



STATE OF WASHINGTON

May 3, 2018

TO: Ross Hunter, Secretary, Department of Children, Youth, and Families
Maia Bellon, Director, Department of Ecology
Joe Stohr, Acting Director, Department of Fish and Wildlife
John Wiesman, Secretary, Department of Health
Sharon Ortiz, Director, Human Rights Commission
Cheryl Strange, Secretary, Department of Social and Health Services
Honorable Chris Reykdal, Office of Superintendent of Public Instruction
John Batiste, Chief, Washington State Patrol

FROM: David Schumacher, Director
Office of Financial Management

Rob St. John, Acting State Chief Information Officer
Consolidated Technology Services (WaTech)

SUBJECT: INFORMATION TECHNOLOGY (IT) INVESTMENT POOL PROCESS

The [2018 supplemental operating budget](#) directs at least one of your IT projects to be subject to the project and financial oversight outlined in Section 713 of the 2018 supplemental operating budget or Section 724 of the 2017-19 operating budget. We are writing to share information on the IT Pool process, which integrates with standard Office of the Chief Information Officer (OCIO) approval and oversight processes with the additional element of gated funding.

To get started, your assigned OCIO oversight consultant will contact your project lead to set up a kick-off meeting to learn about the project, discuss the proposed project stages and associated deliverables, provide an overview of the IT Pool process, and make recommendations for the agency to navigate this process. This meeting should include your assigned OCIO oversight consultant and Office of Financial Management (OFM) budget analyst, and your agency's project lead, CFO/budget manager, and other agency staff as necessary.

To make the most of the kick-off meeting, please bring a proposal for how your project should be broken down into stages and any associated milestones or deliverables that you expect to accomplish within each stage. These stages must include, but are not limited to, planning, procurement, and implementation.

The OCIO and OFM will review the project and each of the documents below at every project stage when deciding whether to certify the project's progress and allocate funds for the next stage of the project. Helpful references are attached to this communication. In addition, examples are available on the [OCIO project dashboard](#). Document requirements include, but are not limited to:

- 1. Technology budget.** This is typically an Excel spreadsheet in your preferred format that identifies, from project initiation through estimated completion, the project costs, funding sources, schedule, and anticipated milestones and deliverables at each stage of the project. You should collaborate with OFM and the OCIO as you complete this document.

2. **Investment plan.** This is a [Word template](#) provided by the OCIO. You should collaborate with the OCIO as you complete this document. The initial planning request may not require a completed investment plan, if funding is needed to complete it. Subsequent requests require an approved investment plan to be in place. Each agency must include the following as part of its investment plan:
 - a. An organizational chart of the project management team, including each member's roles and responsibilities;
 - b. The OCIO staff assigned to the project;
 - c. An implementation schedule covering activities, critical milestones, and deliverables at each project stage for the life of the project; and
 - d. Performance measures used to determine that the project is on schedule and within budget, and is meeting expectations.

3. **Ongoing OCIO approval.** At each gate, the OCIO will be working closely with you to ensure that:
 - a. The project is consistent with the statewide enterprise architecture and policy;
 - b. The agency has the organizational capacity, preparedness, and leadership to implement the project successfully;
 - c. The agency has adequately assessed and minimized project risks;
 - d. The project has the management, staffing, and oversight resources for the cost, complexity, and risks associated with the project;
 - e. The project has implementation schedules and performance measures for timeliness, deliverables, quality and budget;
 - f. The agency has an adequate risk management plan that also enables the OCIO to assess, intervene, and take action necessary when performance measures are not being met; and,
 - g. For investments not using commercial off-the-shelf or software as a service technology solution, the proposed project represents the best business solution and should not be delayed.

When your agency is ready to request funding for the first stage, you will submit your application to ocioconsultants@ocio.wa.gov. The OCIO will process applications for certification within 30 days of receiving all information from the agency. Once the OCIO certifies the project stage, OFM will then review the project to determine whether to allocate funds. Please allow 14 days after OFM approval to receive funds. If your project is already in progress, please be sure to work through the process quickly to receive authorization to continue spending on the current stage of your project.

If you have questions about this process, please contact the [OCIO oversight consultants](#), [your OFM budget analyst](#), or [Bryan Way \(OFM\)](#).

Attachments

cc: Charlie Gavigan, Staff Coordinator, House Appropriations Committee
Michael Bezanson, Staff Coordinator, Senate Ways and Means Committee
Jordan Clarke, Fiscal Analyst, House Appropriations Committee
Claire Goodwin, Fiscal Analyst, Senate Ways and Means Committee
Sue Langen, Acting Director, Office of the State CIO
Bryan Way, Budget Assistant to the Governor, Office of Financial Management
OFM Budget Analysts
OCIO Consultants