



Bill Richardson, Governor

Marlin Mackey, Cabinet Secretary

MEMORANDUM

DATE:	August 19, 2010
TO:	Price Agreement IV&V Vendor Contacts Executive Agency CIOs and IT Leads
FROM:	Marlin Mackey, DoIT Secretary and NM State CIO
SUBJECT:	IV&V Reporting Template

MESSAGE:

In the ongoing effort to improve oversight and independent verification and validation of information technology projects, we recently published IV&V Guidelines to:

- explain the role of IV&V in DoIT's mandate to ensure adequate risk management for information technology projects;
- clarify the IV&V procurement process;
- include templates for the IV&V review of certified projects; and
- describe agency and IV&V vendor requirements.

The Guidelines require IV&V professional services contracts to include a report format consistent with the current DoIT IV&V reporting template

(http://www.doit.state.nm.us/docs/project_oversight/proj_mgmt_templates/QAIVVReportTemplate.doc), which can be downloaded from our web page,

http://www.doit.state.nm.us/project_templates.html, under **Independent Verification and Validation Guidance and Template**.

Several agencies and vendors piloted early versions of the template; and all certified IT projects requiring IV&V are now using it. The template's design highlights key information, new information and reduces redundancy. Your agency's assigned DoIT IT Business Consultant and Quality Assurance Analyst are available to discuss it if you have any questions.