

2015 RTIP Report Checklist

The following checklist will assist you when reviewing and revising major IT project information in support of the 2015 RTIP Report.

Project initiation approved (active) only

Project Business Alignment Biennium Funding Forms

- On the appropriate "Biennium Funding" tabs, ensure that the funding source name is entered for non-general funds state, mixed funds or federal funds.
 - Funding source name was not added to the budget plan form, "Yearly Spend Plan" tab to avoid overcrowding. This information is captured for projects in both active and Investment Business Case (IBC) status.

Budget Plan Form (Active Projects Only)

- On the "Yearly Spend Plan" tab, ensure that the "Funding Source" tables in the middle of the form are updated and accurate.
 - The dollar amounts that are entered into these tables will be pulled into a quarterly report for DPB
 - It is critical that agencies keep this information up to date on a monthly basis. This is the only location where the dollars are broken down by funding source.
- On the "O&M Funding Source" tab, update the operations and maintenance costs projected for the first six years once the project is completed.

Major IT projects Investment Business Case Approved ONLY

Investment Biennium Funding Forms

- Ensure anticipated project expenditures are in the appropriate fiscal years. If expenditures are not aligned to the appropriate fiscal years, move them into the correct fiscal years.
- Ensure funding source information is correct and that the dollar amounts are entered into the corresponding fields on the form.
- Ensure that the sum of the dollar amounts on the "Project Business Alignment - Biennium Funding forms", "12 – 14 Funding" tab," 14 – 16 Funding" tab, etc., balances with the following fields on the "General Information" tab of the project business alignment" form:
 - Project cost
 - Total general fund project cost
- Ensure that the funding is entered into the correct Biennium Funding tabs
- Ensure that the fund name is entered for non-general funds state, mixed funds, or federal funds
- Update the following dates:
 - Planned initiation start date
 - Planned start date (development approval)
 - Planned completion date

CPGA Investment Business Case Form

- Ensure information on the investment business case form is up to date. In particular, review the following questions and update them with pertinent information that may have developed in the past year:
 - General Information Tab, update the project description with any new pertinent information that may have developed in the past year. Ensure that the project description is an initial, high-level statement describing the purpose, benefits, customer(s), general approach to development and characteristics of the product or service required by the organization. Ensure the Public Private Education Act (PPEA) flag is set. This flag signifies if a PPEA is involved in the project.
 - Scope Tab, "Define the scope of the project." Please ensure that the project scope identifies the work that must be performed to deliver the product, service or result with the specified features and functions. List the key features and functions.
 - Benefits Tab, "Does this project benefit or have the potential to benefit one or more of the following?"
 - Governance Tab, Make sure all questions have been answered
 - Approvals Tab, Ensure that AITR and Agency Head approvals are complete and that the Approval Trigger is set to "Yes."

Set Investment Funding Status Scorecard

- Set the budget appropriation / funding status.

Agency Prioritization Scorecard

- Set priorities for major / non-major projects

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