Technology Budget Template Training

2021-23 Biennium
Overview
Who needs to complete a technology budget?

- All information technology projects under OCIO Oversight
  - Non-gated funding IT projects will have a simpler version.
  - Work with your oversight consultant to obtain a template for a non-gated funding IT Project.

- Gated funding projects (IT Pool and non-IT Pool)
  - Projects that are subject to the conditions, limitations and review requirements of Section 701 of the 2021-23 operating and transportation budgets
  - Joint oversight by the OCIO and OFM
  - Gated Funding Process Resources
  - Gated Funding TB Template
What is a technology budget?

- A standard tool used by IT projects to meet the following requirements in accordance with Section 701 of the 2021-23 operating and transportation budgets:

  **Section 701(4)(a), 2021-23 operating budget**

  (4)(a) Each project must have a technology budget. The technology budget must have the detail by fiscal month for the 2021-2023 fiscal biennium. The technology budget must use a method similar to the state capital budget, identifying project costs, each fund source, and anticipated deliverables through each stage of the entire project investment and across fiscal periods and biennia from project onset through implementation and close out, as well as at least five years of maintenance and operations costs.

  **Section 701(2)(a), 2021-23 transportation budget**

  (2)(a) Each project must have a technology budget. The technology budget must have the detail by fiscal month for the 2021-2023 fiscal biennium. The technology budget must use a method similar to the state capital budget, identifying project costs, each fund source, and anticipated deliverables through each stage of the entire project investment and across fiscal periods and biennia from project onset through implementation and close out, as well as at least five years of maintenance and operations costs.
Why is the technology budget (TB) important to me?

• Tells your story of **how your investment will deliver business value** and benefit for Washingtonians early and often.

• Provides **transparency and accountability** to the public, OCIO, OFM, and the Legislature.
  
  *Washington State Technology (IT) Project Dashboard*

• Encourages **cross functional collaboration** (i.e. project, budget, accounting teams) on detailed project planning.

• Determines the **certification and fund release dates** for gated funding projects.

• This is **not** a budget to track your project’s actuals.
When do I submit a technology budget?

• **At the start of a project** – prior to starting Gate 1 or in the project planning stages for non-gated funding projects.

• Any time there’s a **change** to the project’s scope, schedule or budget that would change the spending plan.

• At the **end of each gate** in preparation for gate certification to continue to the next gate.

To Whom?

• Always submit the final version for review and approval to the OCIO Consultants Pool inbox ([OCIOConsultants@ocio.wa.gov](mailto:OCIOConsultants@ocio.wa.gov)) and your OFM Analyst (agency assignment list)
  - Copy your Oversight Consultant
  - Subject line should include “<agency acronym> <project acronym or name> Technology Budget Submission”
Filenames and version control

The filename of your tech budget must include the following information:

Agency Acronym, Project Acronym, “TechBudget”, the date and version number (if needed)

We recommend:

<Agency Acronym>_<Project Acronym>_TechBudget_<Amendment/Update>_YYYYMMDD_<version if needed>.xlsm

For example:

SIB_IDE_TechBudget_Update_20210411_v1.xlsm
What’s Changed?
Major Changes from 19-21 Biennium Template

• M&O Tab - New legislative requirement to add at least 5 years of maintenance and operations costs

• 447 Tab - New legislative requirement to report on the project fund sources for projects funded by the IT Pool (447 Fund Sources Tab)

• Updated staff assumptions used to calculate employee benefits

• Additional instructions to capture historical budget and actuals

• New look to the Amendment Log Tab to include:
  • Section A: Summary of Changes by Gate
  • Section B: Technology Budget Amendment Summary Narrative
  • Section C: Amendment Changes (Yes/No questions)

• Central Service Model Addendum (CSM Fund Sources Technology Budget Addendum)
  • This will apply to projects in Central Service Agencies under OCIO oversight. Discussed later in the presentation.
Template Overview by Tab
Overview and Instructions tab

- **Washington State Technology (IT) Project Dashboard**

- First tab of the workbook has an overview of the instructions for each tab.

- At the top of each tab are instructions to help guide you along the way.

- `<Workbook overview>`
Inputs, Summary, Historical Budget & Actuals Tabs

Inputs Tab
• Sets up the template with pertinent project information and connects the data to the public dashboard

Summary Tab
• Rolls up data from the Budget Resources and Agency In-kind Resources tabs to provide a summary view by fiscal year, by gate, by fund
• For gated funding projects, the summary will tabulate the funds available by gate.
• No data entry needed

Historical Budget & Actuals (Expenditures) Tab
• Historical budgeted resources and agency in-kind resources information and the historical expenditures data for the project

NOTE: If you’re doing a Tech Budget for a project that is a carry over from last biennium, please work with your Oversight Consultant on this tab.
Budgeted Resources, In-kind Resources Tabs

**Budgeted Resources Tab**

- Includes resources covered by funds subject to 701 or to subject to gating requirements
- Illustrates how the dollars in the state budget proviso will be distributed.
- Gate numbers across row 4 set the stage for gated funding allocation.
- Includes fund source information, with a check that funds equal expenses each month.
- Data is being uploaded and displayed on the public [Washington State Technology (IT) Project Dashboard](https://www.washtech.wa.gov/)

**In-kind Resources Tab**

- Includes resources covered by agency base budget
- Gate numbers are automatically copied from the Budgeted Resources tab and should match.
  - Complete the budgeted resources tab first.
- Does not require fund sources to be listed.
NEW – M&O and 447 Fund Sources Tabs

**Maintenance and Operations Tab (M&O) – NEW**

- New legislative requirement for FY 2021-23
- Enter estimated maintenance and operations cost and FTEs by fiscal year for at least 5 years

**447 Tab – NEW**

- Applies to projects funded by the IT Pool State Fund 447 – Information Technology Investment Revolving Account
- Agencies will put funds into the IT Pool State Fund 447, then spend from the 447 account.
- The details on this tab capture the original fund sources of projects funded by the IT Pool, including percent funded by the state General Fund and other Near General Fund accounts
- Impacted projects/agency: [LEAP Omnibus Document IT - 2021](#)
Assumptions, Amendment Log Tabs

Assumptions Tab

• Add additional context or notes related to the project scope, schedule and budget
• Explain any changes from the original decision package (if applicable), fiscal note, or any unique circumstances

Amendment Log Tab

• Captures changes from the last technology budget to the current technology budget
• Tab is built to capture historical changes over the life of your project.
• The answers to section b. Technology Budget Amendment Summary Narrative, will be posted on the OCIO Dashboard when the latest version of the Tech Budget is approved and posted.

Note: If you’re doing a simple update to the technology budget, having no substantial changes to the scope, schedule, or budget, or AFRS codes, you will not have to complete the Amendment Log Tab.
Deliverables, Deliverables Sample Tab

Deliverables

• Demonstrate how the investment will deliver business value from start to finish

• Align deliverables with biennium budget timeline

• Guidelines:
  • Gates should be between 4 and 6 months, and should be synced with the gate you entered on the Budgeted Resources Tab.
  • All Artifacts are posted to the dashboard
  • Deliverables Target Dates should be no closer than 30 days from the end of the gate.
  • The planned spend for each gate on the budgeted resources tab and in-kind tab should reflect the level of effort needed for the deliverables in each gate.

Deliverables Sample

• Suggestions for a typical project only. Some deliverables will be mandatory in an IT Project such as a Security Review by the Office of Cybersecurity.
Central Service Model (CSM) Fund Sources

Technology Budget Addendum

• Section 701(4)(b)(i)(B) requires that if the project is funded by a central service agency, and funds are driven out by the central service model, the technology budget must provide a statewide impact by agency by fund as a worksheet in the technology budget file.

• Captures the original fund sources of projects funded by the central service model, including percent funded by the state General Fund and other Near General Fund accounts.

• Who does this impact?
Central Service agencies that provide core services to support agency operations and mission, including:
  • Consolidated Technology Services (WaTech)
  • Secretary of State
  • State Auditor's Office
  • Attorney General's Office
  • Office of Administrative Hearings
  • Department of Enterprise Services
  • Office of Financial Management
  • Department of Labor and Industries
Where can I find additional resources?

• **Gated Funding General Resources**

• **General inquiries**
  • Every oversight project has an assigned Oversight Consultant you can reach directly.
  • Email any questions to the OCIO Consultant Pool Inbox
  • For a list of OFM Budget analysts assigned to your agency, [OFM Budget Staff Agency Assignment](#)

• For non-gated funding projects, please work with your oversight consultant to receive a technology budget template.
Questions?