



## 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

**ADOPTION DATE:** May 11, 2017

**TECHNOLOGY SERVICES BOARD APPROVAL DATE:** September 12, 2017

## **APPROVING AUTHORITY:**

/s/

Michael Cockrill, Chief Information Officer  
Chair, Technology Services Board