

# Budget Instructions

Information Resources Management

March 2008

Budget Instruction Kickoff Meeting

Enterprise Information Strategy & Policy Division

# Agency IT Budget Instructions

## ❑ Requirements (All Agencies)

- IT Project list for projects >\$150,000 (POP or Base)
  - Form (107BF14)
- “Major” IT Projects >\$1,000,000 (POP or Base)
  - Form (107BF14)
  - Business Case Document
- Establish standard lifecycles for agency IT assets and develop and submit lifecycle replacement plans
  - Required by State IT Asset Inventory and Management Policy
  - Sample plans to be provided on request
- Informational Websites:

[http://www.das.state.or.us/DAS/EISPD/ITIP/IT\\_Budget.shtml](http://www.das.state.or.us/DAS/EISPD/ITIP/IT_Budget.shtml)

[http://www.das.state.or.us/DAS/EISPD/ITIP/IT\\_Lifecycle\\_Planning.shtml](http://www.das.state.or.us/DAS/EISPD/ITIP/IT_Lifecycle_Planning.shtml)

[http://www.das.state.or.us/DAS/EISPD/Business\\_Case.shtml](http://www.das.state.or.us/DAS/EISPD/Business_Case.shtml)

**Note:** Helps fulfill agency and DAS IT Portfolio Management-related statutory obligations (ORS 184.473-184.477)

# Agency IT Budget Instructions

## ❑ Requirements (SDC Customer Agencies)

State Data Center (SDC) customer agencies must request SDC involvement in the planning and budget development for Information Technology projects.

- 5/1/08: Consumer and Business Services, Employment, Housing and Community Services, and Veterans Affairs – SDC response back to agency by 6/1/08.
- 5/1/08: Transportation and Human Services – SDC response back to agency by 7/15/08.
- 6/1/08: Administrative Services, Corrections, Forestry, Revenue, and State Police. SDC response back to agency by 7/15/08.

Process designed to:

- Improve quality of SDC customer agency IT project planning
- Increase accuracy of SDC-related cost estimates
- Ensure SDC infrastructure capacity, budget and resources will be sufficient to meet agency needs in 09-11 and beyond

- ❑ For more information, contact Kurtis Danka, SDC Chief Technical Architect at 503-373-2043

# IT Project List Form 107BF14

## INFORMATION TECHNOLOGY PROJECTS IN 2009-11

(THAT EQUAL OR EXCEED \$150,000)

|                          |           |  |   |
|--------------------------|-----------|--|---|
| Agency Name:             |           |  |   |
| Project Name:            |           |  |   |
| Mandated Project?        | Yes or No |  | By: Legislature, Federal Gov, Other (identify it)                       |
| Base Budget or POP?      |           |  | Which agency or state plans or goals does it align with and/or support? |
| State Data Center Impact | Yes or No |  |   |

Project Description:

|   |                   |                     |                |                  |               |             |             |
|---|-------------------|---------------------|----------------|------------------|---------------|-------------|-------------|
| Cost Summary                                |                   |                     |                |                  |               |             |             |
| Total estimated cost by fund (09-11):       | General Fund      | Lottery Funds       | Other Funds    | Non-Limited      | Federal Funds | Non-Limited | Total Funds |
|   | \$                | \$                  | \$             | \$               | \$            | \$          | \$          |
| Total estimated cost by fund (all biennia): | \$                | \$                  | \$             | \$               | \$            | \$          | \$          |
| Estimated Cost by category (09-11):         | Personal Services | Services & Supplies | Capital Outlay | Special Payments | Debt Service  |             |             |
|   | \$                | \$                  | \$             | \$               | \$            |             |             |
| Estimated Cost by category (all biennia):   | \$                | \$                  | \$             | \$               | \$            |             |             |

|  |  |
|--|--|
| State Data Center Cost Estimate (09-11): |  |
| Expected Start Date:                     |  |
| Expected Completion Date:                |  |

|            |  |
|------------|--|
| Positions: |  |
| Internal   |  |
| Contractor |  |
| FTE:       |  |

\_\_\_\_\_ Agency Request

\_\_\_\_\_ Governor's Recommended

\_\_\_\_\_ Legislatively Adopted

Budget Page \_\_\_\_\_

# Major IT Projects – Business Case

- ❑ For all Major IT Projects (POP or BASE  $\geq$  \$1M) agencies must submit a business case document that clearly describes how the project/initiative:
  - Aligns with and supports agency strategic/business plans
  - Aligns with and support the Governor's goals, priorities and initiatives, the 2007-11 Enterprise Information Resources Management Strategy, and other IT-related statewide plans, initiatives, goals and objectives.
- ❑ The business case should also include the following information:
  - Subject, Purpose & Scope
  - Projected cash flows across timeline (lifecycle or other)
  - Alternatives Analysis *(to the extent possible at this point in the project lifecycle)*
  - Assumptions & Methods that the investment is based on
  - Costs & benefits – Financial & Non-financial *(to the extent possible at this point in the project lifecycle)*
  - Critical Success Factors
  - Risk Assessment *(to the extent possible at this point in the project lifecycle)*
- ❑ Business case development resources can be found at:  
[http://www.das.state.or.us/DAS/EISPD/Business\\_Case.shtml](http://www.das.state.or.us/DAS/EISPD/Business_Case.shtml)
- ❑ For questions or assistance, contact Darren Wellington - 503-378-2242

# Appendix D – IRM Supplement

## □ Guidance/Recommendation (Appendix D)

- Develop an IRM Plan prior to Agency Request Budget Submission
  - Will help justify projects the agency plans to pursue
  - Will improve understanding of how planned projects support achievement of state and agency business goals and strategies
  - Detail provided in Appendix D – IRM Supplement
  - **Note:** IRM Plan is recommended but is **NOT required**
- Select and track IT Performance Measures
  - Endorsed by the State CIO Council in 2005
  - Detail provided at:  
[http://www.oregon.gov/DAS/EISPD/ITIP/Comm\\_of\\_Practice\\_ITPM.shtml](http://www.oregon.gov/DAS/EISPD/ITIP/Comm_of_Practice_ITPM.shtml)

# Special Approvals

- ❑ Special approval required for proposed acquisition or modification of
  - Geospatial Information Systems
  - Administrative Information Systems (Finance, HR, Procurement, etc.)
  - Email systems
  - Help Desk Systems
  - IT Asset Management Systems
  - Electronic Records Management, Document Management and Imaging Systems
  - Licensing Systems
  
- ❑ Agencies to contact EISPD by June 30,2008

For questions or assistance, contact Sean McSpaden - 503-378-5257

# Contacts

## **State Chief Information Officer**

- Dugan Petty, State CIO
- Angela Skyberg, Executive Assistant – 503-378-3175 (Main #)

## **IT Investment and Planning**

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- Charlene Wood, Executive Assistant – 503-378-8366
- Scott Riordan – 503-378-3385
- Darren Wellington – 503-378-2242

# Contacts

## **State Data Center Administrator**

- Mark Reyer, State Data Center Administrator
- Julie Bozzi, Deputy State Data Center Administrator
- Kelley Cullison, Executive Assistant – 503-373-0396 (Main #)

## **Plans and Controls**

- Darin Rand, Manager - 503-378-3366
- Kurtis Danka, SDC Chief Technical Architect – 503-373-2043