



State of Ohio Administrative Policy

Information Technology Investment Planning

No: Information Technology
IT-02

Effective: October 13, 2016

Issued By:

Robert Blair, Director

1.0 Purpose

This policy addresses state requirements for information technology (IT) investment planning and its relationship to IT-related budgeting and purchasing.

A glossary of terms found in this policy is located in Appendix A - Definitions. The first occurrence of a defined term is in ***bold italics***.

2.0 Policy

State agencies, boards and commissions shall deliberately plan IT program funding requests. Such ***IT investment plans*** shall form the basis for their biennial budget requests for IT-related efforts. The Office of IT Strategy and Investment Management (“Office”) within the DAS Office of Information Technology (OIT) shall administer a state IT investment planning program in which State of Ohio agencies, boards and commissions shall participate.

2.1 **IT Investment Plan Submission**: Agencies shall prepare and submit an IT investment plan on a biennial basis in conjunction with the development of biennial budget requests. IT investment plans shall be submitted in the form and manner prescribed by the Office.

2.2 **Alignment with Administration Priorities**: In consultation with the Governor, director of budget and management, and director of DAS, the state CIO shall identify priorities for the state and may require agencies to incorporate such priorities into their IT investment plans.

2.3 **Alignment with the Biennial Operating Budget and Capital Budget**: In consultation with the director of budget and management, the state CIO may review and approve agency IT investment plans as part of an agency’s overall biennial operating and capital budget requests. IT investment plans, as submitted to the Office, shall serve as the budget

narratives for agency IT program funding requests for both operating and capital budgets.

2.3.1 Agencies shall revise the IT investment plan submitted to the Office soon after any changes to IT program funding or scope, such as but not limited to:

- Changes in allocation or allotment;
- Changes in an agency's IT project portfolio, or,
- Changes in the agency's application and IT infrastructure operations portfolio.

2.4 **Alignment with Purchasing:** Agencies shall ensure that any requests for IT purchases are in alignment with their IT investment plans. DAS will review all IT purchase requests to help validate alignment with agency IT investment plans. An agency must establish a direct relationship between the request and the plan. If an agency does not establish such a relationship, then DAS may deny the purchase request.

2.5 **State IT Investment Process:** DAS OIT shall be responsible for administering Ohio's IT investment process including investment planning, sourcing planning, services planning, multi-agency collaboration planning, and supporting agencies in terms of IT investment needs. The Office shall support and maintain an IT investment framework and process, instruct agencies as to the requirements of the framework and process, and provide timely notification to agencies of any relevant changes.

2.6 **Procedures:** Agencies shall designate an IT investment planning coordinator and forward their contact information to the Office.

2.6.1 The IT investment planning coordinator is responsible for overseeing completion of the agency's IT investment plan. The IT investment planning coordinator is also responsible for coordinating with the Office to obtain access to automated tools for appropriate agency personnel.

3.0 Authority

ORC 125.02, 125.021, 125.023, 125.04, 125.041, 125.18

The director of budget and management may prescribe participation in the IT investment planning process from agencies which are typically exempted from the policy authority of the state chief information officer (CIO) as part of the process for establishing capital and operating budgets. In such cases, the director of budget and management shall establish such participation through memorandum.

4.0 Revision History

Date	Description of Change
07/03/1994	This original policy replaces all previously released memoranda regarding Long Range Information Technology Plans.

Date	Description of Change
06/23/2000	This policy replaces the revised policy dated June 29, 1998.
03/14/2002	Revised planning procedures for fiscal years 2004-2005. Added budget estimates and projection of accuracy requirements in IT plans.
04/06/2004	Revised planning procedures for fiscal years 2006-2007 and reorganized content. Updated policy to reflect the authority given to the State CIO and OIT specified in Executive Order 2004-02T.
04/25/2006	Revised planning procedures and reorganized content.
07/15/2010	Revised planning procedures and reorganized content to reflect updates for fiscal years 2012-2013.
10/13/2016	Revised planning requirements to reflect process updates. In addition, transferred policy content to a new State of Ohio Administrative Policy Template. Re-numbered policy to IT-02 to be consistent with new numbering format.
10/13/2018	Scheduled policy review.

5.0 Inquiries

Direct inquiries concerning the IT investment planning issues covered in this policy to:

IT Strategy and Investment Management Administrator
IT Strategy and Investment Management
Office of Information Technology
Ohio Department of Administrative Services
30 East Broad Street, 39th Floor
Columbus, Ohio 43215

1-614-466-1755 | DAS.State.ITPlanning.Manager@das.ohio.gov

The Ohio IT Planning Portal can be found on the Internet at: www.das.ohio.gov/ITPlanning

Direct inquiries about this policy to:

State IT Policy Manager
Enterprise IT Architecture & Policy
Office of Information Technology
Ohio Department of Administrative Services
30 East Broad Street, 39th Floor
Columbus, Ohio 43215

1-614-466-6930 | DAS.State.ITPolicy.Manager@das.ohio.gov

State of Ohio Administrative Policies may be found online at
www.das.ohio.gov/forStateAgencies/Policies.aspx

Appendix A - Definitions

- a. IT Investment Plan. The IT investment plan details how an agency intends to budget for IT projects as well as application and infrastructure operations. An agency's IT investment plan will also serve as the budget narrative for an agency's IT program funding request.

Appendix B - Resources

Document Name
The <i>Agency IT Strategy and Investment Management Information Center</i> provides additional guidance on the IT investment planning process: http://das.ohio.gov/Divisions/InformationTechnology/ITStrategyandInvestmentManagement/AgencyITStrategyandInvestmentManagementInformationCenter.aspx