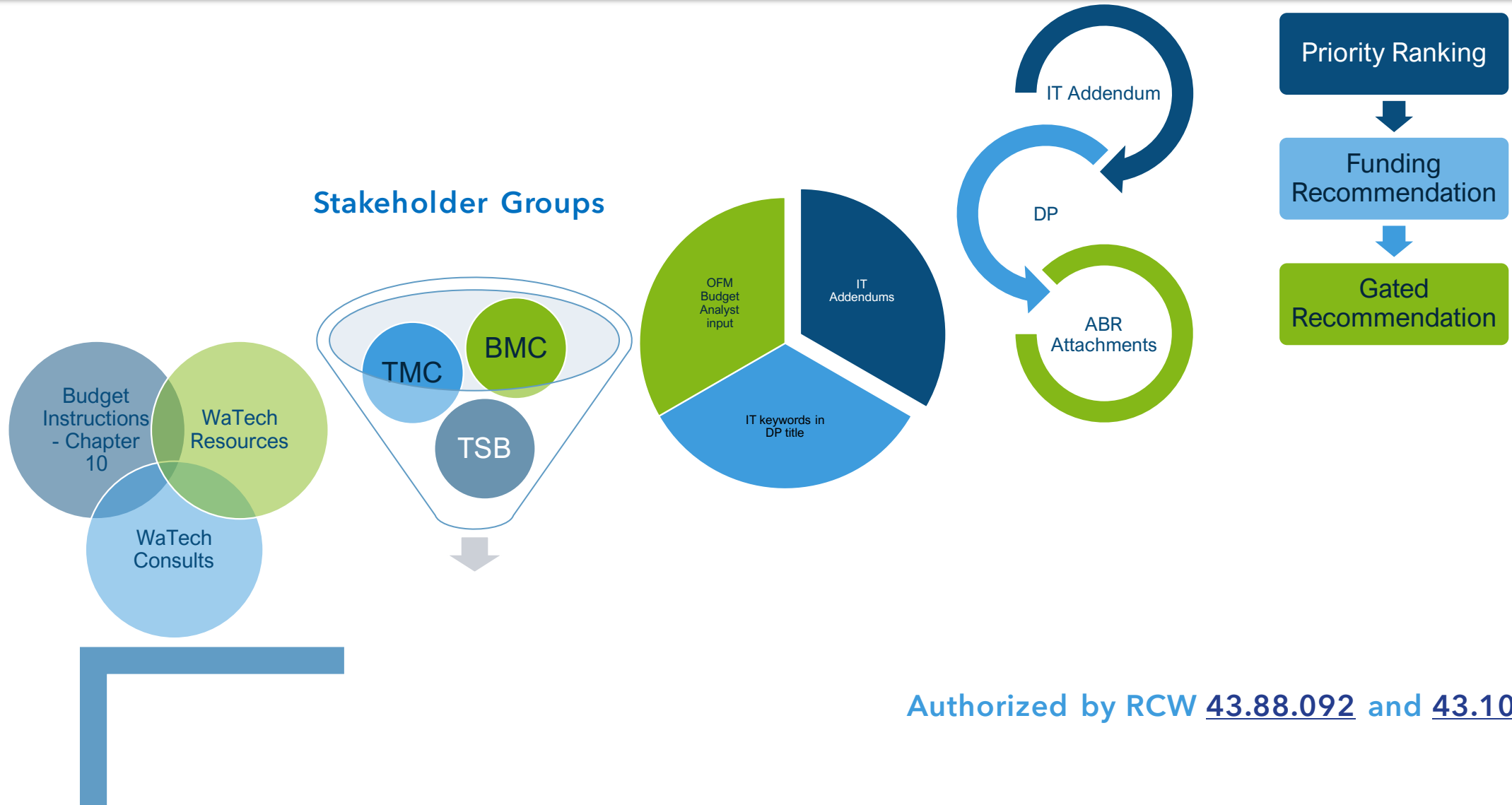


Budget Requests and IT Addendums



Authorized by RCW [43.88.092](#) and [43.105.240](#)

Detailed Submission Instructions: Chapter 10: Information Technology And Memo from State CIO Bill Kehoe



*WaTech Business Relationship Managers

Every Decision Package with IT component must submit an IT addendum.

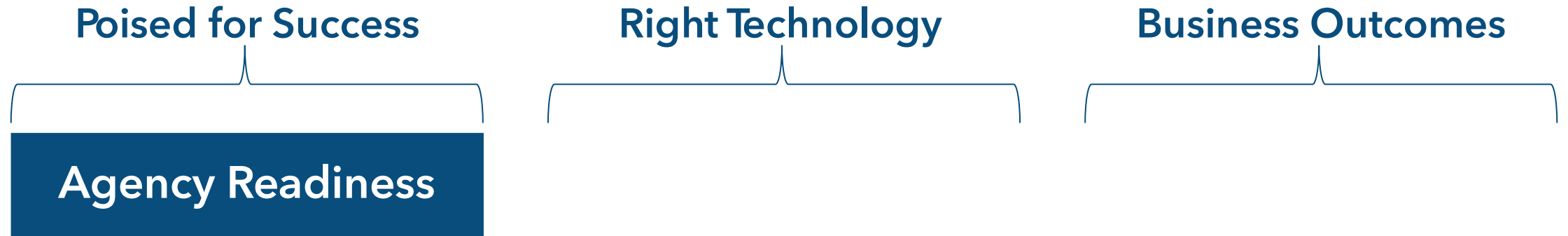
Part 1 - Itemized IT Costs

Part 2 - Facial recognition/reuse questions

Part 3 - Maintenance Level (ML) questions

Part 4 - Policy Level (PL) general questions

Part 5 - Policy Level (PL) scoring questions



1. Addendum Question

Measurable business outcome - Describe and quantify the specific performance outcomes you expect from this funding request. Provide specific examples of business outcomes in use within your agency, and how those outcomes will be improved because of this technology investment. Does the response align with the measurable business outcomes identified in the Strategic and Performance Outcomes in Chapter 2 of the 2023-25 budget instructions? What outcomes and results, either positive or negative will occur? Identify all Lean initiatives and their expected outcomes. Include incremental performance metrics.

2. Scoring Criteria

Decision Package Criteria			Criteria Scoring Scale			
Parent Criteria	Sub Criteria	Description	Mastery	Competent	Adequate	Insufficient
	Measurable business outcomes	Assess the presence of anticipated business outcomes, measures and targets as a result of this investment, (see Decision Package Chapter 2 "Strategic and performance outcomes" and Decision Package Chapter 3 "Performance measure incremental estimates").	Investment is focused on providing customer value. For public services, the citizen experience is primary. For agency investments, provides tangible and measurable benefits and outcomes to agency users. Investment plan includes input from customer stakeholders and addresses methods to incorporate user experience/feedback.	Mostly aligned with Mastery.	Partially aligned with Mastery.	Investment is being implemented in isolation from customers and end users. There is no demonstrated plan for incorporating citizen or customer feedback. There are no tangible and measurable performance benefits and outcomes identified.

3. Resources (Top 12 tips)

#4 - Focus on performance and outcomes, especially as they relate to safety, health and economic well-being of Washington citizens. What will your investment accomplish? Who will be served and at what level? How will you know when planned outcomes are achieved? What are your performance targets? How likely are the targets to be met?

4. Consult

Submit draft documentation during your WaTech consult. Incorporate feedback into final submission.

**Reference definitions.
Identify the most relevant.
Only select one.**

Part 4: Policy level decision packages

The questions in Part 4 are general questions for **policy-level** decision packages.

A. Type of Investment - Identify the most relevant decision package investment classification from the following list (select one):

- Addresses technical debt.
- Cloud advancement.
- Continues existing project.
- Critical hardware upgrade.
- Improves existing service.
- Introduces new capabilities.
- System modernization.

[IT Addendum \(Part 4\) - Type of Investment Definitions](#)

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