

STATEWIDE POLICY

	NUMBER 107-004-180	SUPERSEDES IT Project Prioritization: An Agency Instruction Guide (2025-2027)
	EFFECTIVE DATE	PAGE NUMBER Pages 1 of ____
	REVIEWED DATE	
Division Enterprise Information Services (State CIO)	REFERENCE ORS 276A.203 Senate Bill 1090 (2025) Statewide Procedure 107-004-180_PR: Information Technology Funding	
Policy Owner Administrative Services		
SUBJECT Information Technology Funding	APPROVED SIGNATURE _____ Terrence Woods, State Chief Information Officer	

PURPOSE

This policy establishes requirements for agencies to request funding for information technology budgets and information technology projects, including replacements, modernizations, upgrades and expansions of information technology (IT) systems. This policy supports an approach for prioritizing IT funding requests for the Oregon Executive Branch.

APPLICABILITY

This policy applies to all state agencies as defined in ORS 174.112, and includes any board, commission, department, division, office or other entity within the Oregon executive department. The following agencies and boards are excluded:

- Secretary of State
- State Treasurer
- Oregon State Lottery
- Public university listed in ORS 352.002
- Semi-independent agencies listed in ORS 182.454
- Oregon Film and Television Office (ORS 284.365)
- State Fair Council (ORS 565.555)
- Travel Information Council (ORS 377.840)

FORMS/EXHIBITS/INSTRUCTIONS

[Enterprise Information Services Strategic Framework](#)
[Cloud Forward: A Framework for Embracing the Cloud in Oregon](#)
[Oregon's Data Strategy: Unlocking Oregon's Potential](#)
[Modernization Playbook: An Agency Guide to Digital Transformation](#)

DEFINITIONS

Information technology (IT): all present and future forms of hardware, software and services for data processing, office automation and telecommunications.

Project: a temporary endeavor undertaken to create a unique product, service, or result. Typically, projects have project managers assigned, are approved by agency governance and are officially chartered. A project may be a component of an IT program.

GENERAL INFORMATION

Each state agency that intends to request funding (regardless of fund type) for an IT budget or IT project shall submit the request in the format and timeframe detailed in Statewide Procedure 107-004-180 Information Technology Funding. IT projects exceeding a cost of \$[TBD] are subject to funding request and prioritization.

Each request should clearly present alignment with the prioritization criteria (Attachment A). Detailed questions to conduct prioritization analysis are available in Statewide Procedure 107-##-### Information Technology Funding.

IT Requests Prioritization

The State Chief Information Officer (CIO), in collaboration with the Legislative Fiscal Office (LFO), shall establish criteria for assigning priorities among the requested IT budget and IT projects.

Enterprise Information Services (EIS), in collaboration with affected state agencies, shall evaluate submitted IT budget and IT project requests, using the prioritization criteria (Attachment A).

EIS shall recommend priority rankings of the requests for the State CIO approval, in the following contexts:

- requests within each state agency
- requests within a legislative program area
- requests for the executive department as a whole

IT Funding Reporting

The State CIO shall, not later than November 30 of each even-numbered year, submit to the Governor and the Joint Legislative Committee on Information Management and Technology a report that includes:

- priority ranking of requests within each state agency
- priority ranking of requests within a legislative program area
- priority ranking of requests for the executive department as a whole
- recommendations for design, delivery and management of identified information technology services as enterprise or shared information technology services
- status of new enterprise or shared information technology services
- a description of critical information technology system or services needs not otherwise identified within the priority rankings

The State CIO, not later than October 31 of each odd-number year, in collaboration with the LFO, shall submit to the Governor and the Joint Legislative Committee on Information Management and Technology, a report that lists all the information technology budget and information technology project requests that the Legislative Assembly approved in the prior concluding legislative session.

Attachment A: Prioritization Criteria

Strategic Alignment

- A.** Aligns with and supports implementation of the Enterprise Information Resources Management Strategy described in ORS 276A.203 (4)(a)(M) (..the Enterprise Information Resources Management Strategy must provide for integrating statewide technology initiatives, ensuring compliance with information technology rules, policies and standards, promoting coordination, consolidation and alignment of information resources and technologies and effectively managing the state's and state agencies' information technology portfolios.)
- B.** Aligns with the Enterprise Information Services Strategic Framework
- C.** Aligns with the agency's IT and business strategic plans

Technology Best Practices

- A.** Enhances the information security posture of the agency or the state
- B.** Involves or promotes the use of shared systems, resources or data
- C.** Uses commercially available systems or software

Business and People-Center Approach

- A.** People-Centered Approach
- B.** Business Process Transformation
- C.** Investment Risk (Investment fulfills a legislative mandate, enables compliance with current state or federal law, or addresses specific audit findings.)

Agency Readiness and Solution Appropriateness

- A.** Organizational Change Management
- B.** Solution Scale and Approach
- C.** Capacity
- D.** IT Governance and Project Management Processes