

# **SDC Customer Agency Forum**

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April 2008

IT Budget Instruction Kickoff Meeting

# Welcome/Forum Purpose

- ❑ **Provide requirements for IT projects proposed as a part of the 2009-11 budget development process**
- ❑ **Detail the process the SDC will use to assist agencies in the development of cost estimates for SDC provided services**
- ❑ **The SDC Process is 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
- ❑ **SDC Timeline – The sooner the better. If we are not already in discussions and you know what you are proposing, contact us as soon as possible. If we do not hear from you we will be contacting you prior to the final due date for your agency**

# 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)

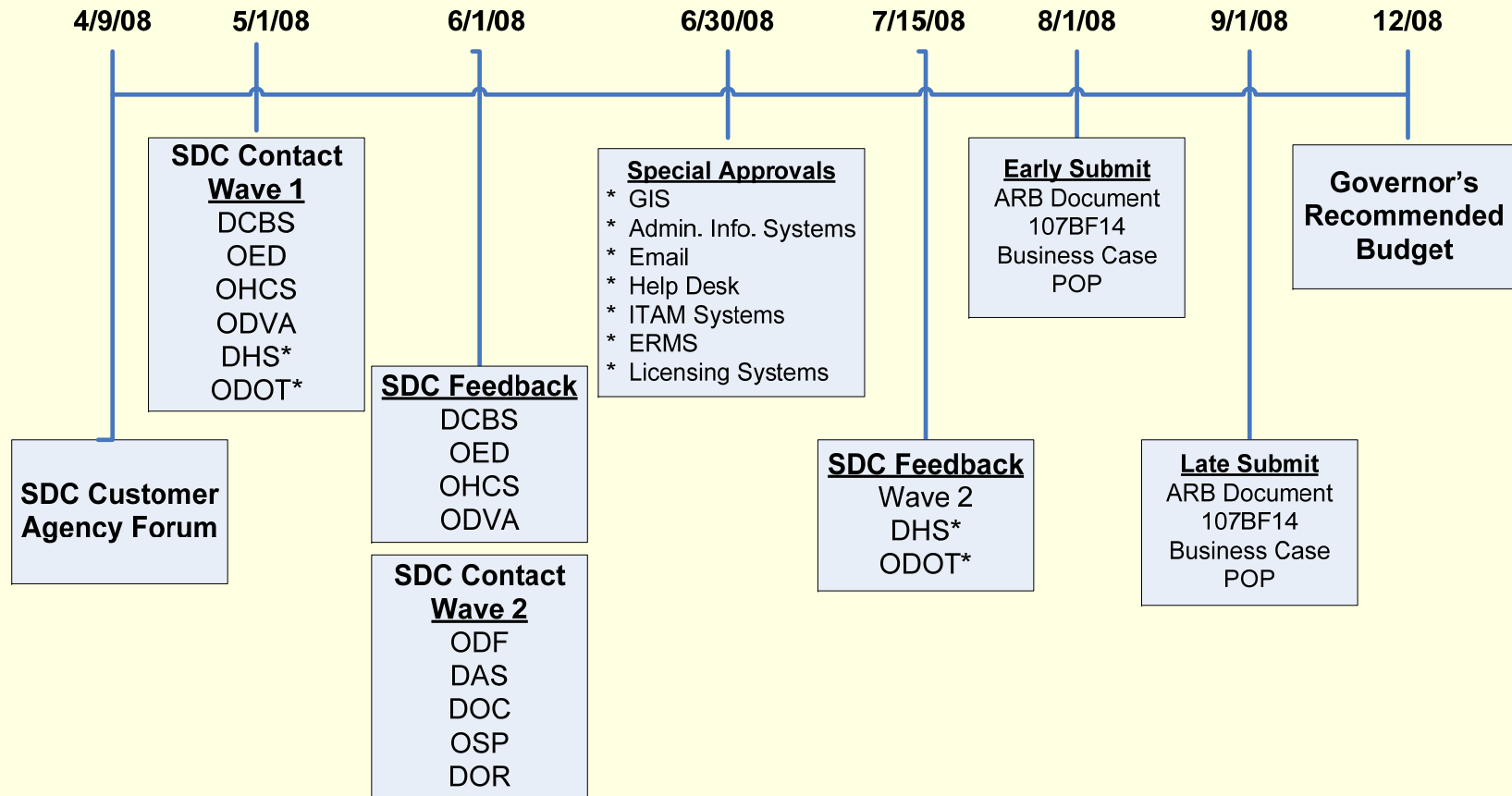
# SDC Contact

## □ Timeline

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

- 4/15/08: Transportation – SDC response back to agency by 6/15/08
- 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: 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.

# Graphic Timeline



# 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

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# SDC Process

## □ Estimating Overview

1. Agencies should go through the following process for all IT projects in excess of \$150,000.
2. Evaluate your project for the amount of technical information available. The results of these evaluations will generally fall into one of two categories:
  - Projects with NO technical or architectural information
  - Projects with technical or architectural information
3. If no technical information is available, agencies should use the '30% rule' when estimating how much IT costs should be considered for a given project.
  - Most agency POP requests will fall into this category. Complete the 107BF14. In the State Data Center Cost Estimate, fill in with the 30% cost. Note on the form that this method of calculation was used. Stop here.
4. If agency evaluations reveal that enough technical information is available they should answer the questions in the SDC architecture Scoping Document
5. If the scoping document reveals that there is not enough information for the SDC to provide an accurate quote, agencies should use the 30% rule as outlined in step 3 and stop there.
6. The agency may request SDC assistance to develop high-level estimates of IT infrastructure costs for a given project if the scoping document can be sufficiently completed. The agencies should then submit a support request with the scoping document and 107BF14
7. Please contact the SDC via [SDC.Quotes@das.state.or.us](mailto:SDC.Quotes@das.state.or.us) or call 503-378-6758 if you have any questions

# SDC Process

## □ Scoping Template

- What type of application – client/server, web, database?
- Number of concurrent/total users?
- How will it be developed-COTS, in-house?
- Connections to other systems?
- Days and hours of operation?
- Access from locations outside of capital mall?
- Regulatory compliance?
- Security requirements-data in transit and at rest?
- Average number of daily transactions or hits?
- Average amount of data transmitted per transaction?
- How much data is expected in the first 12 months?
- Data volume growth?
- Acceptable downtime?
- Restoration timeframes?
- Retention period for backups?

# SDC Process

## ❑ Process Overview

1. SDC will work with agencies on any requests not utilizing the 30% rule to develop an initial architectural plan and cost estimate
2. SDC will provide cost estimate to the agency for the agency to complete the 107BF14 for final submission to EISPD and BAM
3. SDC will review all projects and determine which are included within the planned growth rate and which are over and above planned growth
4. Projects over and above planned growth will potentially have SDC companion Policy Option Package for required SDC provided hardware, software and staffing

# IT Project List Form 107BF14

## INFORMATION TECHNOLOGY PROJECTS IN 2009-11

(THAT EQUAL OR EXCEED \$150,000)

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

Positions:	
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Contractor	
FTE:	

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

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

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

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# 107BF14 Submission Methods

- **Initiating the Process:** In order to obtain SDC cost estimates, there are a number of methods that agencies can use to submit IT information to the SDC.
  - Use the 107BF14 form –
    1. Use the 107BF14 e-form can be saved, printed, and routed within your agency. You also have the ability to electronically attach background documents along with the 107BF14.
    2. Use the 107BF14 either in paper or email as in the previous session.
  - Or provide information to the SDC through interagency mail, telephone, email, or meetings
  - E-mail [SDC.Quotes@das.state.or.us](mailto:SDC.Quotes@das.state.or.us) or call 503-378-6758

# 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

# 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 Data Center

- Darin Rand, Manager - 503-378-3366  
[darin.rand@state.or.us](mailto:darin.rand@state.or.us)
- Kelley Cullison, Executive Assistant – 503-373-0396 (Main #)  
[kelly.cullison@state.or.us](mailto:kelly.cullison@state.or.us)

## IT Investment and Planning

- Sean McSpaden, Manager - 503-378-5257  
[sean.l.mcspaden@state.or.us](mailto:sean.l.mcspaden@state.or.us)
- Darren Wellington – 503-378-2242  
[darren.wellington@state.or.us](mailto:darren.wellington@state.or.us)
- Charlene Wood, Executive Assistant – 503-378-8366  
[charlene.wood@state.or.us](mailto:charlene.wood@state.or.us)

# Links

- Informational Websites:

- Budget

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

- Lifecycle Planning

[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)

- Budget

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

- 107BF14 Form

[http://www.das.state.or.us/DAS/BAM/docs/Publications/2009\\_11\\_Budget\\_Instructions/107BF14.pdf](http://www.das.state.or.us/DAS/BAM/docs/Publications/2009_11_Budget_Instructions/107BF14.pdf)