

Agency Guidance for the 2014 RTIP Report

To all AITRs, Project Managers and PMD Analysts:

During the May – August timeframe several critical tasks in support of the Recommended Technology Investment Projects (RTIP) Reports and IT Strategic Planning (ITSP) for Agencies must be completed. Many of these tasks will by necessity be a responsibility of the Agency AITRs. The first of these critical tasks is the **RTIP data collection** effort which begins **today** and ends on **June 30**.

The next critical task will be the entry and submission of the ITSP, which begins **July 7** and ends on **August 8**. A subsequent communiqué documenting the ITSP requirements will be emailed to AITRS by May 1.

To support the 2014 RTIP reporting effort, the IT Investment Management (ITIMD) and Commonwealth Project Management Divisions (PMD) of VITA will begin reviewing agency portfolio information on Major IT projects in support of the 2014 RTIP Report as soon as it is updated in the Commonwealth Technology Portfolio (CTP).

It is recommended that data updates begin upon receipt of this email. Previous experience indicates that Agencies often require an additional week for data updates. Data updates to existing projects in CTP and data submission for known new projects must be completed by June 30.

A reminder - There is a *Code* requirement that all active major IT projects greater than \$1 million must be called out in the Governor's budget and subsequently, the Appropriations Act; with the RTIP Report being the first step in the process of identifying these projects.

If a project is not included in the Governor's Budget and Appropriation Act it will have to go through a special emergency approval process with the Governor's Office in order to obtain initiation approval.

The RTIP Report is due to the Governor and General Assembly on **Sept. 1, 2014**.

Agency Guidance for the 2014 RTIP Report

2014 RTIP Report Checklist

The following checklist will assist agencies when reviewing and revising major IT project information in support of the 2014 RTIP Report.

Major IT projects identified for preliminary planning, investment business case approved or project initiation approved (active)

Project Business Alignment Form

- On the “Application” tab, ensure that the information requested is filled out completely.
- Review the “Service Areas” Tab and make any necessary changes. Agencies must select the appropriate service areas that the project supports from the new updated service area portfolio.
 - Since higher education does not follow the Department of Planning and Budget (DPB) strategic planning process, all service areas for higher education have been removed.
- On the “General Information” Tab, ensure “PPEA” flag is set. This flag signifies if a Public Private Education Act (PPEA) is involved in the project.

Project Business Alignment Biennium Funding Forms

- On the appropriate “Biennium Funding” tabs, ensure that the funding source name is entered for non-general funds state, mixed funds or federal funds.
 - Funding source name was not added to the budget plan form, “Yearly Spend Plan” tab to avoid overcrowding. This information is captured for projects in both active and Investment Business Case (IBC) status.

Budget Plan Form (Active Projects Only)

- On the “Yearly Spend Plan” tab, ensure that the “Funding Source” tables in the middle of the form are updated and accurate.
 - The dollar amounts that are entered into these tables will be pulled into a file for DPB to input into the governor’s budget in November and ultimately into the Appropriation Act.
 - It is critical that agencies keep this information up to date on a monthly basis. This is the only location where the dollars are broken down by funding source.
- On the “O&M Funding Source” tab, update the operations and maintenance costs projected for the first six years once the project is completed.

Agency Guidance for the 2014 RTIP Report

Major IT projects Identified for Preliminary Planning, Investment Business Case Approved ONLY

Project Business Alignment Form

- On the “General Information” tab, update the project description with any new pertinent information that may have developed in the past year. Ensure that the project description is an initial, high-level statement describing the purpose, benefits, customer(s), general approach to development and characteristics of the product or service required by the organization.
- On the “General Information” tab, answer the question, "Is this a change/update to an existing project in the agency strategic plan?" on the “General Information” tab.
- On the “General Information” tab, fill out the request for service (RFS) data fields at the bottom if appropriate.

Project Business Alignment – Biennium Funding Forms

- Ensure anticipated project expenditures are in the appropriate fiscal years. If expenditures are not aligned to the appropriate fiscal years, move them into the correct fiscal years.
- Ensure funding source information is correct and that the dollar amounts are entered into the corresponding fields on the form.
- Ensure that the sum of the dollar amounts on the “Project Business Alignment - Biennium Funding forms”, “12 – 14 Funding” tab,” 14 – 16 Funding” tab, etc., balances with the following fields on the “General Information” tab of the project business alignment” form:
 - Project cost
 - Total general fund project cost
- Ensure that the funding is entered into the correct Biennium Funding tabs
- Ensure that the fund name is entered for non-general funds state, mixed funds, or federal funds
- Update the following dates:
 - Planned initiation start date
 - Planned start date (development approval)
 - Planned completion date

CGGA Investment Business Case Form

- Ensure information on the investment business case form is up to date. In particular, review the following questions and update them with pertinent information that may have developed in the past year:
 - Question 2, “Define the scope of the project.” Please ensure that the project scope identifies the work that must be performed to deliver the product, service or result with the specified features and functions. List the key features and functions.
 - Question 8, “Does this project benefit or have the potential to benefit one or more of the following?”

Agency Guidance for the 2014 RTIP Report

Set Investment Funding Status Scorecard

- Set the budget appropriation / funding status.

Agency Prioritization Scorecard

- Set priorities for major / non-major projects

Approvals

- Submit any project updates or new projects for all required approvals by going to the “Approvals Tab” on the investment business case form. Ensure that AITR and Agency Head approvals are complete and that the Approval Trigger is set to “Yes.”

Contacts

- Jan Van Horn, jan.vanhorn@vita.virginia.gov; (804) 358-9438 or (804) 416-6180
- Pat Morrissey, pat.morrissey@vita.virginia.gov; (804)416-6147 or (804) 920-5276
- Constance Scott, constance.scott@vita.virginia.gov; (804) 416-6179 or (804) 840-5480