

Technology Budget: Glossary of Terms

Term	Definition
Actual Expenditures to Date	Actual Expenditures to Date = (historical expenditures [actuals] for closed state fiscal year [FY] periods) + (current biennium expenditures). Excludes in-kind resources entered on the In-kind Resources tab. This is an automated upload from AFRS to the WA OCIO IT Dashboard. You do not need to input this figure into the technology budget.
AFRS Code	A financial system designation that will be entered into an AFRS field to charge project costs to appropriation indices, account codes and individual project gates/phases.
AFRS Field	A field label in AFRS that will receive the designated code(s).
Agency Financial Reporting System (AFRS)	Washington state's central hub for accounting information.
Allocation	A budgeted amount designated by the legislature for use on a specific project.
Allotment	An authorization issued by the OFM to an implementing agency to incur obligations for specified amounts contained in a legislative appropriation. When a Gate Application is certified by the OCIO, OFM will release the appropriated funds after the statutory legislative review period for the agency to allot.
Amount Subject to Proviso	The portion of the project budget to be gated and subject to the provisions of section 701 of the 2020 Operating Budget—Supplemental (ESSB 6168), effective April 3, 2020. Work with your OFM Budget Assistant to obtain this number.
Annual Maintenance & Operations Cost (M&O)	Costs associated with the ongoing support of an IT investment after project closure and/or transition to operations.
Appropriation	The amount of expenditure authority available to the agency. Appropriation refers to an authorization made by law or legislative enactment directing payment out of government funds under specified conditions or for specific purposes.
Artifact	A deliverable that provides evidence of meaningful project progress. Artifacts demonstrate value created by project-related investments in IT hardware, software, IT services, professional contracted services and labor.
Benefits	The cost of providing employee benefits to individuals or positions.

Biennium	A two-year state fiscal period. The Washington state biennium runs from July 1 of an odd-numbered year to June 30 of the next odd-numbered year.
Budget	Money that the agency requested and received specifically for the IT project during the specified biennium.
Budget Funded Level (previously Budgeted Cost)	The budget approved through budget bills for the project. Budget Funded Level = (historical budget funded level) + (current biennium budget funded level). Excludes in-kind resources entered on the In-kind Resources tab. Work with your OFM Budget Assistant to obtain this number from WinSum.
Budgeted Resources	Resources that were approved in the current biennium state budget(s) or money your agency receives specifically for the IT project. Includes IT hardware, software, IT services, professional contracted services and labor. Excludes in-kind resources.
Closeout	The finalization of all activities across all the process groups and includes the post implementation review (PIR) and lessons learned.
Closeout Report	Post-implementation review (PIR) documentation that includes value achieved, lessons learned from the project, vendor performance and explanations for project variances (i.e., scope, schedule, cost).
Contact Name	The primary point of contact for communication regarding the technology budget; often the project manager or project business owner.
Contracted Professional Services	Amounts that are planned/budgeted for contracted resources, regardless of how they are acquired (e.g., request for proposals, direct buy, agency convenience contract, inter-agency agreement); applies to all planned consulting.
Decision Package (DP)	A budgeting tool to make a compelling and persuasive argument for any proposed agency budget change, including for IT projects. Policymakers will rely upon this information when evaluating the request, starting with the Governor. See the OFM Budget Instructions for more information.
Fiscal Year (FY)	The state 12-month period that runs from July 1 through June 30 of the following year and is named for the calendar year in which it ends.
Full Time Equivalent (FTE)	A budgeting term used to measure one full calendar year of paid employment, or the equivalent of 2,088 hours (the number of average available work hours in a year). See section 25.10.40 of the Statewide Accounting Administrative Manual (SAAM) for more information.
Funding Approval Letter	Formal approval for gate funding from OFM.

Funding Source	A list of the different funds the agency is drawing from to provide financial support for the project. Also refers to the codes used by AFRS to identify the source of allocated project funds (e.g., general fund state, general fund federal, statewide IT system maintenance).
Gate	A collection of deliverables and key milestones that demonstrate progress and value delivery at periodic intervals throughout a project.
Gate #	A number assigned to a project phase/gate by the project or agency.
Gate Approval Letter	A letter signed by OFM to authorize allotment of funds.
Gate Title	A label assigned by the project or agency to describe (at a high-level) a gate or phase (e.g., initiation, planning, procurement, configuration and testing, rollout, closeout).
Gated Funding	The process some projects will follow to access project funds under IT oversight. Gated funding means that your project will be subject to OCIO oversight and will also require OCIO and OFM approval to release funding at specific gates defined by you and your OCIO consultant.
Gated Funding Application	A form used by an agency to request release of gate funds.
Gated Funding Certification	A formal approval for gate certification from the OCIO.
Gated Funding Deliverables	Artifacts identified in the technology budget Deliverables tab.
Gated Funding Project	An IT project identified by the OCIO, in consultation with OFM, to be subject to the gated funding process requirements of Section 701(12) of the 2020 supplemental operating budget (ESSB 6168) .
Historical Budget	The project budget for closed state FYs.
Historical Expenditures	Project expenditures (actuals) from closed state FYs.
Historical Variance	The difference between historical budget and historical expenditures.
In-kind Resources	Resources committed to the project by the agency for which the agency will bear the cost. Planned resources for current and future biennia only are entered on the In-kind Resources tab.
Investment Plan	An OCIO required project document that summarizes the project description, business benefits, scope, acquisition plan, schedule, project governance and management plan, budget, dependencies and risks.

IT Oversight	Projects subject to section 701 of the 2020 Operating Budget—Supplemental (ESSB 6168), effective April 3, 2020. This includes agencies whose funds will be released from the IT Pool account or an account in the agency budget.
IT Pool	The information technology investment revolving account created in RCW 43.41.433 , a state fund where allocated money is held before it is allotted to specific IT projects. Currently, the IT Pool is held in state fund 447.
IT Project Assessment (ITPA)	The online tool used to assist Washington state agencies and the OCIO in determining appropriate oversight for an IT investment based on the cost, complexity and/or statewide significance.
Non-state Employee Staffing Costs	List of contractor or external labor that will be needed to complete the scope of the project.
OCIO	Office of the Chief Information Officer.
OFM	Office of Financial Management.
Phase	A collection of activities within a project. May include initiation, planning, procurement, implementation and/or integration and closeout.
Position Title/ Classification	The job classification title and numerical range associated with it. See Compensation & Job Classes for more information.
Range	The state's salary range for a position.
Salary	The annual gross salary of a project position or resource.
Software Licenses and Subscriptions	Amounts expended for purchased software or licenses of commercially available software with a useful life of one year or less, including upgrades and/or maintenance agreements. Software licensing includes, but is not limited to, the right to use the software, support for the software and upgrades.
Staffing Assumptions	Percentages applied to salaries to anticipate costs related to social security, retirement, Medicare and unemployment. This must be based on real experience.
State Employee Staffing Costs	Costs to use state employees on a project.
Subobject Code	A two-digit code used by AFRS to precisely allocate expenses to the proper general ledger code. You must complete this field for all non-state FTE resources included in the Budgeted Resources and In-kind Resources tabs. Section 75.70 of the Statewide Accounting Administrative Manual (SAAM) is the source for object/subobject codes. Speak with your agency accounting and/or budget teams. Your OFM Accounting Consultant and OFM Budget Assistant can assist them if help is needed.
Technology Budget	The project budget and spending plan for the gated funding project.

Technology Budget Amendment	A material change to an existing posted, OCIO and OFM approved technology budget for a project reflecting changes in scope, schedule, budget, gates and/or deliverables.
Technology Budget Update	A non-material change to an existing posted, OCIO and OFM approved technology budget to make technical corrections only. Corrections may include a change in project point of contact, updates to deliverable completion dates, updates to target completion dates for upcoming deliverables, corrections to AFRS codes to reflect costs, etc.
Total Project Planned Spend	The agency's total planned project spend, including in-kind resources but excluding actual expenditures. This includes the time period from initiation through implementation and closeout. Total Project Planned Spend = (historical budget [from the Historical Budget & Actuals tab]) + (current biennia + future biennia planned spend [from the Budgeted Resources tab]) + (historical + current biennia + future biennia in-kind resources [from the In-kind Resources tab]). This is automatically calculated on the Inputs tab of the Technology Budget.
WinSum	OFM's budget system, used to develop and submit agency budget requests, develop and publish the governor's budget, develop and enact the legislative budget and support governor signature/veto.