



# IT Activity Business Case & Cost Analysis (IT ABC Form)

This form should be initially completed by the Agency's ADS IT Director or their designee while working with the business to gather relevant information. For IT Activities over \$100,000, the Agency's EPMO Portfolio Manager should be included once the initial information has been gathered and they will facilitate the review for approval and verify the forms completion. For IT Activities under \$100,000, the Agency's IT Director will facilitate the review and approval and send the approved ITABC to the Agency's Portfolio Manager once final signing has been completed. Please include all relevant worksheets and documents supporting your IT ABC when you submit for review.

## 1. General Information

This section is used to document information related to the proposed IT Activity. It specifies the persons' responsible for executing the project. It also describes the project at a high level, the problem the business is trying to solve, and documents any proposed solution the team may have as a result of an exploration activity.

Date Submitted		Agency	
Person Completing Form		Department	
IT Activity/Project Name		Division	
Project Type		Agency IT Lead	
Est. Project Start Date		Est. Project End Date	
Sponsor		Project Manager	
Business Lead		Business Analyst	
Finance Manager		Enterprise Architect	
Program Code		Customer Code	
High Level Project Description <i>(Max 3 Lines)</i>			
Describe the business problem you are trying to solve.			
What is your proposed solution and procurement plan (i.e., RFP, contract extension, sole source, etc.)?			

## 2. Information Security

This section identifies if the solution stores/transport/controls access to confidential/sensitive/nonpublic information and/or represents significant reputational risk to the State.

Does the proposed solution store/transport/control access to confidential, sensitive, nonpublic information, and/or represent significant reputational risk to the State?		
If "Yes" to the above, check all that apply below:		
<input type="checkbox"/> Personally identifiable information	<input type="checkbox"/> Tax information obtained from the federal government	
<input type="checkbox"/> Information regarding credit card payments	<input type="checkbox"/> Information associated with minor children	
<input type="checkbox"/> Health related information	<input type="checkbox"/> Other sensitive, confidential, or non-public information	

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## 3. Business Justification

IT projects are undertaken to achieve business objectives/values. EPMO categorizes Business Value (BV) into 4 types: Financial, Customer Service, Risk Reduction and Compliance. *Tip: If you expect to gain efficiencies, think about how the State will benefit from those efficiencies to determine your BV Type. Efficiencies should save the State money (BV= Financial) and/or improve customer service (BV= Customer Service). Note customer service improvements could come from freed-up resources that can be reallocated to other services provided by your Agency/Department.*

Business Value	Description
<b>Financial</b>	A net decrease to State costs resulting from: a reduction in operating costs, State labor costs, and/or infrastructure costs. <b>**Section 8 of this form MUST show a decrease to claim a financial business value.</b>
<b>Customer Service</b>	A new or improved customer service (for internal or external customers). Examples include service automation, improved access to information, improved service quality, faster turnaround times, etc.
<b>Risk Reduction</b>	A reduction of a risk to the State as a result of replacing an unstable system, improving security, implementing a sustainable solution, etc.
<b>Compliance</b>	Meets a previously unmet State or Federal compliance requirement.

Business Value	Business Value Description	How will Achievement be Measured?

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## 4. Leveraging the Success of Others

This section details what other State, Federal or Municipal government entities are using to meet the same or similar business need. It further justifies the proposed solution and explains how it may be within industry standards.

<b>Is there an existing State solution that could meet the business needs?</b>		
<b>If yes, has this solution been evaluated to see if it could be used?</b>		
<b>Are other State, Federal or Municipal government entities using the proposed solution to meet a similar business need?</b>		
<b>If yes to the above, what governmental entity or entities?</b>		
<b>If no, why are we choosing a solution that no other government entity uses?</b>		

## 5. Risks

Describe any known risks related to this IT Activity.

<b>What are the risks of doing nothing (i.e., staying with the current solution)?</b>	
<b>What are the risks of moving forward with the proposed solution?</b>	

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## 6. Proposed Solution Costs

In this section, itemize the estimated costs for the proposed solution. The Lifecycle of the solution is how many years you plan to use the proposed solution before investing dollars in substantial upgrades or going back out to RFP. The maximum you can enter is 5 years unless you have received authorization from the CIO to have a longer lifecycle. The EPMO will assist with ADS resource cost estimates.

Lifecycle of Proposed Solution <i>(Max is 5 years excluding implementation.)</i>		Years
Was a Request for Information (RFI) done?		
Identify Cost Estimated Source		
Cost Estimates Entered By (Name/Role)		
Description of Costs	Implementation Costs	Annual Operating
Vendor Implementation/Installation/Configuration		
Contracted Services for Project Management		
Other Contracted Professional Services for Implementation		
ADS EPMO Project Oversight & Reporting		
ADS EPMO Project Manager for Implementation		
ADS EPMO Business Analyst for Implementation		
ADS Enterprise Architect Staff for Implementation		
ADS Security staff for Implementation		
Other ADS IT Labor for Implementation		
Software/Licenses		
Hosting		
Hardware		
Equipment or Supplies		
Vendor Annual Maintenance/Service Costs		
State IT Labor to Operate & Maintain the Solution		
Other Costs <i>(Please describe in section 10.)</i>		
Sub-Total Costs		
Total Lifecycle Operating Cost		
Sub-Total IT Activity Costs		
Estimated Independent Review Cost		
Total Implementation		
<b>Total IT Activity Costs</b>		

Note - Please refer to your EPMO Portfolio Manager for ADS IT staff hourly rates.

### New IT Activity Costs Summary (Enter Applicable State Fiscal Years)

Fiscal Year	Implementation Costs		Lifecycle Operating Costs		
	Federal Funds	State Funds	Federal Funds	State Funds	Total
SFY					
SFY					
SFY					
SFY					
SFY					
SFY					
SFY					
<b>TOTAL</b>					

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## Proposed Solution Costs to the State

% of Implementation Costs to be paid with State funds*	%
Total Implementation Costs to be paid with State funds	
% of Lifecycle Operating Costs to be paid with State funds*	%
Total Lifecycle Operating Costs to be paid with State funds	
Total IT Activity Costs to be paid with State funds	

\*Use an average if you expect the percentage to change from year to year.

## 7. Current Solution Costs

In this section detail the costs of the current solution. This is used to identify any potential cost savings to the State if the project is approved for implementation.

Description of Costs	Annual Operating
Software/Licenses	
Hosting Provider	
Hardware	
Equipment or Supplies	
State Labor to Operate & Maintain Current Solution**	
Vendor Annual Maintenance/Service Costs	
State labor costs to be <u>eliminated</u> as a result of automation provided by the new solution.	
Other Costs/Cost Avoidance (Please describe in section 10.) ***	
Total Annual Current Cost	
Total Current Lifecycle Cost	

## Current Solution Costs to the State

% of Current Operating Costs paid for with State funds	%
Total Lifecycle Costs to be paid with State funds	

\*\*Please refer to your EPMO Portfolio Manager for ADS IT staff hourly rates.

\*\*\* **IMPORTANT:** Include any additional agency, department, or program costs to be eliminated, or reduced, once the new solution is implemented.

## 8. Net Impact to State Costs

Cost	Dollar Amount
Proposed Solution Lifecycle Costs to be paid by the State	
Current Solution Lifecycle Costs to be paid by the State	
Net Change to State	

## 9. Budget Information

This section validates that the Agency's business office has budgeted for the costs associated with this project.

Are your Business Office & Commissioner aware of this project and the plans for funding it?	
If State funding is required do you have the money to pay for this year's costs out of your current fiscal year budget?	
If "No" to the above, what is your plan to obtain funding?	
Was the cost of this solution approved in your most recent budget submission to Finance & Management?	

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## 10. Comments and Additional Information

Please enter any additional comments or business justifications that should be taken into consideration. Also, please list out any applications/systems that will be impacted by this activity.

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## 11. Review/Pre-Approvals

EPMO Portfolio Manager to verify the following pre-approvals have been received prior to sending for signature.

Role	Name	Date Approved
Requesting Agency/Department Finance Manager/Director		
Agency/Department IT Director		
Agency/Department Project Sponsor		
ADS Chief Technology Officer		
ADS Secretary/CIO		
EPMO Portfolio Manager Verifying Review Completed		

## 12. Final Approvals

Approver	eSignature/Date
Agency IT Director/Lead	
Agency Finance Lead	
ADS Chief Technology Officer	
Agency Secretary, Commissioner or Deputy, Division Director	
State CIO & ADS Secretary	