Nebraska Information Technology Commission

Project Proposal Form

**New or Additional State Funding Requests
for Information Technology Projects**

FY2003-05 Biennium

Project Title	
Agency/Entity	

About this form…

The Nebraska Information Technology Commission ("NITC") is required by statute to "make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel, for which new or additional funding is requested." In order to perform this review, the NITC and DAS-Budget Division require agencies/entities to complete this form when requesting new or additional funding for technology projects. For more information, see the document entitled "Guidance on Information Technology Related Budget Requests" available at http://www.nitc.state.ne.us/forms/.

Electronic versions of this form are available at http://www.nitc.state.ne.us/forms/.

For questions or comments about this form, contact the Office of the CIO/NITC at:

    Mail: Office of the CIO/NITC
             521 S 14th Street, Suite 200
             Lincoln, NE 68508
    Phone: (402) 471-3560
    Fax: (402) 471-4608
    E-mail: info@cio.state.ne.us

Submission of Form

Completed forms must be submitted by the same date biennial budget requests are required to be submitted to the DAS Budget Division. Completed project proposal forms must be submitted via e-mail to info@cio.state.ne.us. The project proposal form should be submitted as an attachment in one of these formats: Microsoft Word; WordPerfect; Adobe PDF; or Rich Text Format. Receipt of the form by the Office of the CIO will be confirmed by e-mail. If an agency is unable to submit the application as described, contact the Office of the CIO prior to the deadline, to make other arrangements for submitting a project proposal form.

Section I: General Information

Project Title	
Agency (or entity)	

Contact Information for this Project:

Name	
Address	
City, State, Zip	
Telephone	
E-mail Address	

Section II: Executive Summary

Provide a one or two paragraph summary of the proposed project. This summary will be used in other externally distributed documents and should therefore clearly and succinctly describe the project and the information technology required.

Section III: Goals, Objectives, and Projected Outcomes (15 Points)

1. Describe the project, including:
    *   Specific goals and objectives;
    *   Expected beneficiaries of the project; and
    *   Expected outcomes.

2. Describe the measurement and assessment methods that will verify that the project outcomes have been achieved.

3. Describe the project's relationship to your agency comprehensive information technology plan.

Section IV: Project Justification / Business Case (25 Points)

4. Provide the project justification in terms of tangible benefits (i.e. economic return on investment) and/or intangible benefits (e.g. additional services for customers).

5. Describe other solutions that were evaluated, including their strengths and weaknesses, and why they were rejected. Explain the implications of doing nothing and why this option is not acceptable.

6. If the project is the result of a state or federal mandate, please specify the mandate being addressed.

Section V: Technical Impact (20 Points)

7. Describe how the project enhances, changes or replaces present technology systems, or implements a new technology system. Describe the technical elements of the project, including hardware, software, and communications requirements. Describe the strengths and weaknesses of the proposed solution.

8. Address the following issues with respect to the proposed technology:
    *   Describe the reliability, security and scalability (future needs for growth or adaptation) of the technology.
    *   Address conformity with applicable NITC technical standards and guidelines (available at http://www.nitc.state.ne.us/standards/) and generally accepted industry standards.
    *   Address the compatibility with existing institutional and/or statewide infrastructure.

Section VI: Preliminary Plan for Implementation (10 Points)

9. Describe the preliminary plans for implementing the project. Identify project sponsor(s) and examine stakeholder acceptance. Describe the project team, including their roles, responsibilities, and experience.

10. List the major milestones and/or deliverables and provide a timeline for completing each.

11. Describe the training and staff development requirements.

12. Describe the ongoing support requirements.

Section VII: Risk Assessment (10 Points)

13. Describe possible barriers and risks related to the project and the relative importance of each.

14. Identify strategies which have been developed to minimize risks.

Section VIII: Financial Analysis and Budget (20 Points)

15. Financial Information

Financial and budget information can be provided in either of the following ways:

(1) If the information is available in some other format, either cut and paste the information into this document or transmit the information with this form; or

(2) Provide the information by completing the spreadsheet provided below.

Instructions: Double click on the Microsoft Excel icon below. An imbedded Excel spreadsheet will be launched. Input the appropriate financial information. Close the spreadsheet. The information you entered will automatically be saved with this document. If you want to review or revise the financial information, repeat the process just described.

Excel Spreadsheet
(Double-click)

16. Provide a detailed description of the budget items listed above. Include:
- An itemized list of hardware and software.
- If new FTE positions are included in the request, please provide a breakdown by position, including separate totals for salary and fringe benefits.
- Provide any on-going operation and replacement costs not included above, including funding source if known.
- Provide a breakdown of all non-state funding sources and funds provided per source.

17. Please indicate where the funding requested for this project can be found in the agency budget request, including program numbers.

Nebraska Information Technology Commission
Project Proposal Form
Section VIII: Financial Analysis and Budget

(Revise dates as necessary for your request.)

	Estimated Prior Expended	Request for FY2003-04 (Year 1)	Request for FY2004-05 (Year 2)	Request for FY2005-06 (Year 3)	Request for FY2006-07 (Year 4)	Future	Total
1. Personnel Costs							$ -
2. Contractual Services							
2.1 Design							$ -
2.2 Programming							$ -
2.3 Project Management							$ -
2.4 Other							$ -
3. Supplies and Materials							$ -
4. Telecommunications							$ -
5. Training							$ -
6. Travel							$ -
7. Other Operating Costs							$ -
8. Capital Expenditures							
8.1 Hardware							$ -
8.2 Software							$ -
8.3 Network							$ -
8.4 Other							$ -
TOTAL COSTS	$ -	$ -	$ -	$ -	$ -	$ -	$ -
General Funds							$ -
Cash Funds							$ -
Federal Funds							$ -
Revolving Funds							$ -
Other Funds							$ -
TOTAL FUNDS	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Nebraska Information Technology Commission

Guidance on Information Technology Related Budget Requests
Project Proposal Form Requirements

Issue:

Does an information technology project in your agency's budget request require the completion of a Project Proposal Form?

Background:

The Nebraska Information Technology Commission ("NITC") is required by statute to "make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel, for which new or additional funding is requested." Neb. Rev. Stat. §86-1506(8)

The NITC developed the Project Proposal Form to aid in the review and prioritization of information technology funding requests. The Statewide Technology Plan provides that "[a]ll state agencies and public higher education institutions requesting state appropriations for information technology must prepare a project proposal for each information technology project."

Some, but not all, information technology budget requests will require the completion of the Project Proposal Form. This document is intended to provide guidance on which projects require completion of this form.

Definitions:

Information technology is defined as "computing and telecommunications systems, their supporting infrastructure, and interconnectivity used to acquire, transport, process, analyze, store, and disseminate information electronically." Neb. Rev. Stat. § 86-1504(2). Supporting infrastructure includes both the physical infrastructure such as computers or networks and non-physical components such as personnel, training, customer support, and software.

A **significant project**, for the purposes of this document, means a project which: 1) costs more than $250,000; OR 2) costs more than $25,000 AND has a major effect on a core business function OR has an impact that affects multiple agencies. This definition does not include on-going operational costs of information technology such as replacement of computers, operating system upgrades, routine data processing costs, existing support personnel, or application maintenance.

Guidance:

A Project Proposal Form is required for all significant information technology projects. Review the definitions above and complete the Worksheet on the following page to determine if your project requires a Project Proposal Form.

ALL requests for funding, whether or not a Project Proposal Form is completed, must still be provided for in the standard agency budget requests submitted to the DAS Budget Division.

Agencies should contact their budget analyst with any questions about whether specific projects require the completion of a Project Proposal Form. The Budget Division will consult with the Office of the CIO / NITC on these questions.

References:

Nebraska Information Technology Commission - http://www.nitc.state.ne.us/
Project Proposal Form - http://www.nitc.state.ne.us/forms/
Statewide Technology Plan - http://www.nitc.state.ne.us/stp/
DAS Budget Division - http://www.budget.state.ne.us/

WORKSHEET

1. Is this an information technology related funding request?   YES or NO

    If YES, continue.
    If NO, STOP. A project proposal form is not required.

2. Is the funding request for on-going operational costs such as replacement
   of computers, operating system upgrades, routine data processing costs,
   existing support personnel, or application maintenance?   YES or NO

    If YES, STOP. A project proposal form is not required.
    If NO, continue.

3. Is the cost of the project more than $250,000?   YES or NO

    If YES, STOP. A PROJECT PROPOSAL FORM NEEDS TO BE
      COMPLETED.
    If NO, continue.

4. Is the cost of the project more than $25,000?   YES or NO

    If YES, continue.
    If NO, STOP. A project proposal form is not required.

5. Does the project have a major effect on a core business function?   YES or NO

    - OR -

6. Does the project have an impact that affects multiple agencies?   YES or NO

    If you answered YES to either question 5 or 6, A PROJECT PROPOSAL
      FORM NEEDS TO BE COMPLETED.
    If you answered NO to both questions 5 and 6, a project proposal form is
      not required.