Methodology - MI: Project Management documentation from which this outline was developed.

9.4 Project Management Institute: www.pmi.org

9.5 Michigan Project Management: www.state.mi.us/cio/opm

9.6 New York Project Management: www.oft.state.ny.us/pmmp/pmo.htm

9.7 Project Management Methodology - CA Additional PM documentation

10.0 Inquiries

Direct inquiries about this policy to:

Office of Information Technology
Shared Technical Architecture
124 W. Capitol Ave., Suite 200
Little Rock, AR 72201
Voice: 501-682-4300
FAX: 501-682-2040
Email: ITarch@mail.state.ar.us

FINANCIAL IMPACT STATEMENT

PLEASE ANSWER ALL QUESTIONS COMPLETELY.

DEPARTMENT Transformation and Shared Services, Division of Information Systems
BOARD/COMMISSION _____
PERSON COMPLETING THIS STATEMENT Jennifer Davis
TELEPHONE NO. (501) 683-1672 **EMAIL** jennifer.davis@arkansas.gov

To comply with Ark. Code Ann. § 25-15-204(e), please complete the Financial Impact Statement and email it with the questionnaire, summary, markup and clean copy of the rule, and other documents. Please attach additional pages, if necessary.

TITLE OF THIS RULE Policy Statement - Project Management

1. Does this proposed, amended, or repealed rule have a financial impact?
   Yes ☐ No ☑

2. Is the rule based on the best reasonably obtainable scientific, technical, economic, or other evidence and information available concerning the need for, consequences of, and alternatives to the rule?
   Yes ☑ No ☐

3. In consideration of the alternatives to this rule, was this rule determined by the agency to be the least costly rule considered? Yes ☑ No ☐

   If no, please explain:

   (a) how the additional benefits of the more costly rule justify its additional cost;

   (b) the reason for adoption of the more costly rule;

   (c) whether the reason for adoption of the more costly rule is based on the interests of public health, safety, or welfare, and if so, how; and

   (d) whether the reason for adoption of the more costly rule is within the scope of the agency's statutory authority, and if so, how.

4. If the purpose of this rule is to implement a *federal* rule or regulation, please state the following:

   (a) What is the cost to implement the federal rule or regulation?

Current Fiscal Year	**Next Fiscal Year**
General Revenue_____	General Revenue_____
Federal Funds_____	Federal Funds_____
Cash Funds_____	Cash Funds_____
Special Revenue_____	Special Revenue_____
Other (Identify)_____	Other (Identify)_____
Total_____	Total_____

(b) What is the additional cost of the state rule?

Current Fiscal Year	**Next Fiscal Year**
General Revenue_____	General Revenue_____
Federal Funds_____	Federal Funds_____
Cash Funds_____	Cash Funds_____
Special Revenue_____	Special Revenue_____
Other (Identify)_____	Other (Identify)_____
Total_____	Total_____

5. What is the total estimated cost by fiscal year to any private individual, private entity, or private business subject to the proposed, amended, or repealed rule? Please identify those subject to the rule, and explain how they are affected.

Current Fiscal Year	**Next Fiscal Year**
$_____	$_____

6. What is the total estimated cost by fiscal year to a state, county, or municipal government to implement this rule? Is this the cost of the program or grant? Please explain how the government is affected.

Current Fiscal Year	**Next Fiscal Year**
$_____	$_____

7. With respect to the agency's answers to Questions #5 and #6 above, is there a new or increased cost or obligation of at least one hundred thousand dollars ($100,000) per year to a private individual, private entity, private business, state government, county government, municipal government, or to two (2) or more of those entities combined?

Yes ☐ No ☑

If yes, the agency is required by Ark. Code Ann. § 25-15-204(e)(4) to file written findings at the time of filing the financial impact statement. The written findings shall be filed simultaneously with the financial impact statement and shall include, without limitation, the following:

(1) a statement of the rule's basis and purpose;

(2) the problem the agency seeks to address with the proposed rule, including a statement of whether a rule is required by statute;

(3) a description of the factual evidence that:
(a) justifies the agency's need for the proposed rule; and
(b) describes how the benefits of the rule meet the relevant statutory objectives and justify the rule's costs;

(4) a list of less costly alternatives to the proposed rule and the reasons why the alternatives do not adequately address the problem to be solved by the proposed rule;

(5) a list of alternatives to the proposed rule that were suggested as a result of public comment and the reasons why the alternatives do not adequately address the problem to be solved by the proposed rule;

(6) a statement of whether existing rules have created or contributed to the problem the agency seeks to address with the proposed rule and, if existing rules have created or contributed to the problem, an explanation of why amendment or repeal of the rule creating or contributing to the problem is not a sufficient response; and

(7) an agency plan for review of the rule no less than every ten (10) years to determine whether, based upon the evidence, there remains a need for the rule including, without limitation, whether:
(a) the rule is achieving the statutory objectives;
(b) the benefits of the rule continue to justify its costs; and
(c) the rule can be amended or repealed to reduce costs while continuing to achieve the statutory objectives.

Jennifer Davis

From: Legal Ads <legalads@arkansasonline.com>
Sent: Thursday, December 26, 2024 12:00 PM
To: Jennifer Davis
Subject: Re: Notice of Rulemaking

Will run Sat 12/28, Sun 12/29, and Mon 12/30/

Thank you,

Gregg Sterne, Legal Advertising
Arkansas Democrat-Gazette
legalads@arkansasonline.com

From: "Jennifer Davis, DIS" <Jennifer.Davis@arkansas.gov>
To: "legalads" <legalads@arkansasonline.com>
Sent: Thursday, December 26, 2024 11:50:32 AM
Subject: Notice of Rulemaking

Greetings,

Please run the attached Notice of Rulemaking for 3 consecutive days as soon as possible to include Sunday as one of the three days. The billing address is the Arkansas Department of Transformation and Shared Services, PO Box 3522, Little Rock, AR 72203. If you have any questions, please contact me at 501-683-1672.

Please confirm the dates in which the notice will run.

Thank you,
Jennifer

Jennifer Davis
Chief Privacy Officer
Transformation and Shared Services
E: Jennifer.Davis@arkansas.gov
O: 501-683-1672

Notice of Rulemaking

Pursuant to Arkansas Code Annotated § 25-15-201 et seq., notice is hereby given that the Arkansas Department of Transformation and Shared Services, Division of Information Systems is considering a repeal of the following rules: (1) Policy Statement – Project Management; (2) Standard Statement – Password Management; (3) Standard Statement – Virus Scanning; (4) Standard Statement – Warning Banner; (5) Standard Statement – Personnel Security; (6) Standard Statement – Encryption; and (7) Department of Information System Rules dated October 17, 1997. A public hearing will be held on January 21, 2025, at 1:30pm in the River Valley Conference Room, 501 Woodlane Avenue, Suite G-08, Little Rock, AR 72201. Written comments should be mailed to TSS, Attn: Public Comments at P.O. Box 3522, Little Rock, AR 72203. Comments may also be e-mailed to TSS.RulesComments@arkansas.gov. Copies of the proposed rule may also be obtained from the Department of Transformation and Shared Services, 501 Woodlane Avenue, Little Rock, AR 72201, or by accessing the Department's website at https://transform.ar.gov/secretarys-office/legal/rules-hearings/.