

## **ATTACHMENT #4 INFORMATION TECHNOLOGY DECISION ITEMS**

Departments and agencies that are a part of the Information Technology consolidation must work with the Information Technology Services Division (ITSD) in the Office of Administration in the development of new IT decision items. However, requests for new information technology items will appear in agencies' budget requests with special appropriation language giving ITSD the ability to spend the funds. Unique appropriation numbers will be needed for these requests. Contact Jean Kurtz in Budget and Planning (751-9308) for those numbers. If a project's total cost extends beyond one fiscal year, the request must note the anticipated full cost, but the Fiscal Year 2009 request should include funding only for the amount needed next year. The total cost should be explained in the narrative (box #4), including the method used for its calculation. Minor information technology expenditures requested in association with an agency's other requests should not be treated differently than in the past. On-going funds that receive final approval will be transferred to ITSD in Fiscal Year 2010. Any on-going funds received in Fiscal Year 2008 for IT-related expenditures should be transferred out, and will be transferred in by ITSD in Fiscal Year 2009.

Agencies not part of the statewide consolidation that are considering requests for new projects are required to submit information to ITSD by September 1. This will allow ITSD to verify that the state architecture standards are met. If you have questions about whether your decision item qualifies for this process please contact Dan Ross (526-7741). For decision items submitted to ITSD, the agencies must have a Missouri certified project manager that will be assigned to manage the project, or include costs to pay for contracting for a certified project manager. Agencies must also include language in their request addressing how the project will be developed in compliance with the State's enterprise architecture as administered by ITSD. In addition, departments should submit a risk management plan to ITSD. ITSD may request additional information, if needed, to fully assess the project concept and its implications.

ITSD is responsible for continuing project risk assessment/oversight on all large information technology projects. Agencies must include in their budget requests for such large projects a four percent assessment to pay for the Oversight Program costs using the Missouri Project Oversight Program methodology. Contact Dan Ross or Arlan Holmes (751-3129) if you have any questions about the program or the assessment.