

Expedited Life Cycle (XLC) Process Change Request (CR)

Please complete this form and submit it to the [CMS IT Governance Resource Mailbox](#)

CR NUMBER: 13-006 **DATE SUBMITTED:** 9/12/2013

CR TITLE: Add IT Project Description to XLC FAQ web page

PRIORITY {As determined by submitter}

- HIGH: Emergency/Critical to Mission
 MEDIUM: Urgent/Needed but Not Critical to Mission
 LOW: Routine to Mission

SUBMITTER INFORMATION

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CHANGE ITEM {Identify item/template/deliverable}:

XLC FAQ web page

DESCRIPTION OF CHANGE {include supporting documentation as appropriate}:

Please add the following information to the XLC FAQ web page:

How does CMS define "Information Technology (IT) Project"?

An IT project is a temporary endeavor undertaken to create a unique information technology product, service, or result (e.g., an [automated system](#)). An IT project should have specific starting and ending dates, well-defined objectives and constraints, established responsibilities, and a budget and schedule. An IT project may be self-contained or may be part of a larger project. An IT project further refers to a project that uses, collects, manipulates, transfers, stores, or automates information. To determine if a project is considered an IT project, there are four main questions to answer:

1. Does the project require the collection or receipt of data, or the storage of data in a database?
2. Does the project generate data that is used by another system or entity, or that is made available to people through the Internet?
3. Does any part of the project involve automating all or part of a process, or improving all or part of a process by moving to newer technology?
4. Does the project take raw data and turn it into information for analysis or decision-making?

If the answer is yes to any of these questions, then the project is considered an IT project and is subject to the CMS XLC Framework.

IF CHANGE IS TO A TEMPLATE, PLEASE TURN TRACK CHANGES "ON" AND MAKE YOUR PROPOSED UPDATES. SUBMIT THE UPDATED TEMPLATE ALONG WITH THIS CR FORM.

JUSTIFICATION FOR CHANGE

The term "IT Project" is currently not defined within any XLC artifact or resource. It would be beneficial to add the definition to the XLC FAQ web page.

XLC STEERING COMMITTEE FINAL DISPOSITION

DECISION

APPROVE

DISAPPROVE

DEFER

APPROVE WITH MODIFICATIONS

DECISION DATE: 11/20/2013

NOTES/COMMENTS:

What reference document did you utilize for
this definition?
