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 noneducational 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.pdf. 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

1. Select **=== New ===** from *IT Project* dropdown.
   - The system will enter NEW mode.

2. Enter the Project Name and click on [Save] to commit the name to the database.

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

- 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		E-mail		Telephone	
Address					
City		State	Nebraska ▼	Zip	
Agency Priority		NITC Priority		NITC Score	

[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.

Contractual Services	Total	Prior Exp	FY23 Expend	FY24 Request	FY25 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 Project Costs						
Personnnel 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

   - Amounts entered for *Prior Exp* ~~is~~ are all expenditures related to the project prior to the 2022-23 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 Save 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.
   - 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 Refresh or Save 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.

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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 **Save**.
- **Attach supporting files** (e.g., organizational chart graphics, picture files, etc.) by clicking the **Browse...** button to locate the desired file and then clicking the **Attach** button. <u>Attachments should not be referenced in the limited, Information for Publication edit window as the attachments will not be included with all reports.</u>

5. Click **Save** to commit the data entered to the database.

6. Click **View Mode** to exit Edit Mode.

<u>Edit an Existing IT Project Proposal</u>

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

IT Project: Upgrade Accounting System ▼

Edit

● General Section | Financial | Narrative
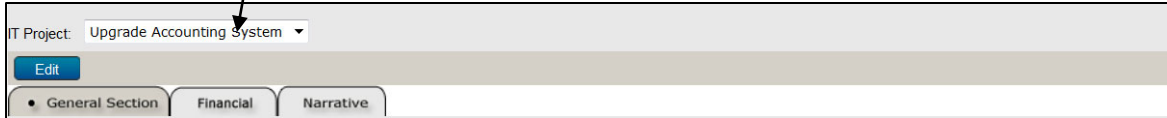
   - Follow Steps 3-6 under <u>Create a New IT Project Proposal</u> above to continue editing the existing project.

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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.