

Policy 113 – Technology Business Management (TBM)

PURPOSE

This policy establishes expectations for agencies identified to participate in the state Technology Business Management (TBM) program. This program provides data analytics that agencies and the Office of the Chief Information Officer (OCIO) can use to identify opportunities for savings and efficiencies of [IT expenditures](#) plus monitor ongoing financial performance of technology investments as identified in [RCW 43.105.054 Section 2\(f\)](#) and in accordance with [RCW 43.105.205 Section 3, 4](#). While the RCW mandates agencies with annual [IT Expenditures](#) exceeding ten million dollars (\$10,000,000) participate in the program, this policy expands involvement to include agencies with [IT Expenditures](#) exceeding \$250,000 in order to maximize program benefits

POLICY STATEMENT

1. Agencies with annual [IT Expenditures](#) equal to or exceeding \$250,000 must categorize IT expenditure using the program taxonomy and reporting solution in accordance with [Standard 113.30](#) and [Standard 113.40](#).
 - a. Agency participation in the program will be based on prior fiscal year [IT Expenditures](#) reported in the state enterprise accounting system.
2. Agency categorization for the next fiscal year must be completed and submitted to the OCIO TBM Program office by no later than 30 calendar days after Office of Financial Management AFRS/CAFR Closing Schedule - Phase 2 cutoff.
3. Agencies shall reconcile their [IT Expenditures](#) data at a minimum, 6 months after submission in step 2 above, to ensure information is accurate and take corrective actions if warranted by the review.

ROLES AND RESPONSIBILITIES

Office of the Chief Information Officer

1. Each fiscal year, within 5 days of Office of Financial Management AFRS/CAFR Closing Schedule - Phase 2 cutoff, the OCIO will publish a list of agencies required to categorize and submit their proposed IT expenditures as reported in the enterprise accounting system, for the upcoming year.
2. The OCIO will coordinate timely and accurate uploads of [enterprise datasets](#) into the TBM program reporting solution.
3. The OCIO will coordinate uploads with agencies wishing to load non-enterprise, agency specific data.

Agency

1. Agencies with annual [IT Expenditures](#) equal to or exceeding \$250,000 must identify and categorize [IT Expenditures](#) using the approved TBM [taxonomy](#).
2. Agencies must identify the [TBM cost center](#) attributes they use in the program as captured in the state enterprise accounting system.
3. Agencies can update IT expenditure categorization at any point in the fiscal year to meet changes in the business.
4. Agencies are responsible for the accuracy of agency specific data.

CONTACT INFORMATION

Contact [OCIO Policy & Waiver Mailbox](#) for additional information or to [request a waiver](#).

SUNSET REVIEW DATE

June 30, 2019

DRAFT

STANDARD STATEMENT

ENTERPRISE DATASETS

The OCIO TBM Program is responsible for managing and monitoring the load of the following Enterprise datasets extracted monthly from the statewide systems and used by the program:

- AFRS (Agency Financial Reporting System)
- CAMS (Capital Asset Management System)
- HRMS (Human Resource Management System)

CONTACT INFORMATION

Contact [OCIO Policy & Waiver Mailbox](#) for additional information or to [request a waiver](#).

SUNSET REVIEW DATE

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RESCIND STANDARD STATEMENT

NOTE: The TBM program has changed to a statewide configuration that uses one project with common templates eliminating the need for this standard and resulting in the retirement of Policy 113.20.

CONTACT INFORMATION

Contact [OCIO Policy & Waiver Mailbox](#) for additional information or to [request a waiver](#).

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STANDARD STATEMENT

TBM TAXONOMY

Agencies within the program must follow the published TBM taxonomy for IT Services, Technology Towers and Cost Sources made available by the TBM Council Board Committee on Standards. [Link to published taxonomy.](#)

- During the first quarter of each fiscal year, the program will review published standards and establish a timeline to incorporate any changes made to the TBM taxonomy. All efforts will be made to incorporate taxonomy changes at beginning of the fiscal year.

CONTACT INFORMATION

Contact [OCIO Policy & Waiver Mailbox](#) for additional information or to [request a waiver](#).

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STANDARD STATEMENT

REPORTING SOLUTION

The reporting solutions used within the TBM Program to track, monitor and report IT expenditures is from Apptio, Inc.

CONTACT INFORMATION

Contact [OCIO Policy & Waiver Mailbox](#) for additional information or to [request a waiver](#).

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CHANGES TO DEFINITIONS

Information Technology (IT):

Per RCW 43.105.020 (9), "Information Technology" includes, but is not limited to, all electronic technology systems and services, automated information handling, system design and analysis, conversion of data, computer programming, information storage and retrieval, telecommunications, requisite system controls, simulation, electronic commerce, radio technologies, and all related interactions between people and machines.

IT Expenditures:

Within the TBM Program, the source financial information used for identifying IT expenditures is from the statewide Agency Financial Reporting System (AFRS) and based on these components:

- New IT acquisitions (coded in AFRS as Project Type X)
- IT maintenance and operations (coded in AFRS as Project Type Y)
- Data processing services (AFRS Sub-Object EL)

NOTE: *AFRS Sub-Object EL is defined in the OFM State Administrative and Accounting Manual (SAAM) 75.70.20 as "Charges by state agencies for information technology services. Examples include computing services, hosting services, network services, web services, statewide systems (AFRS, HRMS, etc.), and planning and policy assessment by agencies such as the Department Enterprise Services, the Office of Financial Management, Office of the Chief Information Officer and Consolidated Technology Services."*

TBM Categorization:

Within the TBM Program, agencies are responsible for categorizing and documenting their costs to the program taxonomies. The TBM Program provides templates that agencies use to capture and submit categorization to the program.

TBM Cost Center:

The cost center used in the TBM program is agency defined. Agencies can select up to three fields coded in the statewide Agency Financial Reporting System (AFRS) for their TBM Cost Center.

TBM Project:

This term, as used in TBM policy and accompanying standards is defined per our current TBM product. A 'project' is a discrete area within the product in which datasets, models, metrics and reports reside; these are configured according to specific business rules defined by the project administrator. Agency-specific projects allow for greater reporting accuracy than the multi-agency project, which allows less granularity and customization of business rules.