

Commonwealth Technology Portfolio (CTP) Major Project Data Capture and Cleanup Requirements Supporting the 2012 RTIP Report

April 30, 2012

VITA will begin reviewing agency portfolio information on major information technology (IT) projects in support of the 2012 RTIP Report as soon as it is updated in the Commonwealth Technology Portfolio (CTP). Agencies should begin data updates upon receipt of this email. History has shown us that agencies may need an additional week for data updates, and are advised to start early. Agencies are asked to complete data updates on existing projects and submit data for known new projects by May 25.

This is a reminder that there is a budget 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, and the RTIP Report is the first step in the process of identifying these projects. Projects not included in the Governor's Budget and Appropriation Act will have to go through a special emergency approval process with the Governor's Office in order to obtain project initiation approval.

The RTIP Report is due to the Governor and General Assembly on Sept. 1, 2012. Since Sept. 1 falls on a Saturday this year, the report will be delivered on Aug. 31.

The following checklist will assist agencies when reviewing and revising Major IT project information in support of the 2012 RTIP Report.

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

- Ensure that the information requested on the Application Tab located in the Project Business Alignment form is filled out completely.
- Review the Service Areas Tab on the Project Business Alignment form and make 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.
- Ensure the PPEA flag, which signifies if a PPEA is involved in the project, is set. This flag is located on the General Information Tab within the Project Business Alignment Form.
- Ensure that the funding source name is entered for non-general funds state, mixed funds, or federal funds on the biennium funding tabs. Funding source name was not added to the Budget Plan Form, Yearly Spend tab to avoid overcrowding. It was decided to capture this information for projects in both active and IBC status.

**Budget Plan Form, Yearly Spend Tab and new Operations and Maintenance Tab
(Active Projects Only)**

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- Make sure 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.
- Update the operations and maintenance costs projected for the first six years once the project is completed in the new O&M tab on the Budget Plan.
- Ensure that the funding source name is entered for non general funds state, mixed funds, or federal funds.

Major IT projects Identified for Preliminary Planning, Business Case Approved (formerly Approved for Planning) ONLY

Project Business Alignment Form

- Update the project description on the General Information tab with any new pertinent information that may have developed in the past year. Please 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.
- Answer the question, "Is this a Change/Update to an existing Project in the Agency Strategic Plan?" on the General Information tab.
- Fill out the request for service (RFS) data fields at the bottom of the General Information tab if appropriate.

Project Business Alignment – Biennium Funding Form

- Ensure anticipated project expenditures are in the right fiscal years. If expenditures are not aligned to the right 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, 10 – 12 Funding tab, 12 – 14 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

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- Update the following dates:
 - Planned Initiation Start Date
 - Planned Start Date (development approval)
 - Planned Completion Date

- The Strategic Alignment tab has been changed to link the Council on Virginia's Future Objectives to the 20 Commonwealth of Virginia Priorities defined by Governor McDonnell. VITA has reviewed agencies' investments and assigned them to initiatives but agency review is required. Agencies that disagree with the assignment should make the necessary changes.

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?"
 - Questions 10a and 10 b – These questions have been replaced by the IT Advisory Council's Technology (ITAC) Business Plan Initiatives. VITA has reviewed agencies' investments and assigned them to initiatives but agency review is required. Agencies that disagree with the assignment should make the necessary changes.

Investment Funding Status Scorecard

- Set the budget appropriation / funding status. (The easiest place to find this scorecard is to reference the AITR Processes that can be found in the dropdown box in Processes.)

Agency Prioritization Scorecard

- Set priorities for major / non-major projects. (The easiest place to find this scorecard is to reference the AITR Processes, which can be found in the dropdown box in Processes.)

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Approvals

- Do not forget to submit any project updates or new projects for all required approvals by going to the approvals tab on the Investment Business Case Form. Make sure both AITR and agency head approvals are done.

Should you have any questions, please call:

- Jan Van Horn, jan.vanhorn@vita.virginia.gov; (804) 358-9438 (Monday, Wednesday or Friday); (804) 416-6180 (Tuesday or Thursday)
- Constance Scott, constance.scott@vita.virginia.gov; (804) 416-6179.