

**SAM – INFORMATION TECHNOLOGY
(California Technology Agency)**

AUDIT OF INFORMATION TECHNOLOGY PROJECTS
(Revised 03/11)

4943

All information technology projects are subject to audit, with project reporting and evaluation documents an essential aspect of the audit trail. Documentation supporting project decisions must be kept by the agency for a minimum of two years following approval of the post-implementation assessment.

Some projects may be subject to ongoing review by the Office of State Audits and Evaluations (OSAE). OSAE may review the Feasibility Study Reports of projects approved by the Technology Agency and the Feasibility Study Report - Reporting Exemption Requests of projects delegated to agencies by the Technology Agency. OSAE will select projects for ongoing review based on their risk, cost, and materiality.

For projects selected for ongoing review, OSAE will develop and submit to agency management periodic status reports and the project Post-Implementation Evaluation Report (PIER) required under SAM Section 4947. Agencies are required to submit final versions of the periodic status reports and the project PIER to the Technology Agency within five working days after they are received from OSAE.

If OSAE determines that the project should be audited, the agency must enter into an interagency agreement with OSAE for that purpose. Since the cost that the agency otherwise would have incurred in monitoring the project and producing progress reports and the PIER will no longer be borne by the agency, these costs should not be included in the project budget. However, the agency should ensure that the project budget includes an amount sufficient to cover the costs of the interagency agreement with OSAE.