

Project Business Alignment Form – Application Tab

April 16, 2009

Subject: Proposed additional questions for the Project Business Alignment Form to support the 2009 Recommended Technology Investment Projects (RTIP) Report.

Background: The Information Technology Investment Board (ITIB) in July 2008 requested that the Chief Application Officer (CAO) review the 2009 Recommended Technology Investment Projects (RTIP) Report and verify that projects identified in the report as “enterprise” are indeed enterprise projects. The ITIB also requested that the CAO review the report to determine if any projects had statewide application or impact.

Recommendation: The Commonwealth Project Management Division (PMD) and Chief Application Officer (CAO) recommend adding a select set of additional questions to the Project Business Alignment Form currently filled out by agencies at the beginning of an IT investment’s life cycle. The additional questions would be focused on applications and allow the CAO to conduct an analysis and perform the verification requested by the ITIB. The additional questions would be consolidated on one tab on the form in the Commonwealth Technology Portfolio (CTP) – ProSight. The recommended questions are listed below.

Application Tab

In accordance with the CIO/CAO Operational Plan, an application is any automated solution designed to support one or more business functions. An application may be a single program designed to support a single business function, or it may be a multi-module/program or multi-sub-system entity with modules/programs/components that support multiple business functions. An Application may be purchased (COTS), custom-developed in-house, or reused from another entity.

Applications fall into one of three categories:

- Enterprise Applications: Centralized administrative applications which act as the authoritative source of data or processing for the Commonwealth.
- Collaborative Applications and Services: Non-Enterprise business applications and services which provide two or more agencies the opportunity to work together, in a substantive, mutually beneficial relationship, towards a common integrated solution.
- Agency Applications: Applications which support a unique agency requirement or mission.

1. Will the IT project use or modify an existing application and/or service as defined above?
 Yes
 No

If yes, identify the specific application(s) and/or service(s):

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2. Will the IT project produce one or more application(s)?

- Yes
 No

If “No”, skip remaining questions on this application tab. If “Yes”, check Yes or No for each of the following:

Yes|No

- Project results in only one new application
 Project results in 2 or more new applications
 The application(s) will need access or interface to data owned by another agency

Select the primary application category (defined above) that will result from this IT project:

- Enterprise Application [go to question 3]
 Collaborative Application and Service [go to question 4]
 Agency Application [go to question 5]

3. Identify the characteristics that apply to the Enterprise Application (check Yes or No for each of the following):

Yes|No

- Authoritative source of data for the Commonwealth
 Authoritative source for processing data for the Commonwealth
 Centralized administrative application

[go to question 6]

4. Identify the characteristics that apply to the Collaborative Application and Service (check Yes or No for each of the following):

Yes|No

- Collaboration with at least one other agency
 All agencies involved are working toward one integrated solution

Identify the primary Collaborative Application and Service. Examples include, but are not limited to, eSignature, ePayment, licensing, portals, content management, and business intelligence.

[go to question 6]

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5. Identify the unique agency requirement or mission the application supports if different or not stated in the Business Problem statement.

6. Identify the additional characteristics of the application (check Yes or No for each of the following):

Yes|No|Don't know

- Can be used by other Commonwealth agencies
- Supports a line of business already supported by an Enterprise Application or Collaborative Application and Service
- Supports citizen or customer self-service opportunities
- Makes all appropriate state-managed data available to all levels of government, citizens and businesses
- Supports the reduction of duplicative data repositories
- Retains data that is already contained elsewhere in the Commonwealth
- Replaces existing application(s)
Name existing application(s) and application ID (as documented in the Commonwealth's Enterprise Technology Repository applications inventory) and replacement date(s):

Name	Application ID	Replacement Date