

	1. ORIENTATION (1-time)	2. RESEARCH & DOCUMENTATION	3. FUNDING REVIEW & APPROVAL	4. ACCESS APPROVED FUNDS	5. IMPLEMENTATION (RETURN TO #2)
Agency	<p>If the final budget places your project in or subject to the IT pool, follow these steps.</p> <p>Attend kick-off meeting to discuss the project and IT Pool process. This meeting differs from any decision package consultation meetings with the OCIO you may have had during your budget development.</p>	<p><b>IMPORTANT:</b> Agencies must apply to the OCIO for approval before proceeding with <u>each</u> stage.</p> <p>Develop/update a technology budget with OFM and OCIO. It must incorporate financing recommendations from the Treasury if \$2,000,000. Funding must include separate gates, including planning, procurement, and implementation at a minimum.</p> <p>If this is after the planning stage, develop/update your investment plan with the OCIO.</p> <p><b>PROJECTS &gt;\$2,000,000 OR &gt;1 BIENNIUM</b> Contact Treasury to identify available financing options.</p>	<p>Send your investment plan to the OCIO for review and approval.</p> <p>Send your technology budget to OFM and OCIO for review and approval. OFM will review from a budget standpoint, and the OCIO will review to ensure that your technology budget includes a timeline, gates, and deliverables/performance metrics.</p>	<p><b>Do not spend IT pool funds for stages that have not received approval. You must receive a formal approval letter from the Director of OFM before you can begin spending funds.</b></p> <p>If you received this letter, create and submit your allotment packet for your approved gate amount to OFM matching the amount included in your approval letter.</p> <p>If Treasury options are included as part of your project, collaborate with the Treasury to obtain financing.</p>	<p>Commence approved stage.</p> <p>After completing all milestones and deliverables, restart the process again beginning at step 2, <i>research and documentation</i> for the next stage unless the project is complete.</p> <p>Notify the OCIO and OFM if the projects has ended.</p> <p><b>PROJECTS &gt;\$2,000,000 OR &gt;1 BIENNIUM</b> Ensure quality assurance reports independently to the OCIO.</p> <p>Must consult with the contracting division of DES for a review of all contracts and agreements related to the project's information technology procurements.</p>
OCIO	<p>Schedule and lead the kick-off meeting to discuss the project and IT Pool process.</p>	<p>Collaborate with the agency in the development and maintenance of their investment plan, technology budget, and application.</p> <p><b>PROJECTS &gt;\$2,000,000 OR &gt;1 BIENNIUM</b> Review and, if necessary, revise the project to ensure its flexible and adaptable to advances in technology.</p>	<p>Certify that the project complies with state information technology and security policy and strategies.</p> <p>If approved, send certification letter to OFM and must post technology budget, investment plan, and OCIO certification letter on OCIO dashboard for legislative fiscal committee review.</p>		<p>Begin preparation and gather information to certify project's next stage.</p> <p>Determine if the project is not meeting or expected to meet anticipated performance measures. If so, collaborate with OFM and the agency to decide whether to suspend or terminate the project.</p>
OFM	<p>Attend kick-off meeting to discuss the project and IT Pool process. Provide guidance on technology budget expectations.</p>	<p>Collaborate with the agency in the development and maintenance of their technology budget ensuring that it makes sense from a budget standpoint. No more than 30% of any TRE financing can be for payroll costs.</p>	<p>Review technology budget and OCIO certification letter. If approved, send approval letter to legislature authorizing funding for next gate only.</p>	<p>Review and approve the allotment packet for the next gate only. The allotment total should match the approval letter.</p>	<p>If project is terminated, OFM must terminate the agency's allocation from fund 447 and the agency shall return any remaining funds to the account to be reallocated to other IT Pool projects.</p>
Treasury		<p><b>PROJECTS &gt;\$2,000,000 OR &gt;1 BIENNIUM</b> Evaluate early in the procurement process whether products or services to be solicited and the responsive bids may be financed.</p>			<p><b>PROJECTS &gt;\$2,000,000 OR &gt;1 BIENNIUM</b> Assist agencies through the process of accessing available financing options identified previously.</p>
Enterprise Services					<p><b>PROJECTS &gt;\$2,000,000 OR &gt;1 BIENNIUM</b> Review all contracts and agreements related to the project's IT procurements.</p>