

3.9 Appendix I - Recommended Technology Investment Report Terms and Definitions

- **Active Projects** - projects that will continue in the 2004-2006 Budget Biennium and are currently active on the Commonwealth Information Technology Major Projects Dashboard or previously approved for development by the ITIB. Continuation of active projects is subject to the periodic review and recommendation of the CIO and review and approval by the ITIB. Active projects are not included in the ranking process, as funds have already been allocated. Funding sources for projects approved by the ITIB have been confirmed. For all other projects, those active prior to the establishment of the ITIB, funding sources have been identified by the agency.
- **Approved for Planning** – projects approved for planning by the CIO in the 2004-2006 Budget Biennium, ranked within each Secretariat. CIO planning approval constitutes approval to undertake only the planning phase of each project. Subsequent development approval is required from the ITIB.
- **Collaboration Opportunity** – A common business need that establishes the opportunity for organizations and/or political subdivisions to work together, in a substantive, mutually beneficial relationship, towards a common integrated solution.
- **Detailed Project Planning** – activities required to complete a detailed project plan for project execution and control as specified in the Commonwealth Project Management Standard and Guideline (*New definition*)
- **Development Approval** – approval by the ITIB to proceed with detailed project planning, project execution and control, project closeout, and asset operation and management (*New definition*)
- **Enterprise** – an organization with common or unifying business interests. An enterprise may be defined at the Commonwealth level, the Secretariat level, or agency level for programs and projects requiring either vertical or horizontal integration within the Commonwealth, a Secretariat, or agency, or between multiple Secretariats, agencies and/or localities (Source: Commonwealth Technology Management (CTM) Glossary)
- **Enterprise Architecture (EA)** - a method or framework for developing, implementing, and revising business-focused Information Technology (IT) guidance. The resulting guidance describes how the enterprise can best use technology and proven practices to improve the way it does business. In the Commonwealth, EA is built on the business needs of state and local government agencies. EA is described in a series of documents that showcase the development and revision process, the involved parties, and the resulting guidance. The Commonwealth EA relies on a governance model (roles and responsibilities), business and technical inputs, and knowledge of how agencies presently do business to develop explicit policies, standards, and guidelines for information technology use. (Source: Commonwealth Technology Management (CTM) Glossary)
- **Enterprise Technology Program** – a group of related IT projects aggregated for management purposes, that support a defined enterprise (Source: Commonwealth Technology Management (CTM) Glossary)
- **Identified for Preliminary Planning** - projects which address an agency business need but which requires further review by the CIO and ITIB before authorizing the expenditure of additional planning funds (Revised definition)

- **Information Technology Investment Management (ITIM)** - An integrated approach to managing IT investments that provides for the continuous identification, selection, control, life cycle management, and evaluation of IT investments. ITIM uses structured processes to minimize risks and maximize return on IT investments. ITIM is the basis for the Commonwealth's approach to technology management.
- **Instructional/Research Projects** – research projects, research initiatives, or instructional programs at public institutions of higher education. The Code of Virginia does not require that instructional or research projects be included in the ranking process; however, at the request of the Secretary of Education, the projects are listed to provide a complete view of the Secretariat project portfolio
- **ITIM Information Technology Investment Management (ITIM)** - an integrated approach to managing IT investments that provides for the continuous identification, selection, control, life-cycle management, and evaluation of IT investments. ITIM uses structured processes to minimize risks and maximize return on IT investments (Source: Commonwealth Technology Management (CTM) Glossary)
- **Mandatory Projects** – projects that support legal or regulatory requirements such as Executive Orders, state legislation, or Federal mandates (New definition - December ITPRC Meeting)
- **Operational Projects** - projects which modify or enhance an existing process (New definition - December ITPRC Meeting)
- **Planning Approval** – approval granted by the CIO to proceed with project planning (Revised definition)
- **Project Planning** – activities to conduct effective initial analyses of business needs and potentially useful technologies required for development of a detailed business case, incorporating a comprehensive definition of scope and supported by sound financial and cost basis analysis (New definition)
- **Suspended** – technology projects, which have been suspended by the agency or at the direction of the CIO or the ITIB.
- **Transformational Projects** – projects that change the way an organization does business (New definition - December ITPRC Meeting)