

Appendix E - CIO Selection and Ranking Criteria

EFFECTIVE DATE: 08/31/2010, v3

Criteria	Max Points	Score	Weighted Score (See Note 1)	Tie Breaker Priority (See Note 2)
1. Strategic Alignment				
Does the project support at least one of seven initiatives identified in the Commonwealth Strategic Plan for Information Technology?	5	<ul style="list-style-type: none"> ➤ Yes – 5 points ➤ No – 0 points 	Weighted Score = #Points X 4	
Does the project support the long term objectives identified by the Council on Virginia's Future (COVF)?	7	<ul style="list-style-type: none"> ➤ 6 objectives - 7 points ➤ 4 to 6 objectives – 6 points ➤ 1 to 3 objectives – 3 points ➤ None – 0 points 	#Points X 4	2
Is this project mission critical to the agency?	2	<ul style="list-style-type: none"> ➤ Yes – 2 points ➤ No – 0 points 		
Did the agency use the Enterprise Business Architecture (EBA) or other methods to find agencies that have existing solutions or common needs?	2	<ul style="list-style-type: none"> ➤ Yes – 2 points ➤ No – 0 points 		
Does the project support one of the Governor's Enterprise initiatives (stated in his letter to the ITIB on 10/10/2006) or one of the Governor's business priorities? (Decision was made to revamp this criteria during the Oct., 2010 RTIP Report lessons learned exercise.)	10	<ul style="list-style-type: none"> ➤ Award 10 points if the project supports as least 1 Priority and multiple initiatives ➤ At Least 1 Priority and 1 Initiative – 8 points ➤ At Least 1 Priority (0 initiatives) – 6 points ➤ At Least 1 Initiative (0 priorities) – 4 points ➤ No Priorities or Initiatives – 0 points 	#Points X 4	1
Does the project support at least one of the critical agency service areas identified in the Governor's Performance Goals?	4	<ul style="list-style-type: none"> ➤ Yes – 4 points ➤ No – 0 points 	#Points X 4	3
Maximum Points	30		108	

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2. Technical Feasibility				
Has the agency identified a technical approach for the project?	3	<ul style="list-style-type: none"> ➤ Yes – 2 points ➤ No – 0 points 		
Does the proposed approach comply with the Commonwealth Enterprise Technical Architecture (ETA)?	2	<ul style="list-style-type: none"> ➤ Yes – 2 points ➤ No – 0 points 		
Maximum Points	5		5	
3. Benefits to the Commonwealth				
Does the project benefit chronically underserved stakeholders?	3	<ul style="list-style-type: none"> ➤ Award 3 points if the project benefits more than one underserved stakeholder ➤ 1 underserved stakeholder – 2 points ➤ None – 0 points 		
Will the project increase public protection, health, education, environment, or safety, improve customer service, or increase citizen access to services?	5	<ul style="list-style-type: none"> ➤ Award 5 points if the project increases or improves more than one priority ➤ Increases or improves one priority – 3 points ➤ No – 0 points 		
Will the project transform the way the agency does business?	5	<ul style="list-style-type: none"> ➤ Yes – 5 points ➤ No – 0 points 		
Does this project benefit other agencies within the Secretariat, other agencies outside the Secretariat, all agencies, or local governments?	10	<ul style="list-style-type: none"> ➤ Award 10 points if the project benefits all 4 groups ➤ Benefits 3 groups - 8 points ➤ Benefits 2 groups - 6 points ➤ Benefits 1 group - 4 points ➤ No – 0 points 	#Points X 4	5
Does the project support legal or regulatory requirements?	7	<ul style="list-style-type: none"> ➤ Yes – 7 points ➤ No – 0 points 	#Points X 4	4

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Criteria	Max Points	Score	Weighted Score (See Note 1)	Tie Breaker Priority (See Note 2)
Maximum Points	30		81	
4. Risk				
What is the project cost?	5	<ul style="list-style-type: none"> ➤ Award 5 points if the project cost is under \$5M ➤ \$5M to \$10M – 3 points ➤ \$10M to \$20M - 2 points ➤ Greater than \$20M – 1 point 	#Points X 2	
What is the project complexity from the Pre-Select Investment Analysis worksheet?	2	<ul style="list-style-type: none"> ➤ Low - 2 points ➤ Medium – 1 point ➤ High – 0 points 	#Points X 2	
What is the project risk from the Pre-Select Investment Analysis worksheet?	2	<ul style="list-style-type: none"> ➤ Low - 2 points ➤ Medium – 1 point ➤ High – 0 points 	#Points X 2	6
Does the project have a clearly defined business owner?	2	<ul style="list-style-type: none"> ➤ Yes – 2 points ➤ No – 0 points 		
Does the project have a clearly defined project sponsor?	2	<ul style="list-style-type: none"> ➤ Yes – 2 points ➤ No – 0 points 		
Does the project have a clearly defined scope?	2	<ul style="list-style-type: none"> ➤ Yes – 2 points ➤ No – 0 points 		
Maximum Points	15		24	
5.Funding Requirements				
What is the confidence level in the accuracy of the initial project estimated cost at completion?	2	<ul style="list-style-type: none"> ➤ High - 2 points ➤ Medium – 1 point ➤ Low – 0 points 		
Did the agency describe a valid method to determine the estimate cost at completion?	2	<ul style="list-style-type: none"> ➤ Yes – 2 points ➤ No – 0 points 		
Did the agency identify tangible benefits?	4	<ul style="list-style-type: none"> ➤ Yes – 4 points ➤ No – 0 points 		
Did the agency identify intangible benefits?	2	<ul style="list-style-type: none"> ➤ Yes – 2 points ➤ No – 0 points 		
What percent of the project funding is from Non-state	3	<ul style="list-style-type: none"> ➤ 80% to 100% - 3 points ➤ 50% – 79% - 2 points 		

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funds?		➤ 1% – 49% - 0 points		
What is the risk associated with project funding?	2	<ul style="list-style-type: none"> ➤ Low - 2 points ➤ Medium – 1 point ➤ High – 0 points 		
Maximum Points	15		15	
6. Past Performance by Agency				
What is the overall rating average of all projects that have been listed on the Dashboard for this agency?	3	<ul style="list-style-type: none"> ➤ Award 3 points if the average rating for any three consecutive months in the last year was Green ➤ Yellow - 1 point ➤ Red - 0 points 		
For current projects listed on the Dashboard, what is the overall rating for the last three months?	2	<ul style="list-style-type: none"> ➤ Award 2 points is the overall project rating for the last three months was Green ➤ Yellow - 1 point ➤ Red - 0 points 		
Maximum Points	5		5	
Total Points Possible for base score	100	Maximum weighted score =	257	

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NOTES

NOTE 1 - Weighted Score

The CIO has provided guidance on what weights to apply to selected questions. The most heavily weighted category is the 'Strategic Alignment' category with a factor of 4. This weight increases the maximum points for this category to 108. This category most closely aligns with the decision to evaluate major projects against the strategic vision established for the Commonwealth of Virginia by the Council on Virginia's Future, the Governor of Virginia, the General Assembly, the Secretary of Technology, and the Enterprise Business Architecture.

The second weighted category is 'Benefits to the Commonwealth'. This category was weighted with a factor of 4 which increases the weighted score to 81.

The third weighted category is 'Project Risk'. This was weighted with a factor of 2, which increases the possible maximum weighted score to 32. This adds emphasis to the successful implementation and outcomes of the project.

NOTE 2 – Tie Breaker Priority

It is possible that two or more investment projects will have the same total weighted scores after PMD evaluates all the criteria. If two or more projects have the same final scores, a tie breaker process is used to prioritize the investments. Selected questions from the evaluation criteria above have been rank ordered by the CIO. The ranking of these questions is identified in the "Tie Breaker Priority" column. These specific questions are used to help break ties between two or more investments. The process is as follows:

- Identify the question above that has a priority of "1" in the "Tie Breaker Priority" column.
- Compare the individual project scores for only question "1" as identified in the "Tie Breaker Priority" column.
- If one project score is higher than the other, add one point to the project's total weighted score.
- If both project scores are the same for question "1", proceed to the question above that has a priority of "2" in the "Tie Breaker Priority" column. Repeat the evaluation process. If both project scores are the same for question "2", continue evaluating the next prioritized question until the tie is broken.

Version History		
Version	Date	Change Summary
1	X/XX/200X	Original
2	03/31/2009	Corrected grammar and format errors
3	08/31/2010	Removed ITIB verbiage and replaced with CIO