**PROJECT PEER REVIEW**

1. **SCOPE**

This Quality Work Instruction (QWI) defines the Enterprise Project Management Office (EPMO) Project Peer Review procedure within the [0300-0300-005-B PROJECT MANAGEMENT PROCESS.](https://it.nc.gov/document/project-management-process)  The Project Peer Review is a Decision Point (DP) established to support state or agency level review requirements and decision making.

1. **OWNER**
   1. The EPMO Director owns this QWI. No changes, additions or alterations may be made without the owner’s written approval.
2. **REFERENCE DOCUMENTS**

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| --- | --- |
| **DOCUMENT IDENTIFICATION** | **DOCUMENT TITLE** |
| 0100-0800-010-B | **FORMS AND RECORDS CONTROL** |
| 0300-0300-005-B | [PROJECT MANAGEMENT PROCESS](https://it.nc.gov/document/project-management-process) |
| 0300-0310-005-C | [PROJECT INITIATION](https://it.nc.gov/document/project-initiation) |
| 0300-0310-020-C | [PROJECT ASSESSMENT TYPE](https://it.nc.gov/document/project-assessment-type) |
| 0300-0310-030-C | [COST ESTIMATION](https://it.nc.gov/document/cost-estimation) |
| 0600-0600-005-B | **CORRECTIVE ACTION PROCESS** |
| 0700-0700-005-B | **PREVENTIVE ACTION PROCESS** |

1. **ASSOCIATED FORMS**

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| **FORMS IDENTIFICATION** | **FORM TITLE** |
| 0300-0310-020-D | [PROJECT ASSESSMENT TYPE FORM](https://it.nc.gov/document/project-assessment-type-form) |
| 0300-0382-005-D | [PROJECT PEER REVIEW FORM](https://it.nc.gov/document/project-peer-review-form) |
| 0810-0810-005-D | [QUALITY CONTROL DECISION POINTS](https://it.nc.gov/quality-control-decision-points) |

1. **DEFINITIONS**

* NONE

1. **PROCEDURE**

For high risk type projects with a program/project budget greater than $10M, the Project Management Advisor (PMA) will create a Project Peer Review DP during [0300-0310-005-C PROJECT INITIATION](https://it.nc.gov/document/project-initiation) to [review 0300-0310-030-C COST ESTIMATION](https://it.nc.gov/document/cost-estimation). In addition, the EPMO, Agency Chief Information Officer (CIO), Agency Project Management Office (PMO) or Project Manager (PM) may initiate a Project Peer Review at any point during the project life-cycle. In such cases, the initiator of the Project Peer Review will define the scope of the review.

* 1. The PM works with the PMA during [0300-0310-005-C PROJECT INITIATION](https://it.nc.gov/document/project-initiation) to determine if the project requires a Project Peer Review. If needed, the PM and PMA establish a DP and due date within the project schedule. *(****Note:*** *Project Peer Reviews may be required to support a range of purposes to include: testing; cost and/or schedule; communication; operational readiness; etc.)*
  2. The PM completes Sections 1.0 through 4.0 of the [0300-0382-005-D PROJECT PEER REVIEW FORM](https://it.nc.gov/document/project-peer-review-form). This is done prior to the Project Peer Review Meeting.
     1. **Project Information** (Section 1.0) - Provide basic information from the Project Charter.
     2. **Project Peer Review Scope** (Section 2.0) - Provide a scoping statement specifying the area(s) for review.
     3. **Attendees** (Section 3.0) - Identify the Peer Review Team members and their agency.
     4. **Supporting Plans and Documents** (Section 4.0) - Identify the supporting documents the Project Peer Review Team members require to facilitate the review.
     5. **Identified Findings, Issues or Risks and Actions Required** (Section 5.0) - The Project Peer Review Team Lead documents the findings, issues, risks, actions required and responsible party in Section 5.0 of the [0300-0382-005-D PROJECT PEER REVIEW FORM](https://it.nc.gov/document/project-peer-review-form), and submits the completed form to the Agency CIO for review and concurrence/non-concurrence. The Agency CIO shall comment on all disapproved findings generated by the Project Peer Review Team.
  3. Agency CIOs should lead all Project Peer Reviews for high risk type projects with a total cost greater than $10M. Otherwise, the Agency CIO shall designate an appropriate level Project Peer Review Team Lead: normally the PM, a Deputy, Agency PMO or other knowledgeable stakeholder. The Project Peer Review Team Lead coordinates formation of an appropriate Review Team, meeting schedule and review agenda. While the Project Peer Review Team conducts the review, the PM shall provide access to project documentation and resources as needed.
  4. The PM will deliver revision requirements to the PMA in accordance with **0600-0600-005-B CORRECTIVE ACTION PROCESS** or **0700-0700-005-B PREVENTIVE ACTION PROCESS** as appropriate. The DP start date will be reset to the beginning and the Project Peer Review DP will be returned to the PM in accordance with the Service Level Commitment defined in [0810-0810-005-D QUALITY CONTROL DECISION POINTS](https://it.nc.gov/quality-control-decision-points).
  5. The PM will store [0300-0382-005-D PROJECT PEER REVIEW FORM](https://it.nc.gov/document/project-peer-review-form) and any supporting documentation in the Project Site Document Library in the Touchdown System.

**7.0 RECORDS**

* 1. Unless otherwise specified in this Procedure/QWI, Records shall be maintained in accordance with **0100-0800-010-B FORMS AND RECORDS CONTROL** procedure.

1. **REASON FOR CHANGE**
   1. Initial issue.
   2. Change EPMO Manager to EPMO Director.