

# MANAGEMENT CONTROLS AND PROCESSES

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## SECTION 4 MANAGEMENT CONTROLS AND PROCESSES

### 4.1 IT Management Framework

In FY 1994 the Fairfax County Board of Supervisors created a citizen Information Technology Advisory Group (ITAG) to study the use and management of Information Technology (IT) by the County government. The ITAG was composed of eight private sector executives from Fairfax County based companies. Two committees supported the ITAG, one made up of staff from their own corporate organizations and the other comprised of County staff.

The work of the ITAG resulted in the creation of the Department of Information Technology (DIT). By consolidating several separate County organizations already involved with application programming, infrastructure, data center operations, telecommunications, Geographic Information Systems (GIS), mapping and technical training, the Department of Information Technology was formed. The new DIT also included centralized resources for system security, standards, architecture, e-government, technology planning and administration.

The ITAG further recommended that:

- The County create a Chief Information Officer (CIO) position to oversee DIT and technology Countywide
- The CIO should report directly to the County Executive as a Deputy County Executive level position
- IT be treated as an investment and given consistent funding annually
- The CIO be responsible for IT planning County-wide and the expenditure of major IT project funds
- The County create a funding mechanism to ensure IT employees are trained properly and their skills are kept up to date
- An annual IT plan is written to detail IT direction, projects and budgets.

When ITAG recommended the technology modernization fund, it recommended funding of approximately \$20 million per year. This fund provides money for the software, hardware and services included in the County's major IT projects. The modernization fund represents the County's enterprise wide and key departmental projects, which are

closely tied to business process improvement and strategic goals.

ITAG also recognized that larger County departments would still need to retain some IT staff in addition to utilizing central DIT resources and that some projects would be better handled by the department rather than DIT. For these departments DIT would serve as a consultant, mentor or project partner. But departmental IT standards, planning and budgeting would still follow the direction of the CIO to ensure consistency and investment value.

Based on the initial ITAG recommendations, the following initiatives have been implemented successfully:

- *centralization of the major IT functions for the County (FY 1995)*
- *creation of a CIO function (FY 1995)*
- *standardization of technology investments across the County (FY 1995)*
- *creation of a technology modernization fund (FY 1996)*
- *annual technology project review as part of the budget process (FY 1995)*
- *funding for technology training (FY 1996)*
- *project steering committees, formal project reporting and governance (FY 1996)*
- *creation of a permanent private sector advisory group (FY 1998)*
- *creation of an internal Senior Management IT steering committee (FY 1999)*
- *project manager certification (FY 1999)*
- *creation of an enterprise technology architecture committee (FY 2001)*
- *creation of an IT Investment Portfolio management position in DIT (FY 2002)*
- *creation of an enterprise technology architecture function in DIT (FY 2002)*
- *development of strategic planning alignment process (FY 2003)*
- *strengthen and reorganization of IT Security leadership and capability (FY 2003 and 2004)*
- *merger of information architecture, web services and document management functions (FY 2004)*
- *establishment of Architectural Review Board in DIT (FY 2005)*

- *reorganization to establish resource capability to address regional homeland security interoperability requirements, and creation of a position dedicated to integrated Public Safety and Emergency Management strategy (FY 2005)*
- *establishment of a Public Safety IT Governance Board (FY 2005)*
- *renamed CIO position Deputy County Executive (DCE) for Information Departments (FY 2006)*
- *establish Deputy Director position in DIT (FY07)*
- *establish Customer Services 'One Stop' for service requests end-user commodity items.*

## The Role of the DCE

The Deputy County Executive (DCE) is responsible for the overall management of technology and information resources. The Board of Supervisors has broadened the role of the DCE since the position was created as CIO in FY 1995. The DCE is responsible for a broad range of information related departments. The Department of Information Technology, Fairfax County Library/Archives, the Department of Cable Communications and Consumer Protection, and the Health Insurance Portability Accountability Act (HIPAA) Compliance Office report directly to the DCE. The Office of Public Affairs information function works closely with the DCE to develop a comprehensive communications message strategy and to ensure the integrity of content for published information served through the County E-government programs. The DCE serves as the liaison to the Economic Development Authority in conveying the County's best technology best practices and assisting with marketing the County to prospective businesses. The DCE's broad responsibility for information spans policy, books, television, technology, health, consumer protection, the management of documents, and other information related functions.

To assist the DCE and CTO the Board of Supervisors in FY 1998 created a permanent private sector group called the Information Technology Policy Advisory Committee (ITPAC). The group is made up to 10 members appointed directly by the Board of Supervisors and five members that are recommended to the Board by the Federation of Civic Associations, School Board, Northern Virginia Technology Council, League of Women Voters and the Chamber of Commerce respectively. The ITPAC meets on a regular schedule to review the County's technology projects, plans and direction, and endorses the annual technology spending plan to the Board of Supervisors during budget review and deliberations. The ITPAC serves as advisors to the DCE, providing

advice, experience and support for the IT program.

The Senior IT Steering Committee provides policy and resource oversight of the County's IT program. This group includes the County Executive, Deputy County Executives, Director of the Department of Information Technology/CTO, and Director of the Department of Management and Budget. The committee gets additional input from the county's Senior Management Team made up of all agency heads. The committee meets monthly to look at specific IT initiatives, opportunities and issues, sets the County's IT strategy based on the Board of Supervisors' direction, and approves the annual IT investment plan which is delivered by the DCE and CTO to the ITPAC for its endorsement.

## Project Investment Prioritization and Execution

The Senior IT Steering Committee establishes the funding priorities for technology projects. For FY 2004, based on global changes in social and economic paradigm shifts, the following priorities were adopted, and re-validated for FY 2006:

- Mandated Requirements
- Leveraging of Prior Investments
- Enhancing County Security
- Improving Service Quality and Efficiency
- Ensuring a current and supportable Technology Infrastructure

The process is managed by the IT Project Portfolio Office in the Department of Information Technology. For each fiscal planning cycle, Initial project recommendations are submitted by the County's departments as part of the annual budget process. County staff implemented a two-phase approach to assist in the preparation and evaluation of information technology project proposals submitted for FY2006 funding and to support the following objectives:

- *submission of viable projects: minimize project requests that may be beneficial to County business conceptually, however lack substantive information in critical project areas such as staffing plans, technical architecture, project deliverables and benefits;*
- *ensure that proposed project timeframes, areas of responsibility and funding accurately reflect County procurement, budget and existing IT project commitments, as well as to clearly identify the impact of the project on agency business and technical staff, and agency operations;*

- *identify potential savings by utilizing existing County-owned technologies or by jointly reviewing similar individual project requests to minimize IT software and hardware duplication and leverage technology investments already made;*
- *ensure that proposed project schedules are feasible, and/or that ongoing projects are within scope and budget, and are on schedule*

Early in the process, agencies are requested to submit both a business and technical viability analysis for each proposed project. The business analysis, reviewed by staff from the Department of Management and Budget (DMB), includes such factors as business objectives, return on investment (including cost savings, cost avoidance, enhanced revenue, non-quantifiable service benefits, staff savings and staffing efficiencies), indicators to be used to measure success, estimated costs, business related risks and alternatives to the proposed project.

The technical analysis, reviewed by staff from the Department of Information Technology (DIT), includes such factors as proposed system architecture and its compatibility with the County's technical architecture standards, impact on existing systems, data conversion and electronic interface requirements, and staffing requirements for development, enhancement and maintenance of the project. After review by DMB and DIT, recommendations and suggestions for improvement are made to the project sponsors. The final project proposals are submitted, interviews are conducted and DIT and DMB senior management conduct final reviews and make funding recommendations for consideration by the Senior IT Steering Committee. This process is guided by the five information technology priorities established by the IT Senior Steering Committee.

The Senior IT Steering Committee reviews the recommendation for inclusion in the County Executive's annual proposed budget. ITPAC's recommendations are included as part of the Budget Adoption process. ITPAC develops a letter supporting the strategy and themes for the proposed project funding package to the Board of Supervisors. The Board makes the final decision on funding based on alignment with the Board's goals and staff and ITPAC endorsement.

As stated previously, IT funding in the modernization budget represents the strategic and enterprise-wide initiatives for the County. If during the project review process a project is identified that is not strategic,

does not have enterprise wide benefits, but does benefit a single department or County function, funding may be placed into departmental budgets. The department can then use these funds to do the project internally with existing staff or contract for services if necessary. Agencies can request that DIT do the project if that is the best course. Departmental projects must still follow the established IT standards, methodology and architecture requirements and DIT is usually involved as an advisor at a minimum to ensure compliance.

Once projects are approved for funding, a steering committee is created for each project. This committee can vary in size and membership, based on the dollar value and the strategic importance of the project. A project manager is selected from the department sponsoring the project and a technical project manager is assigned from DIT and/or the user agency's technical group if one exists. Project managers are required to hold regular meetings and report progress and issues. All projects need to follow the County's standards and project methodology as defined by the DCE in the IT standards. Formal architecture standards have been developed that provide further guidance to the project managers. This process is managed by the IT Portfolio Manager in DIT.

The County formally certifies project managers. DIT has created a project manager certification course, which certifies project managers to lead projects at different dollar thresholds. Once certified and assigned to an approved project, the project manager's salary may be adjusted from his/her position of record to reflect the level of project responsibility and dollars that are involved. The certification focuses on project reporting and administration, contract negotiation and management, technical architecture, task planning and other topics. Certification is also required for technical project managers. DIT assigns a Technical Project Manager that works with the agency Project Manager to approve the technical solution, help develop the schedule, coordinate implementation activities in DIT, and execute the technical solution. The Technical PM is involved in the solution selection process to include contract negotiations. In addition to the Project Steering Committee, DIT may conduct periodic project reviews. DIT has established the Architectural Review Board to assist agencies in determining viability of solutions and fit with architectural standards and the county's infrastructure as a part of the solution competition and acquisition process. This includes members participating on Selection Advisory and Technical Advisory panels.

All of these elements...

- *Information DCE*
- *private sector and internal County board of directors for the DCE and CTO*
- *Executive IT Steering Committee*
- *planning and review of technology investments county-wide*
- *focus on standards, training and certification*
- *Project Steering Committees*
- *collaboration between agencies and DIT*
- *portfolio management*
- *Architectural Review Board*
- *skilled project management*

...work together to create an enterprise wide process and focus for IT in Fairfax County. The process is inclusive of all departments, it ensures that there is a high level champion for IT and that as solutions are chosen they match the goals of the enterprise as a whole.

In any organization, a wide range of business processes and practices support all information

technology projects directly or indirectly. They are integral to both the development and the delivery of flexible, cost-effective and reliable solutions. The following sections provide a brief description of three of these processes, which have been crucial to the successful implementation of information technology solutions in the County's service environment. These processes are:

- *Strategic Planning Process*
- *Information Technology Architectural Planning and Execution*
- *IT Investment Portfolio Management*
- *Systems Development Life Cycle Standards; and*
- *Information Technology Project Management Program*

Each process is briefly discussed in terms of its origins, its larger operational context, the primary functions performed, principal business benefits achieved and future directions.

## 4.2 STRATEGIC PLANNING PROCESS

In FY 2004, DIT assembled a Strategic Planning team of staff across the IT organizational specialties to conduct activities to gather input on values, needs, and expectations related to the future provision of information technology solutions and services. The team was organized into external communications team, internal communications team, and IT research and development team. The result of the efforts of this initiative will compliment the annual process for development of the IT Plan and operations of the Department of Information Technology for a comprehensive enterprise-wide IT approach, offering a more strategic view of G2G, business integration for cross-cutting county initiatives, e-government opportunities and industry and economic trends; and, how these align with county priorities and resources. The strategic thinking and planning process provides a framework to make decisions around alignment of IT resources to meet the needs of county government. The Strategic Plan provides forethought for the way the county invests in long-term commitments in technology to make sure that limited resources are appropriately allocated to achieve business objectives. This process is necessary for keeping and updating technology, measuring the appropriateness of the technology refresh cycles, and effectiveness and sustainability of the technology investments.

Keeping up with the pace of change in technology and using technology effectively to meet government business requirements and expectations are still the most critical challenges facing information technology providers. Advances in technology can enable the workforce to provide better and faster service at a reduced cost, but changes in technology can be expensive and complex. New technology must be adopted carefully and integrated wisely into the existing technology infrastructure of an organization in order to maximize the benefits in a cost-effective manner. To give focus and direction to staff within the technology department and to better help plan for the future, a vision statement was adopted that aligns with the County's vision statement: *'We are a skilled, forward thinking and responsive organization that builds partnerships in the delivery of a strong and innovative technology environment. We pursue and embrace opportunities to creatively enable and strengthen service delivery throughout Fairfax County.'* Values were developed along with strategic goals and initiatives. To review these values, goals and initiatives, refer to the Department of Information Technology Strategic Plan, October 2003.

Six major trends were identified in the past that affect potential technology solutions and enrichments to the County's current technology architecture, as well as ways to better enable the most optimum deployment in the face of resource limitations. In addition, one of the more recent trends related to interoperability have also been included:

1. *The workplace is becoming more mobile, so job functions can be performed without having to be tied to a physical location*
2. *Methods for communicating, collaborating and sharing information are becoming more automated.*
3. *Information resources must be managed from a full life cycle perspective.*
4. *Security for information and communications systems and privacy of information are critical priorities.*
5. *Technical architectures are facing increased capacity and flexibility demands.*
6. *Citizens are requiring access to information in a variety of ways.*
7. *Interoperability requirements are driving a need for data standards and open information architecture.*

DIT's strategic initiatives are categorized within three strategic focus areas to ensure well-defined purpose for the accomplishment of our mission and vision. Essential components of each initiative were identified

to facilitate the development of agency policies and processes as we seek to achieve our key objectives. The successful adaptation of these strategic initiatives will position DIT to provide an effective technology infrastructure and efficient customer service support. The overall outcome is promoting County agencies working together with partners, maximizing the resources of County agencies to provide diverse government services to our constituents and optimizing accessibility to our customers.

Collaborative initiatives were focused around governance structure and processes, technology rollout, interoperability framework, technology portfolio management and marketing. Customer Service Delivery initiatives were designed to improve customer service delivery and increase customer satisfaction and improve continually the quality, responsiveness and cohesiveness of products and services delivered. Our third set of initiatives, staff improvement initiatives, evolves around staff resource allocation and skills ownership and accountability. One of our major challenges is to develop comprehensive performance measurement systems. Working to overcome these challenges is a strategic priority as we recognize the importance of the effort. Projects have been launched for both initiatives and performance measures that will result in improvements and alignment with the intended direction of the department and the County over the next three to five years.

## 4.3 ARCHITECTURAL PLANNING AND EXECUTION

DIT is faced with the constant challenge of aligning the County's information technology strategy with the agencies' business requirements – then quickly realigning the technology infrastructure when the business requirements change. Fast changing business requirements can outstrip the capabilities of the IT infrastructure. Whether it takes an upgrade, an enhancement or a completely new system to meet the new business requirement, it is DIT's job to deliver the solution – on time and within budget.

Disparate decisions and infrastructure investments can easily create a complex and fragile computing environment that is intolerant of change. Given the rapid pace of today's business innovation, no agency can afford to be locked into an environment so adverse to change. There is an industry-wide emphasis to shift toward a focus on developing operational agility. In that effort, the modern IT function has to lower the cost of future changes while

managing the total cost of ownership for each solution.

IT Architectural Planning shows how to break out of this loop by creating an adaptive architecture that "engineers out" everything that inhibits change, while "engineering in" a high tolerance for the unanticipated. Specifically, an IT Architectural Plan maximizes the effectiveness of IT, while minimizing the risk associated with IT investments, and sets a clear direction for the future acquisition and deployment of information technology in Fairfax County. IT Architecture introduces a set of architectural best practices to guide IT in the process of designing a flexible technical infrastructure, which frees the organization to provide an IT environment that will meet business requirements and address business issues.

Execution of the IT Architecture Strategic Plan insures the following benefits:

- Better aligning IT assets with business goals and creating a shared enterprise-wide vision
- Supercharging the infrastructure with leading-edge technologies and “on-demand” capacity
- Developing a consistent framework for future technology decisions
- Making more effective IT investments and optimizing IT funding processes
- Resolving emerging business problems while leveraging the existing technology investment
- Reducing database, hardware and application software redundancy, thereby providing the potential to reduce the cost of IT
- Promoting data sharing between agencies and across IT platforms; improving interoperability and the potential for agency resource sharing

In FY 2001, a Strategic Architecture Committee composed of DIT and technical and/or business representatives of county departments was formalized. Committee members selected had knowledge of contemporary information technology (IT) direction and the role IT plays in the vision or mission of their agency.

The purpose of the Architecture Committee is to address information technology (IT) architecture issues Countywide and to propose IT architectural goals, standards and guidelines for consideration in implementing IT projects and initiatives throughout the County. The Committee also works with County departments to ensure that there is participation and inclusion in decisions that affect the annual IT planning

process. Responsibilities of the Committee include:

- Providing information technology architectural leadership to Fairfax County Government in supporting the on-going development of a strong, flexible, interoperable and secure technology environment.
- Ensuring that there is an integrated view between the County’s architectural direction and technology initiatives and implementation plans.
- Working closely with DIT and other County IT groups to identify IT architectural issues related to business needs and IT projects, and proposing approaches to address them.
- Proposing IT architectural plans and standards to DIT, the DCE and the Senior IT Steering Committee for Countywide implementation.

During the latter part of FY 2002, a new organizational team was created within DIT to provide oversight of all County architecture and infrastructure standards, policies, and directions. The responsibilities of the Architecture Review Team include application development architecture, infrastructure and information architectures, security architecture, emerging technology, process and data modeling, integration, standards and policy enforcement, and SDLC compliance. This is extremely important and valuable given that the technology pendulum is again swinging towards development and enterprise application integration as a vital function as new technologies and platforms are incorporated into the overall architecture framework.

## 4.4 SYSTEMS DEVELOPMENT LIFE CYCLE STANDARDS (SDLCs)

### The Need for SDLC Standards

In 1987, the County published Documentation Standards. These were guidelines for documenting the development and implementation of mainframe applications. The original standards included written means of conveying to mainframe operations staff information about the planned application, to allow those staff to plan capacity and other resources required to place the application into production.

The Documentation Standards stood the test of time. However, the technology used by DIT in developing

applications has changed dramatically, as has the technology on which applications are running. As the original standards were applicable to a declining number of new applications, a major overhaul of these standards was initiated in 1998. The effort concentrated on combining much of the original content that applied to legacy, mainframe based applications, with new application development techniques and application architectures using the newer and emerging technologies. These standards were enhanced in 2004 and 2005 to include updates and additional components. Additional enhancements and updates are planned for FY 2007.

## Purpose of the Systems Development Life Cycle Standards (SDLCS)

The Systems Development Life Cycle Standards form the basis for making the development of applications in Fairfax County a consistent, repeatable process. The SDLCS provides a framework for application developers as to what are the important procedures necessary to complete an application.

The purpose of Systems SDLCS is to provide a guide to documentation for all development and enhancement projects and a checklist to assist in ensuring projects are complete. These Standards apply to all applications developed for use by Fairfax County Government. These include, but are not limited to, mainframe-based applications, client server; WEB/Internet based applications, wireless technologies, data architectures and enterprise taxonomy. All staff and contractors developing and maintaining applications for County Government must comply with the Standards. In order to assist non-technical staff in using them, a glossary is included on the Web site.

Another value implicit in the SDLCS is the importance of using the expertise of the project manager to select the appropriate outputs. While a minimum number of document deliverables are mandatory, the manager must select others appropriate to the individual project. A third value is that of accountability. The last phase of the Standards, the Evaluation Phase, includes a post-implementation review to ensure that the project has met its requirements and to learn how the application development standards can be improved. Periodically, selected IT projects are reviewed internally by DIT business and technical staff. In addition, the Fairfax County Internal Auditors will review randomly selected projects.

## Description of the Standards

The eight phases of the Fairfax County Systems Development Life Cycle are:

1. Preliminary Plan
2. Define Requirements
3. Design
4. Develop
5. Test
6. Implement
7. Support
8. Evaluate

Each phase contains multiple steps. Each step has one or more outputs. In the Design phase, for example, the step Design Technical Architecture has

five outputs, two of which are: Check list for Technical Architecture Installation and Network Infrastructure Plan. The description of each deliverable document includes its purpose, content, recommended techniques and tools, and, where appropriate, a template or sample.

The first step in following the Systems Development Life Cycle Standards is for the project managers, both technical project manager and user project manager, to complete a check list selecting which outputs are relevant to their project. A core set of outputs is being made mandatory for the different types of development. For example, for Web development, project managers must complete the following:

- Project management plan [Outputs 1.2.1, 2.6.1]
- Statement of scope [Outputs 1.2.2]
- User requirements [Outputs 2.7.1]
- A data model (if there is a database) [Outputs 2.3.1, 3.2.1]
- A process model [Outputs 2.1.1, 2.2.1, 3.1.1]
- And a test plan [Outputs 5.1.1]

The project manager and Division Director approve the completed outputs. In addition to the eight phases described above, the Web site contains the Checklist and a Glossary of terms used in the Standards, and an Introduction. The Glossary facilitates the use of the Standards by the user staff involved in application development. The Introduction covers how to access and use this document. It includes: the purpose of the standards, what they are to be used for and how to use them, a suggested sequence for completion, recommended input documents and a sample of available commercial tools. The Introduction also contains a checklist of all the outputs from which project managers will select those relevant to their project. Because of the variation of size, type and platforms of applications, the DIT and user agencies' Project Managers start the development of the application by selecting outputs applicable to that particular project. The selections are scrutinized and approved by both DIT and user agencies' management.

The standards can be found on the Fairfax County Web Site on the Department of Information Technology Main page at the following address:

[www.fairfaxcounty.gov/gov/dit/sdlcs.htm](http://www.fairfaxcounty.gov/gov/dit/sdlcs.htm)

The Systems Development Life Cycle Standards form the basis for making the development of applications

in Fairfax County a consistent, repeatable process. The SDLCS provides a framework for application developers as to what are the important procedures necessary to complete an application. Using SDLCS as a starting point, the Architecture and Planning team is leading the effort to re-formulate a methodology as to not only what procedures should be followed, but also how they should be executed. The methodology will expand upon this. Each year, staff will go through a process of review and refinements to the SDLCS as

necessitated by changes in technologies. Ensuring the quality of applications is to have consistent and all encompassing standards that apply to all phases of application development. The Architecture and Planning team integrates the application development process standards, and the technology architectural standards that affect the development of systems. This includes identification of which standards need to be updated and where new standards need to be developed.

## 4.5 IT PROJECT MANAGEMENT PROGRAM

Managing an information technology project to successful completion, on time and within budget, is extremely challenging, even for experienced IT professionals. Successful completion of such a project is dependent upon project managers possessing not only knowledge and understanding of the highly technical aspects of an information technology project but also the skills associated with managing projects in a dynamic environment. The importance of effective management of information technology projects in the County has long been recognized as critical to delivering a high quality product. An IT Project Management position series is included within the County's personnel classification system.

During the late 1980's and early 1990's the County's internal auditor's office conducted several audits of information technology projects, and recommended that the County:

*Establish a Countywide IT Project management-training program in consultation with IT Project Management professionals. Provide training to both DIT and agency personnel prior to undertaking extensive IT projects." AND "--- establish industry approved guidelines for assignment to the role of IT project manager.*

This need was further highlighted in late 1996 in a consultant's report released on December 17, 1996 entitled, "Renewing Fairfax County: An Organization and Staffing Evaluation of Fairfax County Government." On March 7, 1997, the Acting County Executive's response to the Board of Supervisors about the study included:

*(1) "The DIT will establish an Information Technology (IT) Project Manager training and certification program within 3 months ---, with*

*certification of a cadre of IT Project Managers within 6 months." AND*

*(2) "DIT and agency personnel would not be assigned project management responsibilities until certification requirements have been completed. Curricula will include classroom and on-the-job training elements."*

In early 1997, the Department of Information Technology (DIT) reviewed other organizations' project management practices and conducted a survey of County information technology managers to determine the type of knowledge and skills needed to enable County staff to function effectively as project managers. Based upon the results of the review and survey, a County project management program and course was designed and implemented.

In 2001, the County's IT Project Management (ITPM) program was redesigned to include the project management core competencies included in the Project Management Institute's (PMI) body of knowledge. PMI is the professional credentialing organization for project management professionals. Fairfax County's new ITPM program has incorporated current industry approved ITPM practices to ensure sound high quality project outcomes. Additional enhancements are made each year as technology and best practices evolve. Additional focus has been placed on managing risks, IT security and measurement.

The new and improved training program consists of eighty eight (88) hours (11days) delivered over the course of 8 weeks by County staff and a project management professional. The overall objective of the IT Project Management course is to provide IT project managers with a foundation in basic project

management concepts, principles, and practices to effectively and efficiently manage IT projects.

The core content areas covered are:

- IT Project Management Fundamentals
- Project Leadership and Communication
- IT Project Plan Development
- Microsoft Project
- Solutions Delivery Framework for Information Systems
- Project Budgeting and Cost Management
- Information Security, Risks and Controls
- Project Procurement and Contract Management
- Project Reporting
- Project Resource Leadership
- Information Systems Audit, Control and Security
- Best Practices and Lessons Learned

Training is provided to those individuals who are currently, or will soon be managing an information technology project. Staff are identified by their agency director and selected through a formal nomination process. The training program is currently institutionalized and is normally conducted once a year. Approximately two hundred (200) County of Fairfax and local government IT professionals have completed the program and met certification requirements.

The Fairfax County IT Project Management Certification is awarded to participants in recognition of full participation in the ITPM course. The County's certification is customized for its IT Project Management operations. Certification is based upon class participation and achievement of the course objectives. The project manager acquires a clearly defined set of core competencies related to ITPM by attending all IT project management classes in their entirety. This includes the successful completion of a hands-on Microsoft Project desktop training course. Certification in IT Project Management is the basic requirement for managing all levels of IT projects in Fairfax County. Once certified, an individual is given direct responsibility and authority for all phases of the project management process from initiation to closure. Support for applying project management methodology is available to new project managers who may benefit from mentoring.

Project management success is the completion of IT projects that are delivered to customers in the allocated time period, within the budgeted cost, and at the user's specified performance level. The use of

effective project management skills is critical to the successful completion of IT projects. The County's IT Project Management training program provides the methodology for achieving high quality IT results utilizing County and contracted resources effectively and efficiently. Working with DIT, graduates of the IT Project Management Certification program have established a Project Management Forum to share information about on-going projects, experiences and ideas, and to refresh knowledge and assist making improvements to the Certification curriculum.

In FY 2006, DIT began developing and delivering a new series of one-day seminars to Fairfax County Project Management personnel. The ITPM Seminar Series, also known as the ITPM "refresher", provides the opportunity to offer follow-up training for those IT project managers that took the classes prior to 2001 and others as needed. The goals of this initiative are to hone existing project management skills, increase the likelihood that County projects will be completed within allotted time and cost constraints and improve each project manager's ability to identify and mitigate project risks.

This series of independent, interactive seminars, allows 25 students per day to learn about and practice current project management techniques. Also, the brevity of each seminar allows the County to train a larger group of personnel by scheduling more than one seminar session per topic as demand may warrant; to offer seminars more than once during the fiscal year; and to allow project managers the opportunity to "refresh" themselves in specific topic areas as needed. In FY 2007, DIT plans to develop a full curriculum of Seminar Series classes.

The first Seminar Series topic areas delivered were IT Project Integration and IT Project Communications. It is critical that IT project managers have tools available to move quickly to establish project guidelines, create initial project documents, and organize themselves and the project team for success. Because communication happens naturally between most project stakeholders, many Project Managers do not consider formal communications planning in developing an overall project plan. A hypothetical case study project is included as part of the new Seminar Series.

Program enhancements are planned for FY 2007 to provide new tools and techniques for managing projects that have enterprise-level impact, influence or reliance. The County's increased focus on providing training and certification in the application of project



[www.fairfaxcounty.gov](http://www.fairfaxcounty.gov)

management techniques to information technology projects is a critical and proactive effort directed at ensuring successful application of information

technology to assist the County in meeting the needs of its citizens in the 21<sup>st</sup> Century and beyond.

## **4.6 HIPAA COMPLIANCE PROGRAM EXECUTION**

The HIPAA Compliance Program is supported by a HIPAA Compliance Manager under the direct supervision of the DCE. The strategy of the HIPAA Compliance Program is to thoroughly assess all County government business practices related to the direct provision of health care, the management of health related records, and the continuity of care provided to residents and employees to ensure HIPAA compliance.

The HIPAA Compliance program is executed within the County based upon a matrix management model of cross-functional work teams. The primary policy setting committee of Core team members represent all agencies affected by HIPAA. This committee meets regularly to coordinate on-going compliance. Additional cross-functional teams are established to address training issues and procedure development.

Technical compliance initiatives required to support automated process in agencies that are covered under HIPAA are developed in collaboration with the Department of Information Technology. The IT Security Officer, as well as IT managers in communications technologies and applications support, develop and execute the IT compliance requirements. Some agencies may submit projects that enhance service efficiencies but must have special HIPAA compliant infrastructures developed. The on-going investments in infrastructure refresh and new systems will be implemented HIPAA compliant.