



**IT Investment Board
Recommended Technology Investment Projects (RTIP) 2005 Report
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April 13, 2005**

Recap: 2004 RTIP Report Selection Process Slide

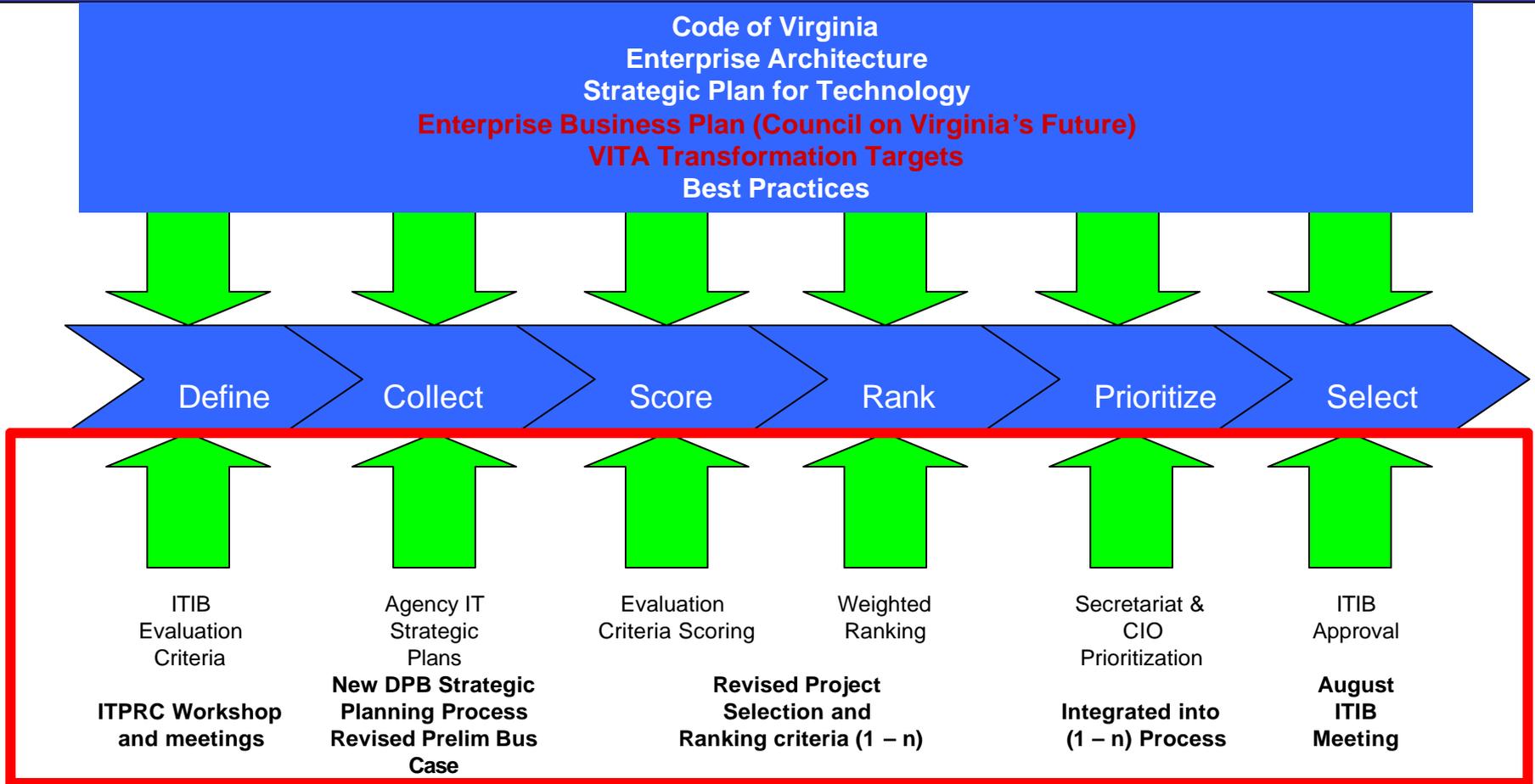
Revised PMD Project Selection and Ranking Criteria for Major IT Projects

Recommended Technology Investment Projects (RTIP) 2005 Report Outline

Recommended Technology Investment Projects (RTIP) 2005 Report Summary of Changes, Deletes, Adds

**Additional materials are available upon request.*

Recap: 2004 RTIP Report Selection Process



2005 PMD Project Selection and Ranking Criteria for Major IT Projects

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Criteria	Pts.	Score	***Weighted Score Factor	Tie Breakers Priority
1. Strategic Alignment				
Does the project support Commonwealth Strategic Plan for Technology initiatives?	5	5 pts. if the project supports at least one strategic initiative	Agency score times 2	4
Does the project support Commonwealth Enterprise Architecture (Enterprise) Business Strategies?	7	2 pts. for each Enterprise Business Strategy the project supports	Agency score times 2	5
Is this project mission critical to the agency?	4	Yes – 4 pts. No – 0 pts.		
What priority has the agency given to this project?	4	High –4 Medium –2 Low -0		
Does this project support one of the Governor’s initiatives?	6	Yes – 6 pts. No – 0 pts.		
Does the project support the Agency Strategic Direction?	4	4 pts. if the project supports at least one objective or at least one service	Agency score times 2	
Maximum Pts.	30		46	
2. Technical Feasibility				
Is a proposed technical approach stated?	3	Yes – 3 pts. No – 0 pts.		
Is the proposed approach based upon proven technology?	2	Yes – 7 pts. No – 0 pts.		
Maximum Pts.	5		5	
3. Benefits to the Commonwealth				
Does the project benefit chronically underserved stakeholders?	3	Yes, > 1 stakeholder – 3ps. Yes, 1 stakeholder – 2 pts. No – 0 pts.	Agency score times 4	
Will the project increase public protection, health, education, environment, or safety, improve customer service, or increase citizen access to services?	5	Yes, > 1 priority – 5 pts. Yes, 1 priority – 3 pts. No – 0 pts.	Agency score times 4	
Will the project transform the way the agency does business?	5	Yes – 5 pts. No – 0 pts.	Agency score times 4	3
Does this project have the potential to benefit other	10	Yes, benefits all 4 groups – 10 pts.	Agency score	1

2005 PMD Project Selection and Ranking Criteria for Major IT Projects

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agencies within the Secretariat, other agencies outside the Secretariat, all agencies, or local governments?		Yes, benefits 3 groups – 8 pts. Yes, benefits 2 groups – 6 pts. Yes, benefits 1 group – 4 pts. No – 0 pts.	times 4	
Does the project support legal or regulatory requirements?	7	Yes – 7 pts. No – 0 pts.	Agency score times 4	2
Maximum Pts.	30		120	
4. Risk				
What is the project cost risk?	5	Under \$5m – 5 pts. From \$5-10m – 3 pts. From \$10-20m – 2 pts. Greater than 20m – 1 pt.	Agency score times 2	
What is the project complexity risk?	2	Low – 2 pts. Medium – 1 pt. High – 0 pts.	Agency score times 2	
What is the project risk assessment?	2	Low – 2 pts. Medium – 1 pt. High – 0 pts.	Agency score times 2	6
Does the project have a clearly defined business owner?	2	Yes – 2 pts. No – 0 pts.		
Does the project have a clearly defined project sponsor?	2	Yes – 2 pts. No – 0 pts.		
Does the project have a clearly defined scope?	2	Yes – 2 pts. No – 0 pts.		
Maximum Pts.	15		24	

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Criteria	Pts.	Score	***Weighted Score Factor	Tie Breakers Priority
5.Funding Requirements				
What is the confidence level in the accuracy of the initial project estimated cost at completion?	2	Low – 0 pt. Medium – 1 pt. High – 2 pts.		
Did the agency describe a valid method to determine the estimate cost at completion?	2	Yes – 2 pts. No – 0 pts.		
Have tangible types of benefits been identified?	4	Yes – 4 pts. No – 0 pts.		
Have intangible types of benefits been identified?	2	Yes – 2 pts. No – 0 pts.		
What percent of the project funding is from Non-state funds?	3	80 - 100% Non-state Funded – 3 pts. 50 – 79% Non-state Funded – 2 pts. 1 – 49% Non-state Funded – 1 pt.		
What is the project funding risk?	2	Low – 2 pts. Medium – 1 pts. High – 0 pts.		
Maximum Pts.	15		15	
6. Past Performance by Agency				
What is the overall rating average of all projects listed on the Dashboard for the agency?	3	If lowest overall rating average for any three consecutive months in the last year is: Green - 3 pts. Yellow - 1 pt. Red - 0 pts.		
If the project is listed on the Dashboard, what is the overall rating for the last three months reported?	2	If overall project rating for the last three months reported is Green - 3 pts. Yellow - 1 pt. Red - 0 pts.		
Maximum Pts.	5		5	
Total Pts. Possible for base score	100	Maximum weighted score =	215	

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TIE BREAKER PROCESS – When 2 or more projects have the same initial weighted score, use the project assigned pts. for those criteria with assigned “Tie Breaker Priority” numbers in priority order.

Evaluate one priority criteria at a time for all tied projects:

- 1 point will be added to the weighted score of the project(s) with the highest score
- After evaluating priority criteria, if more than one project is still tied with the same weighted score proceed to the next priority criteria and repeat the process until the tie is broken.

Note: The tiebreaker process only used to determine PMD priority among those projects with the same initial weighted scores.

WEIGHTED CATEGORIES

*****Weighted Score Factor: Based on last year’s priorities as set by the ITIB.**

The most heavily weighted category is the ‘Benefits to the Commonwealth’ category with a factor of 4. This increases the maximum point’s score to 100. This category was selected because it most closely aligns with the ITIB’s decision to evaluate major projects from a customer “outcomes” focus.

The second weighted category that supports this ITIB decision is the ‘Strategic Alignment’ category. This was weighted with a factor of 2 which increases the weighted score factor to 50.

The third weighted category selected 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.

Recommended Technology Investment Projects (RTIP) 2005 Report Outline

1.0 Executive Summary

- 1.1 Purpose
- 1.2 Desired Outcomes
- 1.3 Report Contents

2.0 RTIP Report

2.1 Introduction

2.2 Purpose

2.3 Desired Outcomes

2.3.1 Outcomes

2.3.2 Table 1 – VITA Transformation Targets

2.4 Report Development Process

2.5 Commonwealth Project Portfolio Profile

2.5.1 Enterprise View

2.5.1.1 Table 2 Portfolio Mix – Total Number of Projects by Classification (RTB, GTB, TTB)

2.5.1.2 Table 3 Portfolio Mix – Total Investment Cost by Classification (RTB, GTB, TTB)

2.5.1.3 Table 4 Total Investment Cost by Approval Category

2.5.1.4 Chart 1 Percentage of Total Investment Cost by Project Category

2.5.1.5 Table 5 Largest Five Investments

2.5.2 Secretariat View

2.5.2.1 Chart 2 Collaboration Opportunities by Secretariat

2.5.2.2 Chart 3 Percentage of Total Investment Cost by Secretariat

2.5.2.3 Table 6 Total Investment Cost by Approval Category Within Secretariat

2.6 Priorities for Funding

2.6.1 Project Selection Criteria

2.6.2 Priority Technology Investment Projects (PTIP) Summary

2.6.2.1 Recommended for Funding

2.6.2.1.1 Enterprise/Collaboration Projects

2.6.2.1.2 Agency Specific Projects

2.6.2.2 Recommended for Maintained Funding

2.6.2.2.1 Enterprise/Collaboration Projects

2.6.2.2.2 Agency Specific Projects

2.6.2.3 Short Term Impact to Commonwealth

2.6.2.3.1 Services

2.6.2.3.2 Efficiencies

2.6.2.3.3 Table 5 Savings

2.6.2.4 Long Term Impact on Commonwealth

2.6.2.4.1 Services

2.6.2.4.2 Efficiencies

2.6.2.4.3 Table 4 Savings

2.7 Future Considerations

2.8 Contact Information

Recommended Technology Investment Projects (RTIP) 2005 Report Outline

3.0 Appendices

3.1 Appendix A – 2005 Priority Technology Investment Projects (PTIP)

Projects Recommended for Funding

Projects in Planning

Recommended for Funding of Detailed Business Case

Enterprise/Collaboration Projects

Agency Specific Projects

Projects Proposed for Development

Recommended for Funding and Development Approval

Enterprise/Collaboration Projects

Agency Specific Projects

Projects in Development (Active Projects)

Recommended for Additional Funding

Enterprise/Collaboration Projects

Agency Specific Projects

3.2 Appendix B – 2005 Priority Technology Investment Projects (PTIP)

Projects Recommended for Maintained Funding

Projects in Planning

Recommended for Maintained Funding of Detailed Business Case

Enterprise/Collaboration Projects

Agency Specific Projects

Projects in Development (Active Projects)

Recommended for Maintained Funding for Development

Enterprise/Collaboration Projects

Agency Specific Projects

3.3 Appendix C – 2005 Not Recommended for Funding

Identified for Preliminary Planning

Superseded by Enterprise/Collaboration Projects

Agency Not Ready to Proceed

Terminated Active Projects

3.4 Appendix D – Secretariat/Agency Project Portfolio by Category

3.5 Appendix E – Enterprise/Collaboration Project Description Report

3.6 Appendix F – Major IT Project Description Report

3.7 Appendix G – 2005 PMD Project Selection and Ranking Criteria for Major IT

Projects

3.8 Appendix H – 2004 Priority Technology Investment Projects for 2004-2006

Budget Biennium Funding Status as of July 7, 2005

Recommended Technology Investment Projects (RTIP) 2005 Report Summary of Changes, Deletes, Adds

- Change report structure as directed (*See 'RTIP 2005 Report Outline'*)
- Change the evaluation and selection criteria to increase the weight factor for how the project will improve citizen services or access to citizen services (*See '2005 PMD Project Selection and Ranking Criteria for Major IT Projects'*)
- Change the evaluation and selection criteria regarding underserved customers to include how the investment will improve their lives (*See '2005 PMD Project Selection and Ranking Criteria for Major IT Projects'*)
- Change the definition of 'collaboration opportunity' to include the concept of integrated common solutions (*See 'Definition of Collaboration Opportunity'*)
- Change project categories to separate funded from unfunded projects and to support the new 2-stage planning process (*See 'RTIP 2005 Report Outline'*)
- Change project selection for the Priority Technology Investment Projects (PTIP) to identify a recommended subset of the 1-n project ranking (*See 'ITIB Recommended Technology Investment Projects (RTIP) 2005 Report - Decision Brief April 13, 2005'*)
- Delete the 2004 PTIP requirement to identify the top 2 projects or 30% from each Secretariat (*See 'ITIB Recommended Technology Investment Projects (RTIP) 2005 Report - Decision Brief April 13, 2005'*)
- Add the PTIP requirement to only consider projects that received at least a 70% evaluation score (*See 'ITIB Recommended Technology Investment Projects (RTIP) 2005 Report - Decision Brief April 13, 2005'*)
- Add 'Desired Outcomes' Section to the RTIP 2005 Report (*See 'RTIP 2005 Report Outline'*)
- Add 2 new views to the Commonwealth Project Portfolio analysis in the RTIP 2005 Report:
 - Enterprise/Collaboration View
 - Agency Specific View(*See 'RTIP 2005 Report Outline'*)
- Add 5 new tables and 1 new chart to the RTIP 2005 Report (*See 'RTIP 2005 Report Outline'*)
- Add 2 new sections to the PTIP Summary
 - Short term impact to the Commonwealth
 - Long term impact to the Commonwealth(*See 'RTIP 2005 Report Outline'*)
- Add new funding request process to support the 2-stage planning process (*See 'RTIP 2005 Report Outline'*)
- Add new project category 'Projects Not Recommended for Funding' (*See 'RTIP 2005 Report Outline'*)
- Add new project category 'Active Projects - Recommended for Additional Funding' (*See 'RTIP 2005 Report Outline'*)

**Recommended Technology Investment Projects (RTIP) 2005 Report
Summary of Changes, Deletes, Adds**

- Add 'outcomes to be achieved' and performance metrics to the preliminary business case (*See 'Revised Preliminary Business Case Questions'*)
- Add the RTIP Report attribute 'to create an accountability benchmark for the Board and VITA to confirm that the choices made provided value' (*See 'ITIB Recommended Technology Investment Projects (RTIP) 2005 Report - Decision Brief April 13, 2005'*)