

# Information Technology Strategy and Investment Committee

September 19, 2012

# Agenda

- ▶ Strategic Priorities
- ▶ Governance
  - Role and Responsibilities
- ▶ Application Process (Investment Brief)
- ▶ Evaluation Criteria
- ▶ Investment Fund Bond Manual
- ▶ Next Steps

# Strategic Priorities

- ▶ Efficient and easily accessible and timely services
- ▶ Open and transparent engagement with citizens and businesses
- ▶ Efficient, modern business processes that result in more cost-effective operations
- ▶ Accurate and timely data for policy making, service delivery
- ▶ Efficient use, implementation, and management of technology systems
- ▶ Technology needs and initiatives related to health care
- ▶ Improved Security

# IT Capital Fund Governance

Executive Information Technology Strategy and Investment Committee \*

Secretary,  
OPM

Commissioner,  
DAS

Chief  
Information  
Officer

Board of  
Regents of  
Higher  
Education

Department  
of Public  
Health

Department  
of  
Consumer  
Protection

Department  
of Labor

Department  
of Motor  
Vehicles

Connecticut  
State  
Library

• Co-chairs: Secretary Office of Policy and Management & Commissioner Department of Administrative Services

# Roles and Responsibilities

- ▶ Ensure IT investment, spending and activities address strategic priorities
- ▶ Oversight of IT Capital Investment Fund
- ▶ Oversight of all large agency projects, generally over \$500,000, whatever the proposed funding source

# Application Process – Investment Brief

The screenshot shows a web browser window titled "IBM Forms Viewer - PAGE1". The browser's address bar is empty. The menu bar includes "File", "Action", and "Help". The toolbar contains various icons for navigation and editing, including a search icon, a zoom dropdown set to "50%", and a help icon. The main content area displays a form with the following elements:

- Header:** "Office of Policy Management" in white text on a blue background. Below this is a photograph of a large, ornate building with a golden dome, likely the State Capitol. To the right of the photo, the text reads: "Developing Budget and Policy Initiatives on the Governor's Behalf" in a gold, serif font.
- Title:** "IT Capital Investment Fund Request System" in bold black text.
- Text Box:** A white box with a red border containing the text: "Submission of the 'Information Technology Capital Investment Fund Request' confirms approval and certifies the agency head approval(s) have been received and that all appropriate finance and budget areas have been informed."
- Instructions:** Red text below the text box: "Below you will find a system generated password. Please make note of it as it will be required to open this form in the future for edits and reviews."
- Password:** The number "629627" displayed in red.
- Button:** A blue button with white text that says "Open Form".

A horizontal gold line is positioned below the "Open Form" button. The bottom right corner of the window shows a small icon of a printer and a close button.

# Application Process – Investment Brief

The screenshot displays a web browser window titled "IBM Forms Viewer - IBM\_Forms\_POC\_V7zoom.xfdl". The browser's address bar and menu (File, Action, Help) are visible. The form content includes a header for the "OFFICE OF POLICY AND MANAGEMENT" dated "Tuesday, September 11, 2012" with "Project Number: 2012". A navigation bar contains links for "<< Previous", "Print", "Save", "Contact Us", and "Next >>".

The main form area is titled "I. Project Identification" and features a left-hand navigation menu with the following items: "Project Identification" (highlighted), "Project Description", "Project Goals", "Priority Alignment", "Preparedness", "Financial Estimates", "Project Impact", "Regulatory Mandates", and "Submit Form".

The "Project Identification" section contains the following fields and controls:

- Project Title:** A single-line text input field.
- Submitter:** Three input fields for "Full Name", "Phone Number" (with area and extension dropdowns), and "e-Mail Address".
- Participating Agencies:** A section with a dropdown for "Agency Name" (currently "None Selected") and a text field for "Agency Business Unit". It includes "Remove Agency" and "Add Agency" buttons.
- Select to indicate Primary Agency:** A checkbox.
- Agency Contact Table:** A table with columns for "Title", "Full Name", "Telephone", and "e-Mail". It contains four rows for "Agency CIO / IT Director", "Agency CFO", "Project Manager", and "OPM Budget Analyst", each with corresponding input fields.

Navigation links "< Previous" and "Next >" are located at the bottom of the form area.





# Application Process – Investment Brief spreadsheet

Project Number	
Project Title	
Date Submitted	

FUNDING SOURCES										
FUNDING SOURCES	Prior Fiscal Years Actual	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Out Years after FY2017	Total FY2013 - FY2017	Total FY2013 - Out Years	Total All Years
Operating Revenue								0	0	0
Retained Revenue								0	0	0
Federal Reimbursement								0	0	0
Federal Funds								0	0	0
Capital Funds--Non IT								0	0	0
Capital Funds--IT Bond Funds	0	0	0	0	0	0	0	0	0	0
Other								0	0	0
								0	0	0
								0	0	0
								0	0	0
<b>Total - All Funding Sources</b>	0	0	0	0	0	0	0	0	0	0
<b>Grand Totals from "Total Development Costs" tab</b>	0	0	0	0	0	0	0			
<b>Variance (Development Cost Totals - Funding Source Totals)</b>		0	0	0	0	0	0			

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# Evaluation Criteria

- ▶ Align with the goals and priorities with an emphasis on projects involving shared approaches or solutions
- ▶ Will have positive impact on services to citizens, businesses and municipalities and on operating budgets. Projects with the highest savings/benefits to cost ratios will be given priority
- ▶ Propose strong project management systems that will ensure its successful implementation
- ▶ Leverage other funding
- ▶ Reduced operating costs
- ▶ Reduce complexity of portfolio support

# Investment Fund Manual

- ▶ Review Handout

# Next Steps

- ▶ Meeting Frequency
- ▶ Agency Communication
- ▶ Etc.