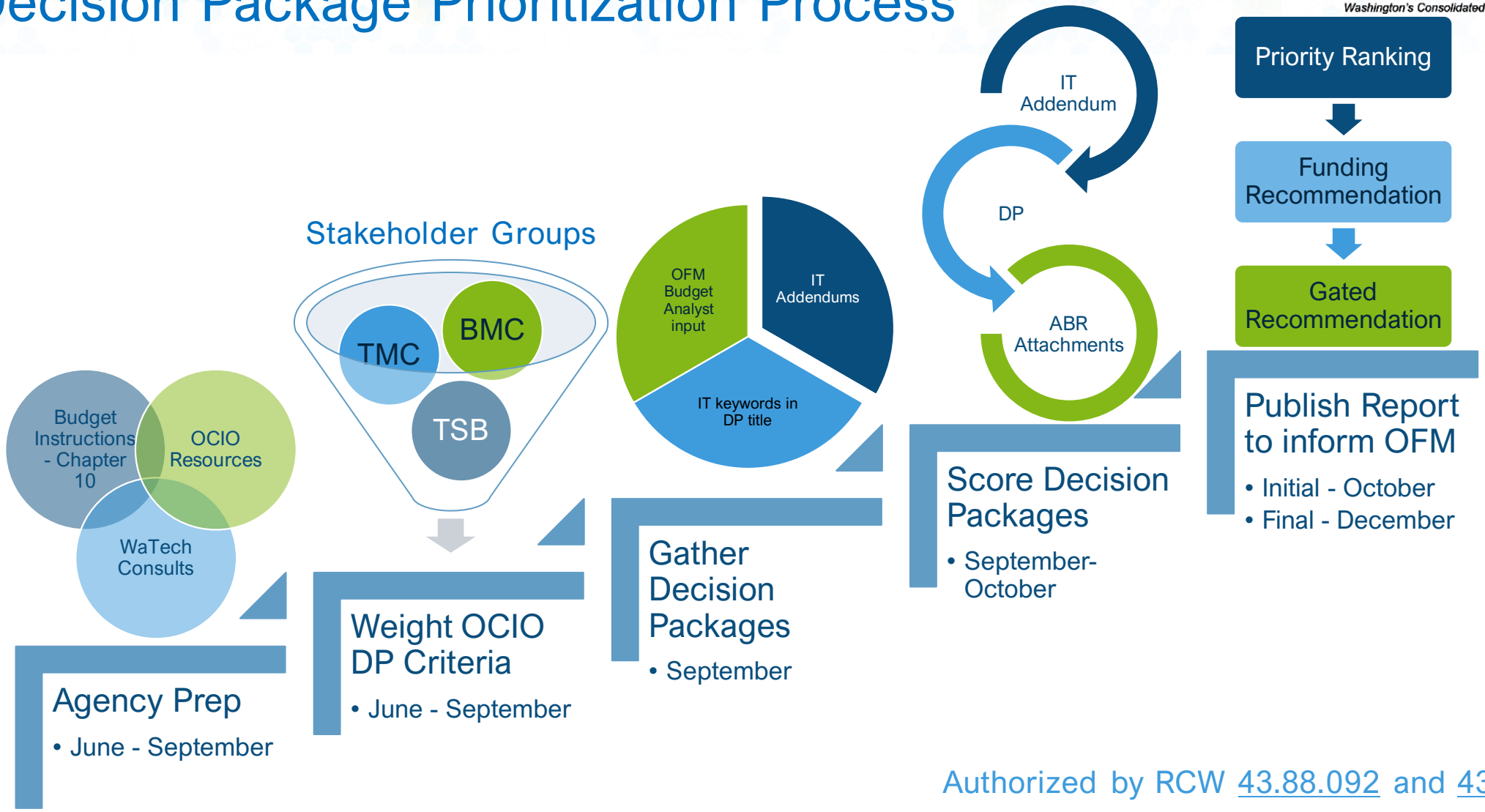
WaTech
Washington Technology Solutions
Washington's Consolidated Technology Services Agency

IT Addendum and Budget Requests

IT Decision Package Prioritization Process



Authorized by RCW 43.88.092 and 43.105.240

Reference: FY22 Supplemental Decision Package Recommendations Report - Final

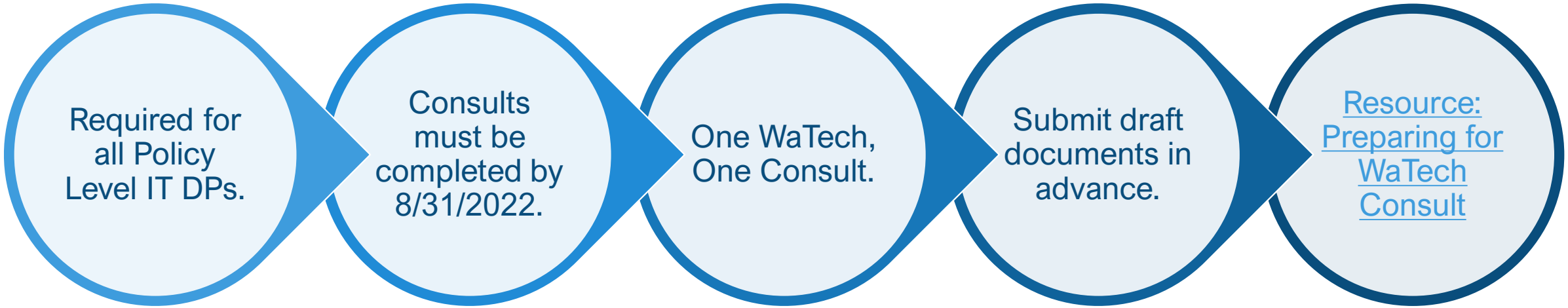
Decision Packages we anticipate seeing

WaTech
Washington Technology Solutions
Washington's Consolidated Technology Services Agency

- System modernization
- OneWa (Admin/Finance)
- Cloud migration
- Cybersecurity
- Impacts to IT workforce

WaTech DP Consult

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



IT Addendum Requirements

2023-25 biennial budget IT addendum instructions (Revised version published 6/29/2022)

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

Pop Quiz - Does my DP need an IT Addendum?

WaTech
Washington Technology Solutions
Washington's Consolidated Technology Services Agency

For each DP example below, is an IT Addendum needed? If so, which parts should be filled out?

Policy level application modernization request.

- Part 1 – Fill Out
- Part 2 – Fill Out
- Part 3 - Skip
- Part 4 – Fill Out
- Part 5 – Fill Out

Maintenance level business caseload request includes IT equipment (laptops/phones).

- Part 1 – Fill Out
- Part 2 – Fill Out
- Part 3 – Fill Out
- Part 4 – Skip
- Part 5 – Skip

Policy level business area request with minor updates to data related system. No internal IT staff.

- Part 1 – Fill Out
- Part 2 – Fill Out
- Part 3 - Skip
- Part 4 – Fill Out
- Part 5 – Fill Out

Part 5 Overview – Scoring Questions

23-25 DP Prioritization Criteria

Poised for Success

Agency Readiness

- Due diligence
- Governance and management
- Planning and readiness

Right Technology

Technical Alignment

- Strategic/technical alignment
- Reuse and interoperability

Business Outcomes

Business Alignment

- Business driven technology
- Measurable business outcomes

Leverage Available Resources

Example of Part 5 – Question 8

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.

Resources

Office of Financial Management (ofm.wa.gov)

- Budget Instructions Page
- Memo from State CIO Bill Kehoe
- IT DP Instructions: Chapter 10: Information Technology
- IT Addendum form and spreadsheet: Budget Forms

WaTech published resources page (ocio.wa.gov)

- 23-25 DP Prioritization Criteria
- 23-25 IT Fiscal Estimate Workbook
- Top 12 tips for writing your Decision Package for IT investments
- Preparing for WaTech Consult
- Decision Package FAQs (will be updated as questions are received)

WaTech
Washington Technology Solutions
Washington's Consolidated Technology Services Agency

Questions?

Appendix A

Summary of changes to revised 2023-25 biennial budget IT addendum instructions version published 6/29/2022.

- Part 1- IT Fiscal Estimate Workbook is no longer embedded.
- Part 4A – Type of Investment. Clarification to select one option.
- Part 4E – Clarified language; removed “or will be”.
- Part 5 - Measurable business outcome. Removed broken link to Chapter 2 Budget Instructions.

Appendix B

Action Items from Agency Budget Officer's forum:

The OCIO will add responses to the Decision Package FAQs regarding the following questions:

- Policy level decision packages where the only IT component is an end user device(s).
- Policy level decision packages where the only IT component is an IT FTE to support the business caseload request.