



STATE OF WASHINGTON

**OFFICE OF FINANCIAL MANAGEMENT**

*Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555*

August 28, 2019

**TO:** Agency Directors

**FROM:** David Schumacher  
Director

A handwritten signature in blue ink, appearing to be "DS", written over the name "David Schumacher".

**SUBJECT: 2020 SUPPLEMENTAL BUDGET INSTRUCTIONS UPDATE RELATED TO ONE WASHINGTON PROGRAM**

Thank you for your work to develop your 2020 supplemental budget requests that are due to the Office of Financial Management (OFM) on September 20.

One Washington is preparing a unified supplemental decision package focused on acquiring expertise and software services on behalf of the enterprise. If you identify potential impacts related to One Washington while developing your budget requests, please communicate them to the One Washington team, but do not submit funding requests for readiness activities in your decision packages.

Attached is some information on the approach that will be used for the funding provided to OFM in the Information Technology Investment Pool in the 2019-21 operating budget for agency readiness activities.

If you or your staff have questions, please contact One Washington at [onewa@ofm.wa.gov](mailto:onewa@ofm.wa.gov).

cc: Agency Budget Officers  
OFM Budget Analysts



## IT Investment Pool Funding

*How does my agency access One Washington readiness activity funds in the IT investment pool?*

A total of \$4.8 million in the IT investment pool was allocated in the 2019-21 operating budget for One Washington readiness activities. Of this amount, \$2.4 million is accessible this biennium, while the remainder is subject to federal match. To maximize the impact of accessible funds, facilitate the enterprise effort, and enable agency success, One Washington is procuring organizational change management (OCM) expertise on behalf of the enterprise. This procurement will likely consume the readiness budget.

*How will your agency benefit from this approach?*

With the OCM expert's guidance, consistent change readiness activities will be conducted with agencies so that leaders know in what ways, to whom, and how to target change activities. We will continue to collaborate with you as we proceed and identify what resources agencies need to succeed.

*What is the focus of the initial readiness efforts?*

The One Washington Executive Steering Committee, in collaboration with the enterprise function owners, has adjusted the initial project to replacement of AFRS functionality and some budget controls and limited purchasing functions. Therefore, agency fiscal and accounting stakeholders will be the focus of the initial readiness efforts. Procurement, HR, budget and payroll stakeholders will be engaged to provide input where it makes business sense. These remaining administrative function projects will be implemented incrementally in future biennia.

If you have any questions, please contact the One Washington team at [onewa@ofm.wa.gov](mailto:onewa@ofm.wa.gov).