

IT Project Proposal Instructions

Purpose

- Allows an agency to identify an IT Project related to a deficiency, or deficit, request that requires review by the NITC. Project proposals are submitted by entering the information into the Nebraska Budget Request and Reporting System (NBRRS). **For each IT Project Proposal created in the NBRRS, the submitting agency must also prepare an "IT Issue" in the system to request funding for the project (see Issue Details instructions).**

Notes about the IT Project Proposal:

Statutory Authority. 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..." Neb. Rev. Stat. §86-516(8). "Governmental entities, state agencies, and political subdivisions shall submit all projects which use any combination of general funds, federal funds, or cash funds for information technology purposes to the process established by sections 86-512 to 86-524. The commission may adopt policies that establish the format and minimum requirements for project submissions." Neb. Rev. Stat. §86-516(5). In order to perform this review, the NITC requires agencies/entities to complete this form when requesting funding for technology projects.

Which technology budget requests require a Project Proposal Form? Information on the "Project Review Process" is available at <http://nitc.ne.gov/standards/1-202.html>. Attachment A on this webpage establishes the minimum requirements for project submission.

Questions. Contact the Office of the CIO/NITC at (402) 471-7984 or rick.becker@nebraska.gov

Getting Started

In the left-margin menu, under **Information Technology**, click "IT Project Proposal".

- Budget Cycle** defaults to the current cycle.
- Select **Agency, Division** (if applicable), and **Version** from the options that have been assigned to you (see Time-Saver TIP).

Create a New IT Project Proposal

- Select **== New ==** from **IT Project** dropdown.
 - The system will enter NEW mode.
- Enter the Project Name and click on **Save** to commit the name to the database.

IT Project: --Select
--Select
== NEW ==

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- An **IT Issue**, with the same name as entered here, will be created.
- Continue to enter additional information on the **General Section** tab.
- Agency users will not be allowed to update the NITC Priority or the NITC Score.

IT Project: Upgrade Accounting System

Save View Mode Reset Refresh

General Section Financial Narrative

General Section

Contact Name	<input type="text"/>	E-mail	<input type="text"/>	Telephone	<input type="text"/>
Address	<input type="text"/>				
City	<input type="text"/>	State	Nebraska	Zip	<input type="text"/>
Agency Priority	<input type="text"/>	NITC Priority	<input type="text"/>	NITC Score	<input type="text"/>

Save View Mode Reset Refresh

- Click **Save** before continuing on to the Financial and Narrative tabs.

Start-Up TIP

If any of the drop-down menus fails to show expected choices, you may need to have your **Security** settings adjusted.

Contact your NBRRS Agency Administrator or the State Budget Division for assistance.

Time-Saver TIP

Set default options to avoid repetitive selections of **Agency** and **Version**.

Go to **User Options** in the upper right corner of any screen. Once your selections are made, press

Save

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3. Click on the project's **Financial** tab to enter costs by project category. Click the Edit button.
 - This section is worth 20 points.
 - Enter detailed information concerning the different components of the IT Project as well as the funding breakdown for each column.
 - Amounts entered for **Prior Exp** is all expenditures related to the project prior to the 2014-15 fiscal year.
 - **NOTE:** This screen does **NOT** constitute an agency's request for appropriation for this project. This is completed on the **Issue Details** screen.
 - Click  before continuing on to the Narrative tab.
4. Click on the project's **Narrative** tab to enter narrative information about the IT Project. See the Narrative Content section below for content guidelines on each tab.

IT Project Costs						
Contractual Services	Total	Prior Exp	FY15 Expend	FY16 Request	FY17 Request	Future Add Request
Design	\$0					
Programming	\$0					
Project Management	\$0					
Data Conversion	\$0					
Other	\$0					
Total	\$0	\$0	\$0	\$0	\$0	\$0
Telecommunications						
Data	\$0					
Video	\$0					
Voice	\$0					
Wireless	\$0					
Total	\$0	\$0	\$0	\$0	\$0	\$0
Training						
Technical Staff	\$0					
End-user Staff	\$0					
Total	\$0	\$0	\$0	\$0	\$0	\$0
Other Operating Costs						
Personnel Cost	\$0					
Supplies & Materials	\$0					
Travel	\$0					
Other	\$0					
Total	\$0	\$0	\$0	\$0	\$0	\$0
Capital Expenditures						
Hardware	\$0					
Software	\$0					
Network	\$0					
Other	\$0					
Total	\$0	\$0	\$0	\$0	\$0	\$0
Total Request	\$0	\$0	\$0	\$0	\$0	\$0

- The narrative tab currently selected appears in the **information bar**.
- Narrative tabs with two edit windows are limited to a minimum and maximum number of characters which is pre-defined based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited window. The limited window is intended to be included in various standardized reports that will be generated from the system, such as the Governor's budget recommendations.
- All narrative tabs will display **Character Count** to assist with the satisfaction of the minimum and maximum character requirements for each edit window. This value is updated when  or  are clicked.
- The **Executive Summary** and **Goals, Objectives, and Outcomes** tabs contain two edit windows. The **Project Justification / Business Case**, **Technical Impact**, **Preliminary Plan for Implementation**, **Risk Assessment**, and **Financial Analysis and Budget** tabs offer just one, unlimited window.

Formatting TIP
 Avoid the use of *hard returns* when entering narrative text. Using hard returns prevents normal text "wrap" and hinders publication.

General Section

Financial

• Narrative

Narrative

- **Executive Summary** (10 pts)
- **Goals, Objectives, and Outcomes** (15 pts)
- **Project Justification / Business Case** (25 pts)
- **Technical Impact** (20 pts)
- **Preliminary Plan for Implementation** (10 pts)
- **Risk Assessment** (10 pts)
- **Financial Analysis and Budget** (20 pts)

Executive Summary

Information for Publication (limited) Minimum Characters: 50 Maximum Characters: 700

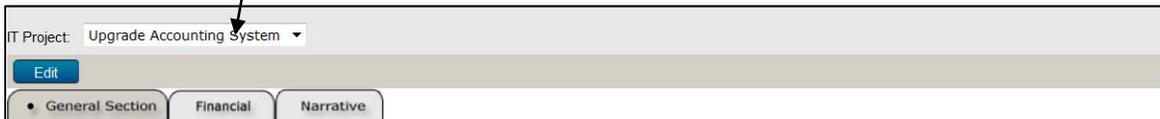


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- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, point your mouse over the icon for a description of that feature. The  (i.e., **Maximize the Editor Size**) button simply toggles you back and forth from full-screen editor mode to the normal screen.
 - **Copy & Paste** text into the edit windows using either the Ctrl-C and Ctrl-V features (i.e., pressing the Control key & the V key at the same time) or the    buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied upon clicking .
 - **Attach supporting files** (e.g., organizational chart graphics, picture files, etc.) by clicking the  button to locate the desired file and then clicking the  button. Attachments should not be referenced in the limited, Information for Publication edit window as the attachments will not be included with all reports.
5. Click  to commit the data entered to the database.
6. Click  to exit Edit Mode.

Edit an Existing IT Project Proposal

1. Select the **IT Project Proposal** you wish to edit from the drop-down menu. Click  to begin editing the project.
- Select the **General Section**, **Financial**, or **Narrative** tab as needed.



The screenshot shows a web interface for editing an IT project proposal. At the top, there is a dropdown menu labeled 'IT Project:' with the value 'Upgrade Accounting System'. Below this is a blue 'Edit' button. At the bottom of the window, there are three tabs: 'General Section' (which is selected and highlighted with a dark background), 'Financial', and 'Narrative'. An arrow points from the 'General Section' tab in the instructions above to the 'General Section' tab in the screenshot.

- Follow Steps 3-6 under Create a New IT Project Proposal above to continue editing the existing project.

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IT Project Proposal – Narrative Content

Executive Summary

- i. 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.

Goals, Objectives, and Projected Outcomes (15 Points)

- i. Describe the project, including specific goals and objectives, expected beneficiaries of the project, and expected outcomes.
- ii. Describe the measurement and assessment methods that will verify that the project outcomes have been achieved.
- iii. Describe the project's relationship to your agency comprehensive information technology plan.

Project Justification / Business Case (25 Points)

- i. 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).
- ii. 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.
- iii. If the project is the result of a state or federal mandate, please specify the mandate being addressed.

Technical Impact (20 Points)

- iv. Describe how the project enhances, changes or replaces present technology systems, or implements a new technology system.
- v. Describe the technical elements of the project, including hardware, software, and communications requirements.
- vi. Describe the strengths and weaknesses of the proposed solution.
- vii. Address the following issues with respect to the proposed technology:
 1. Describe the reliability, security and scalability (future needs for growth or adaptation) of the technology.
 2. Address conformity with applicable NITC technical standards and guidelines (available at <http://nitc.ne.gov/standards/>) and generally accepted industry standards.
 3. Address the compatibility with existing institutional and/or statewide infrastructure.

Preliminary Plan for Implementation (10 Points)

- i. Describe the preliminary plans for implementing the project.
- ii. Identify project sponsor(s) and examine stakeholder acceptance.
- iii. Describe the project team, including their roles, responsibilities, and experience.
- iv. List the major milestones and/or deliverables and provide a timeline for completing each.
- v. Describe the training and staff development requirements.
- vi. Describe the ongoing support requirements.

Risk Assessment (10 Points)

- i. Describe possible barriers and risks related to the project and the relative importance of each.
- ii. Identify strategies which have been developed to minimize risks.

Financial Analysis and Budget (20 points)

- i. Provide additional explanatory information about the **Financial** information entered on the **Financial** tab.