| Criteria | Criteria Name | Criteria Description | Rating | Rating Description |
| --- | --- | --- | --- | --- |
| **Strategic Technical Alignment** | Reuse and Interoperability | Assess degree to which solution uses systems or components that are already in place in this or any agency and how approach plans for interoperation between systems, services, or solutions. | Mastery | Proposed solution supports interoperability and/or interfaces of existing state systems. Reuses an existing technical solution, contract, or components of a solution already in use elsewhere across state agencies. For new capability, the investment allows for reuse principles in the future. |
| Competent | Mostly aligned with Mastery. |
| Adequate | Partially aligned with Mastery. |
| Insufficient | Proposed solution does not demonstrate exploration or reuse of existing solutions, contract or components used in the state. The solution is a new proposal and does not allow for reuse by other agencies in the future. |
| Reduces Legacy Technology | Assess degree to which solution replaces or reduces legacy technologies. | Mastery | Proposed solution replaces multiple legacy technologies. |
| Competent | Proposed solution replaces one legacy technology. |
| Adequate | Proposed solution reduces legacy technologies. |
| Insufficient | Proposed solution does not reduce or eliminate legacy technologies. |
| Innovative Technology | Assess the level of creativity and innovation of solution. Does the solution align with the State IT strategy through the use of automation, modern architecture, cloud-native tools, or proactive cyber solutions? | Major | The proposed solution aligns with the state IT strategy through multiple innovative technologies and approaches, such as the use of automation, modern architecture, cloud-native tools, or proactive cyber solutions. |
| Significant | The proposed solution aligns with the state IT strategy through one innovative technology and approach, such as the use of automation, modern architecture, cloud-native tools, or proactive cyber solutions. |
| Moderate | The proposed solution aligns with the state IT strategy through one innovative technology or approach, such as the use of automation, modern architecture, cloud-native tools, or proactive cyber solutions. |
| No Contribution | The proposed solution does not at all align with the state IT strategy through any innovative technologies or approaches. |
| Business Alignment | Measurable Business Outcomes | Assess the presence of anticipated business outcomes, measures, and targets as a result of this investment. | Mastery | The proposed solution provides tangible and measurable benefits and outcomes to agency users. Continuous improvement is measured through feedback from customers and interested parties. Includes multiple quantitative and qualitative measures of project success. |
| Competent | The proposed solution provides tangible and measurable benefits and outcomes to agency users. Includes at least one quantitative or qualitative measure of project success. |
| Adequate | The proposed solution provides tangible and measurable benefits and outcomes to agency users. Does not include quantitative or qualitative measures of project success. |
| Insufficient | The proposed solution is being implemented in isolation from customers and end users. There is no demonstrated plan for incorporating feedback. There are no tangible and measurable performance benefits and outcomes identified. |
| Business Driven Technology | Assess if there is a clear business purpose for the IT spend. The request includes plans for business transformation or streamlining organization change management activities and approach to keeping customer at the center of the technology investment. | Mastery | Solves a clearly defined business problem, reduces customer barriers to access, and improves customer experience across channels. Proposed solution demonstrates model partnership between business and technology. |
| Competent | Solves a business problem, reduces customer barriers to access or improves customer experience. |
| Adequate | May solve a business problem. |
| Insufficient | Solution does not have a defined business problem and/or does not align technology with business needs. |
| Agency Readiness | Due Diligence | Assess the evidence of needs assessment, high-level requirements, and feasibility study, or similar due diligence, to understand business needs and complete market research and select technology solution. | Mastery | Proposed solution demonstrates complete due diligence with a thorough needs assessment that includes high level requirements, architecture, feasibility study and market research analysis. |
| Competent | Proposed solution demonstrates due diligence with a needs assessment that includes high level requirements, architecture, feasibility study or market research analysis. |
| Adequate | Proposed solution demonstrates due diligence with a needs assessment. |
| Insufficient | There is limited or non-existent documentation on needs assessment, high level requirements, feasibility study or market research to support the investment. |
| Governance and Management | Assess the proposed solution's governance and project management approach and resourcing including sponsorship, management, and quality assurance. | Mastery | For this proposed solution, the agency describes governance processes that include appropriately placed executive sponsor, representative steering committee, resourced vendor/contract management, change control, and incorporating stakeholder feedback into decision making processes. Proposed budget or existing processes includes adequate resources and planning for governance processes. |
| Competent | For this proposed solution, the agency describes governance processes that include appropriately placed executive sponsor and steering committee. Proposed budget or existing processes includes adequate resources and planning for governance processes. |
| Adequate | For this proposed solution, the agency describes governance processes that include an executive sponsor. Proposed budget or existing processes includes some planning for governance processes. |
| Insufficient | Proposed solution has no or insufficient evidence of executive sponsor, representative steering committee, resourced vendor/contract management, change control, and incorporating stakeholder feedback into decision making processes. Agency does not have adequate existing governance processes and/or has only nominally considered incorporating them into this proposed solution. |
| Planning and Readiness | Assess the proposed solution architecture, project phases, project governance approach, dedicated project resources, and implementation staffing/resourcing, including assumptions about onboarding/staffing, etc. | Mastery | The proposed solution includes detailed architecture, project phases, project governance approach, dedicated project resources, and implementation staffing/resourcing, including assumptions about onboarding/staffing, etc. |
| Competent | The proposed solution includes some architecture, project phases, project governance approach, and implementation staffing/resourcing assumptions. |
| Adequate | The proposed solution includes minimal architecture, project phases, some governance approach. |
| No Contribution | The proposed solution does not include architecture, project phases, project governance approach, dedicated project resources, or implementation staffing/resourcing assumptions. |