

Document Format for NASCIO Awards Program

Oregon NASCIO Awards Program

Required Document Format and Guidelines

All document submissions must follow the criteria and format outlined below for Sections A through E. Documents that do not follow this format and meet the required criteria will not be considered.

Please note: All NASCIO Recognition Award document nominations must address the section headings A through E below, in the order that they are listed. **Note:** The specific topics and questions listed under each section are simply suggestions to help stimulate additional thought when drafting your document. All topics and questions are not intended to be applicable to every project.

Formatting note: Documents must be in **Arial 12 pt font** with margins no smaller than **1 inch**.

Section A: Cover page include the title of the nomination, NASCIO category, and state (**one page**)

Section B: Executive Summary (May not exceed **one page** in length)

Section C: Description of the Project: *business problem, solution, length of time in operation.*

Please note: All phases of the project must be in full production for a minimum of 6 months for a nomination to be considered. Any benefits highlighted in the nomination must be measured from December 1, 2011 or the projects operational date if earlier than December 1.

This section may include:

- **Problem statement:** Issue(s) or problem being addressed, magnitude, duration, importance, priority.
- **Barriers, Challenges\Opportunities:** Barriers removed; strengths that were built upon or leveraged.
- **Issue or problem context:** Mention programs and activities that this initiative is a part of overall
- **Assessment\ Decision Process:** Mention other strategies considered; reasons for choice of solution
- **Solution(s)**
 - What is the solution? How was the solution selected?
 - Major solution elements: project management approach, architecture, use of vendor
 - Cost, including dollars, people, time
 - How was the project defined, managed and controlled?
 - Description of the solutions architecture
- **Length of time in operation:** Make a distinction between pilot programs & fully implemented projects.
- **Baseline and changes in metrics**
- **Any innovative characteristics,** include type of problem, use of technology, nature of the project itself
- **Leverage and Transferability**
- **Communications plan to educate** users and/or promote awareness and adoption

Section D: Significance of the Project: Highlight new or innovative approaches used to meet the business need, or improve the operation of government. Why was the project significant?

This section may include:

- Description of beneficiary/stakeholder groups - These could be:
 - State agencies or other public sector organizations (local, regional, etc.)
 - Businesses as customer, businesses as taxpayers
 - Service sectors (health, public safety, transportation, etc.)
 - Citizens as service customers, citizens as taxpayer
 - Decision makers (Directors, managers, Governor, legislature, etc.)
- Policy, strategy and goal alignment with gubernatorial priorities, IT strategic plans, enterprise architecture, agency business plans, goals and strategies, and/or state and federal mandates.

Section E: Benefit of the Project: What benefit does the project provide to the public for the resources invested? Expresses the project benefits with Quantitative & Qualitative measures.

Describe the actual implemented benefits already achieved.

- Description project impact - This could be:
 - Who was affected in a constructive, positive way? How is this project innovative?
 - How does it align with NASCIO's 2012 State CIO Priorities?
(See the *Oregon NASCIO Awards 2012 – State CIO Priorities* document.)
- Description of project outcomes - This could include:
 - Comparison of the view before this project was implemented and after it was completed
 - References to specific outcomes related to accountability and performance
- Description of types of benefits and impact of the benefits on both the agency nominating the project and the groups that benefited from the project - These could include:
 - Constituent Service Needs: accessibility, availability, improved access & content, additional channels for service, quality of service, single point of contact, speed, and value
 - Operational Effectiveness and Efficiencies: accuracy, collaboration, process improvements, productivity, risk, and staffing requirements
 - Improved Management, Security, and Privacy
 - Transformation of Government, and transparency of government operations

Many initiatives have a demonstrable financial return. Others are implemented to increase efficiency, comply with government mandates, save lives or increase political good will. Address the financial and non-financial reasons why this agency project was chosen as an important investment.

NOTE: Sections C through E combined **cannot exceed** five pages in length, including any charts, graphs, or samples. The maximum length of a document nomination is **seven (7) pages**, with sections A and B each one page in length.