



IT Investment Planning  
Service · Support · Solutions

**TO:** Agency Fiscal Officers and IT Planners

**FROM:** Carolyn Chavanne, Administrator of Investment Management Services (IMS)

**RE:** FY14/15 IT Planning: Phase 1

With the FY14/15 budget information submitted to OBM as a starting point, agencies are requested to specify how the requested budget correlates to IT projects and applications.

This information submission is requested to begin the week of October 22. Agencies are to submit information on the projected IT spend to DAS via the Agency IT Planning & Procurement SharePoint site (accessible from [www.das.ohio.gov/ITPlanning](http://www.das.ohio.gov/ITPlanning)). On the SharePoint site, each agency has a spreadsheet populated with the information the agency provided to OBM for projected spend in FY14/15.

Detailed information on how to use this spreadsheet is provided in the [FY14/15 Phase 1 IT Planning Budget Agency User Guide](#). IMS staff will be contacting each agency to ensure that the agency is able to access the spreadsheet and to ensure that the agency understands the information being requested.

Agencies should complete their Phase 1 FY14/15 IT Plan updates by no later than **November 5, 2012**.

When completed, agencies are requested to email their IMS Agency Analyst. A listing of analysts by agency is available on the DAS web site. Agencies may also email [State.ITPlanning.Manager@oit.ohio.gov](mailto:State.ITPlanning.Manager@oit.ohio.gov) to notify IMS that their spreadsheet is complete or they can use this email to ask questions relating to the FY14-15 process.