

## Standard Conditions for All Recommended Projects

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In addition to project specific conditions, the following conditions apply to all recommended projects.

Ministries are required to formally engage with the Office of the Chief Information Officer (OCIO) through quarterly reporting to present results achieved and project status. The Ministry must:

All projects must be compliant with:

- The Freedom of Information and Protection of Privacy Act and aligned with the BC Government's Information Security Policy and provincial standards and architectures. Exemptions to policy and standards where compliance is not feasible must be reviewed and approved by the Office of the Chief Information Officer (OCIO).
- Chapter 12 of the BC Government Core Policy and Procedures manual.
- Part 2, Section 10 of the Budget Transparency and Accountability Act.
  - The Ministry is responsible for reporting to CITZ on quarterly year-to-date spend and financial forecasts.

All projects must align with or support Corporate Plan Where Ideas Work, OCIO Strategy, and the Corporate Enablers (link to the EBA blueprint document for definition).

Ministries are reminded that amortization begins when the asset is ready for use or brought into use; the asset will be transferred back to the Ministry, and the Ministry will be responsible for amortization.

For IM/IT Capital Investment Management Slippage & Surpluses: Re-allocation of initiative-level savings are managed by the OCIO on behalf of IM/IT Capital Investment Board. Project re-allocation proposals must be approved by OCIO.

Ministries are required to ensure that all projects have appropriate project documentation on file. Examples include but not limited to the following:

- Project charter
- Project plan
- A Privacy Impact Assessment
- A Security Threat and Risk Assessment

The OCIO's review and recommendations of the projects should not be interpreted as endorsement from the OCIO for:

- additional IM/IT capital funding requests that may arise;
- operational budgets or other capital funding such as specialized equipment, which are outside the scope of the OCIO.