

# FY14-15 Phase 1 IT Planning Budget Agency User Guide

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## Overview

The IT investment planning for FY14-15 will be implemented in a two-phased approach. The first phase is focused solely on understanding an agency's planned IT spend for FY14-15 so that OIT can make the required budget recommendations to OBM. This User Guide focuses on stepping you through this Phase 1 process.

With this goal in mind, agencies will be requested to submit information on the projected IT spend to DAS via the DAS 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. Agencies are being asked to specify how the requested budget correlates to IT projects and applications.

DAS/OIT has created this SharePoint site so that all of the IT Plan information for FY13 and FY14/15 Phase 1 is centrally and conveniently located. The site contains two tabs:

- **Agency IT Planning & Procurement Tab**—You can access a copy of this process guide in the Shared Documents area of this tab.
- **Your Agency's Tab**—This tab contains the workbook you will need to create your FY14-15 IT Plan in the FY14-15 Phase One folder in the Shared Documents area.

NOTE: The Shared Documents area also contains the FY13 IT Plan update information.

**Disclaimer:** If your agency has compatibility issues with Excel, please contact your assigned IMS agency analyst for assistance.

If you have questions and/or concerns about your agency's file, please contact your IMS agency analyst. To identify your agency analyst, see the **IMS Analyst Agency Assignments and Contact Information** on the [Department of Administrative Services Information Technology](#) web site.

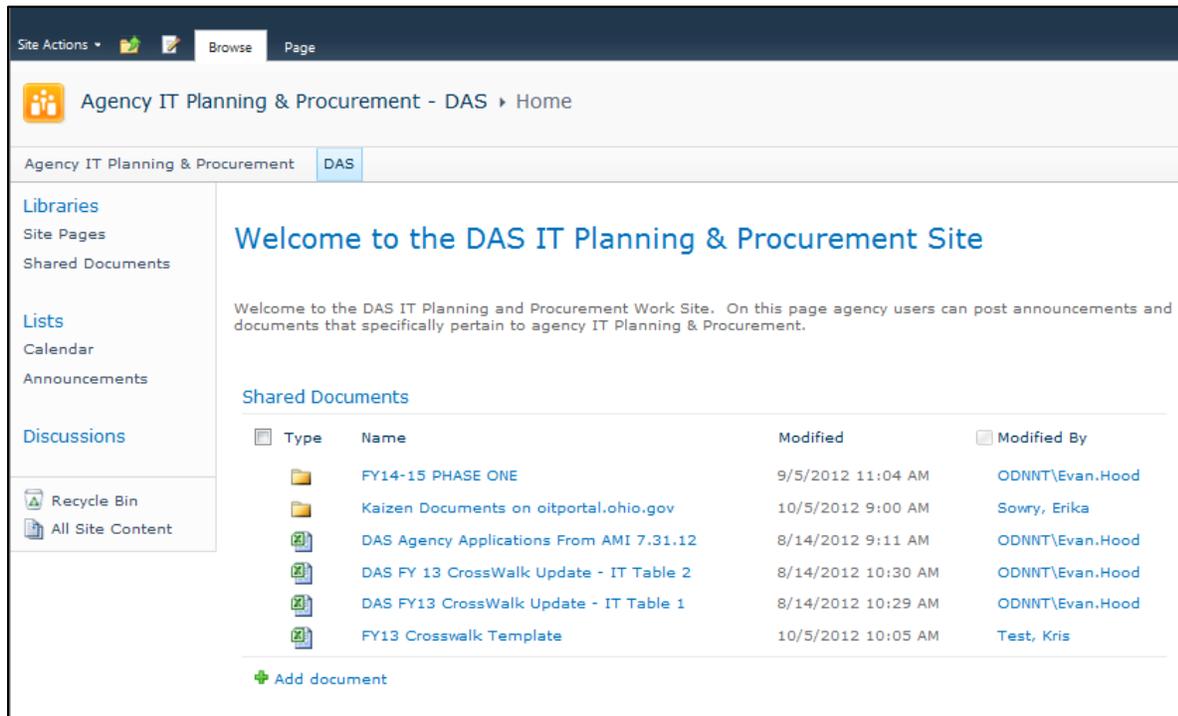
## Accessing the Agency IT Planning and Procurement Site

To access the Agency IT Planning and Procurement Site you must be an approved user, who has been granted access rights. See the "[Getting Started with SharePoint Guide](#)" for login instructions.

## Accessing Your Agency's IT Planning & Procurement Tab

After you have successfully logged into the SharePoint site for IT Planning & Procurement, you can access your agency's work area by clicking on your agency's tab on the **Agency IT Planning & Procurement** homepage.

The system displays your agency's **IT Planning & Procurement Site** home page. The example below displays the Department of Administrative Services (DAS) home page.



In the **Shared Documents** area is a FY14-15 PHASE ONE folder and multiple documents for FY13 IT Plan updates. For this phase of FY14-15 IT budget planning, you will work in the **FY14-15 PHASE ONE** folder.

## Checking Out Your Agency's FY14-15 IT Planning Budget Workbook

**Important:** It is *strongly* recommended that you check out the **IT Planning Budget** workbook before editing. This ensures the file will not be updated simultaneously by multiple team members.

1. From your agency's home page, in the **Shared Documents** section of the screen, open the **FY14-15 PHASE ONE** folder.  
**Result:** The system displays the contents of the folder.
2. Mouse-over the **FY14-15 PHASE 1 IT Planning Budget** document to display the drop-down menu option.

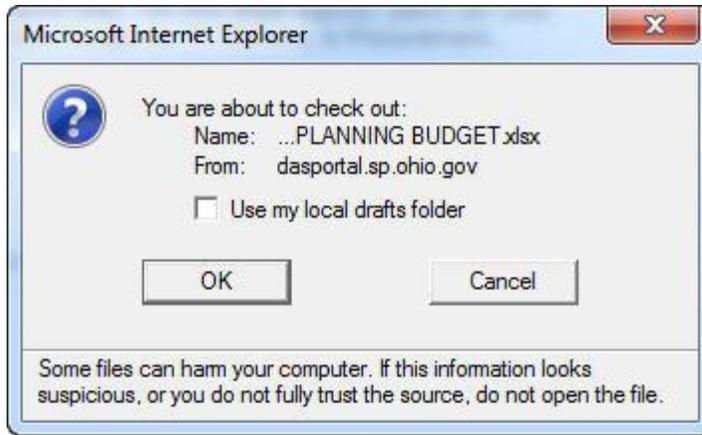


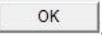
3. Click to open the menu.



4. Select Check Out.

**Result:** The system opens a dialog box.



5. Click .

**Result:** The system displays the file as checked out. The document cannot be edited by another person. If another person attempts to open the document, the system will provide a 'view-only' copy of the document.



## Editing Your Agency’s FY14-15 Phase 1 IT Planning Workbook

As outlined in the **Overview** section of this document, the goal of this process is to provide your agency’s planned IT spend for FY14-15.

The following describes at a high level the information you will need to enter:

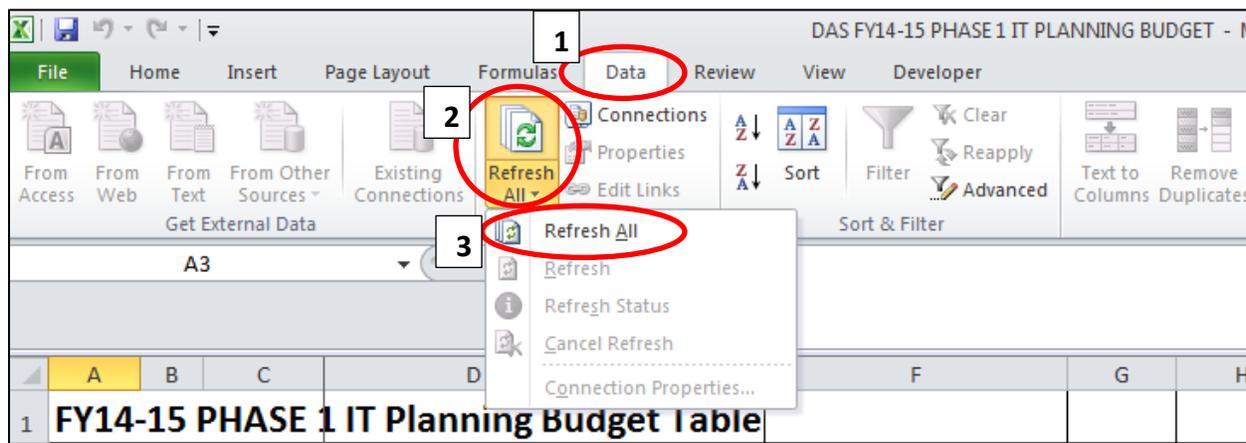
- Enter both the FY14 and FY15 IT Budget Amounts for each Account Class (Five Digit #) relative to the Program Code and Account Category in the areas of Software, Application/Project Management, and Hardware.
- List up to the top five most significant Applications and/or Projects associated with each Program.

## Refreshing the FY14-15 Phase 1 Workbook

After you have entered your data into TAB 1 “IT Planning” work sheet, you will need to refresh the workbook so that the calculations on TAB 2 are updated. Follow the steps below to refresh your data:

1. In Excel, select the **Data** menu from the ribbon bar.
2. From the Data ribbon bar, select the **Refresh All** drop-down arrow.  
**RESULT:** The *Refresh All* menu displays.
3. Select **Refresh All**.  
**RESULT:** Excel will calculate the data entered on TAB 1 into the Program Summary Line Item(s) on TAB 2 “Program IT Spend.”

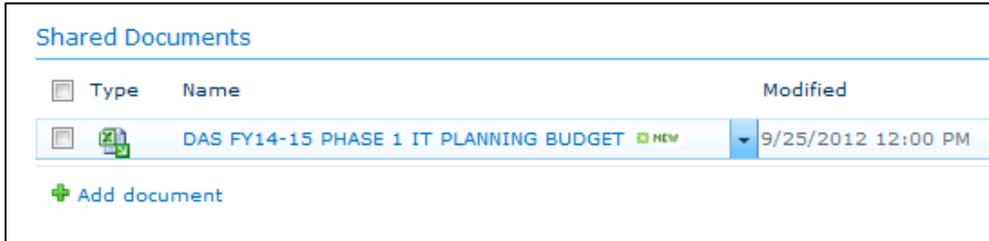
NOTE: You should refresh the data any time you make modifications on TAB 1 and wish to see the impact to TAB 2’s calculations.



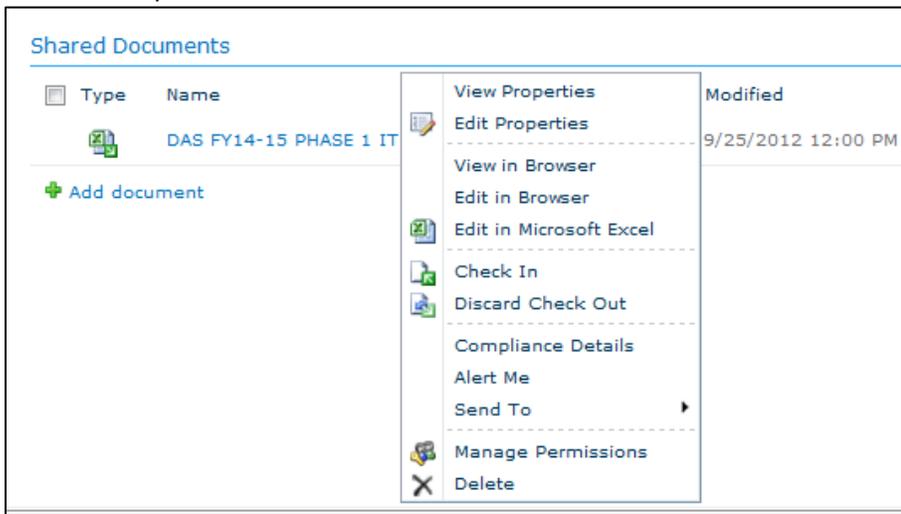
## Making Your Changes

**NOTE:** After editing your FY14-15 IT Planning Budget worksheet, follow the steps outlined in the next section, **Saving Changes Made to Your Agency's FY14-15 Phase 1 Workbook** to save and upload your updated file to your agency's Shared Documents folder.

1. Mouse-over the document to display the drop-down menu option.



2. Click  to open the menu.



3. Select  Edit in Microsoft Excel.

**NOTE:** Some agencies may be presented with a second log in window. If so, enter your password and click .



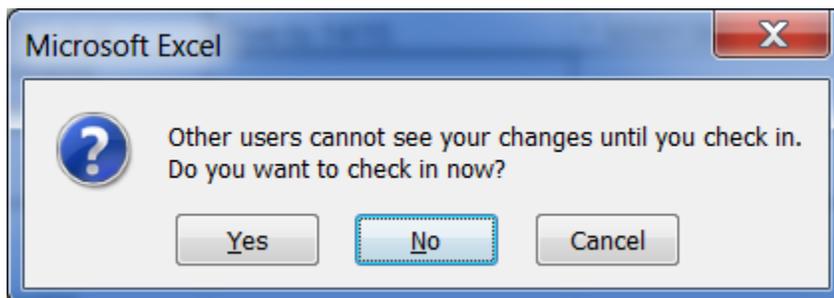
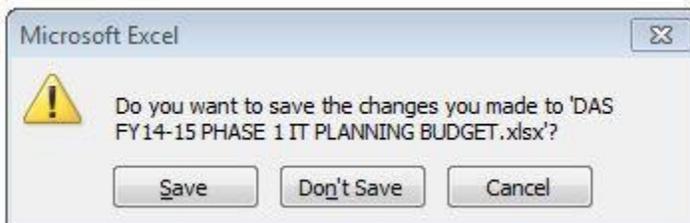
**Result:** The system opens FY 14-15 IT Planning Budget Worksheet in MS Excel.

4. Edit your worksheet as applicable with your FY14-15 IT Planning Budget information.  
*NOTE:* See Appendix A for more information.

## Saving Changes Made to Your Agency's FY14-15 Phase 1 Workbook

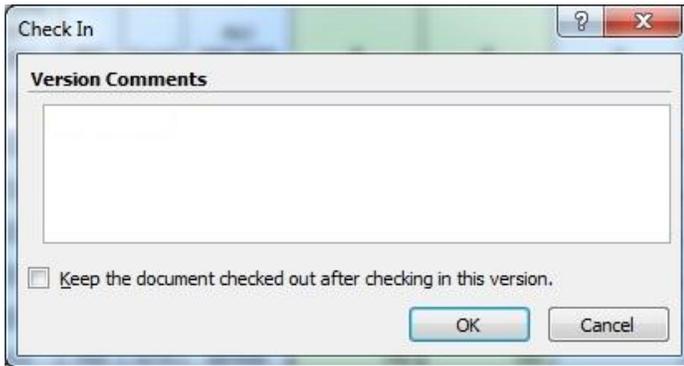
1. To save the changes made, click .
2. Click .

**Result:** The system displays a dialog box similar to the examples below.



3. Save your changes and initiate the check-in process.

**Result:** The system displays the **Check In** dialog box.



4. Enter information in the **Version Comments** section (optional) and click .

**Result:** The system closes the Check In dialog box.

5. Refresh the window.

**Result:** The system removes the check-out symbol.



## Appendix A: Understanding Your Agency's FY14-15 Phase 1 IT Planning Workbook

The **FY14-15 PHASE ONE IT Planning** workbook was designed to provide a broad overview of your IT Planning Budget which was submitted to OBM. Our goal is to obtain an accurate assessment of your IT Planning Budget and to understand items such as Total Program Budget versus IT Budget Spend, Software Budget, Application and Project Support Budget, Personnel Budget, Hardware Budget, and the most significant projects and applications related to your Programs. In the end, our goal is to provide an informed opinion to OBM on your IT Budget.

The file is an Excel® spreadsheet composed of two worksheets, which are accessible by selecting the tabs at the bottom of the workbook. The sections below provide a definition of each field on the two worksheets.

**(Tab 1) IT Planning Table Worksheet**

In **Tab 1 “IT Planning”** you will provide the most accurate budget dollars being allocated to each relevant Account Class code under Software, Application/Project Support, and Hardware in relationship to the Program Code and Account Category. Each line item will be entered twice for FY14 and FY15. The table below explains the Column Headers and the correct budget amounts to enter for each Account Class code.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	<b>FY14-15 PHASE 1 IT Planning Budget Table</b>											<b>SOFTWARE</b>				
2	<b>FISCAL YEAR</b>	<b>DEPT ID</b>	<b>PROGRAM CODE</b>	<b>PROGRAM CODE DESCRIPTION</b>	<b>FUND CODE</b>	<b>FUND CODE DESCRIPTION</b>	<b>ALI</b>	<b>ACCOUNT CATEGORY</b>	<b>ACCOUNT CATEGORY DESCRIPTION</b>	<b>POSTED TOTAL AMT</b>	<b>5210 Software Purchase &amp; Licenses</b>	<b>5270 Software Purchase &amp; Licenses</b>	<b>5371 Software Purchase &amp; Licenses</b>	<b>5260 Software Maintenance Contracts</b>	<b>5270 Software Leases</b>	
3	2014	DAS	2430B	SR COMMUNITY SERVS EMPLOYMENT	3220	FEDERAL SPECIAL REVENUE	490618	500	Personal Service - Payroll	\$ 214,289						
4	2014	DAS	2490B	PROGRAM SUPPORT EXPENSES	GRF	GENERAL REVENUE	490321	500	Personal Service - Payroll	\$ 927,461						
5	2014	DAS	2300B	HOME,COMMUNITY&CAREGIVERSUPP	3M40	IV-E FOSTER CARE/ADOPTION M	490612	500	Personal Service - Payroll	\$ 1,766,239		-				
6	2014	DAS	2300B	HOME,COMMUNITY&CAREGIVERSUPP	3220	FEDERAL SPECIAL REVENUE	490618	510	Purchased Personal Services at	\$ 235,000						
7	2014	DAS	2300B	HOME,COMMUNITY&CAREGIVERSUPP	GRF	GENERAL REVENUE	490411	520	Supplies and Maintenance	\$ 74,260	24,100	4,000				
8	2014	DAS	2490B	PROGRAM SUPPORT EXPENSES	4800	SR CITIZENS SERVC SPEC EVENT	490606	520	Supplies and Maintenance	\$ 367,557	35,000			12,000		
9	2014	DAS	2300B	HOME,COMMUNITY&CAREGIVERSUPP	3M40	IV-E FOSTER CARE/ADOPTION M	490612	530	Equipment	\$ 98,000			15,000			
10	2015	DAS	2430B	SR COMMUNITY SERVS EMPLOYMENT	3220	FEDERAL SPECIAL REVENUE	490618	500	Personal Service - Payroll	\$ 214,289						
11	2015	DAS	2490B	PROGRAM SUPPORT EXPENSES	GRF	GENERAL REVENUE	490321	500	Personal Service - Payroll	\$ 927,461						
12	2015	DAS	2300B	HOME,COMMUNITY&CAREGIVERSUPP	3M40	IV-E FOSTER CARE/ADOPTION M	490612	500	Personal Service - Payroll	\$ 1,766,239		-				
13	2015	DAS	2300B	HOME,COMMUNITY&CAREGIVERSUPP	3220	FEDERAL SPECIAL REVENUE	490618	510	Purchased Personal Services at	\$ 235,000						
14	2015	DAS	2300B	HOME,COMMUNITY&CAREGIVERSUPP	GRF	GENERAL REVENUE	490411	520	Supplies and Maintenance	\$ 74,260	24,100	4,000				
15	2015	DAS	2490B	PROGRAM SUPPORT EXPENSES	4800	SR CITIZENS SERVC SPEC EVENT	490606	520	Supplies and Maintenance	\$ 367,557	35,000			12,000		
16	2015	DAS	2300B	HOME,COMMUNITY&CAREGIVERSUPP	3M40	IV-E FOSTER CARE/ADOPTION M	490612	530	Equipment	\$ 98,000			15,000			
17																
18	<b>TOTAL</b>									<b>7,365,732</b>	<b>118,200</b>	<b>8,000</b>	<b>30,000</b>	<b>24,000</b>	<b>-</b>	
19																

NOTE: Columns A-J of the worksheet are the Program Summary Budget Totals calculated from your Agency Budget submitted to OBM.

M	N	O	P	Q	R	S	T	U	V	W	X	Y
SOFTWARE			Application / Project Support			HARDWARE						
5371 Software Purchase & Licenses	5260 Software Maintenance Contracts	5270 Software Leases	5010 Staff	5100 Purchased Personnel Services	5100-5290 Other Services & Fees	5260 Hardware Maintenance Contracts	5341 Hardware Purchase	5371 Hardware Purchase	5340 Hardware Lease	5370 Hardware Lease	IT TOTAL SPENDING	ALERT: When IT Spend Exceeds Program Budget
			98,000								98,000	
			250,000								250,000	
			450,000								450,000	
				75,000							75,000	
											28,100	
	12,000					5,000				8,250	60,250	
15,000							5,500	3,200			23,700	
			98,000								98,000	
			250,000								250,000	
			450,000								450,000	
				75,000							75,000	
											28,100	
	12,000					5,000				8,250	60,250	
15,000							5,500	3,200			23,700	
											-	
<b>30,000</b>	<b>24,000</b>	<b>-</b>	<b>1,536,000</b>	<b>150,000</b>	<b>-</b>	<b>10,000</b>	<b>11,000</b>	<b>6,400</b>	<b>-</b>	<b>16,500</b>	<b>1,970,100</b>	

NOTES:

- In Columns K-W of the worksheet, enter the corresponding IT Budget Amount for each Account Class (Five Digit) relative to the Program Code and Account Category. For example, an Account Category of 530 will be in alignment with Account Class #5371. Please see IT Planning Table Column Header Information.
- Column X is a calculated total of the Line Item Account Class Budget Amount.
- Column Y is an automatic alert which indicates if the IT Total Spend exceeds the Program Budget amount.

**TAB 1 – ‘IT PLANNING’ TABLE COLUMN HEADER INFORMATION**

COL	HEADER	HEADER DESCRIPTION
A	FISCAL YEAR	Specifies the Fiscal Year of 2014 or 2015. NOTE: This field is auto-populated from your submitted budget. You do not need to make any changes to this field.
B	DEPTID	Identifies the agency with a three letter abbreviation. NOTE: This field is auto-populated from your submitted budget. You do not need to make any changes to this field.
C	PROGRAM CODE	Specifies the state Program Code. NOTE: This field is auto-populated from your submitted budget. You do not need to make any changes to this field.
D	PROGRAM CODE DESCRIPTION	Specifies the state Program Code Description. NOTE: This field is auto-populated from your submitted budget. You do not need to make any changes to this field.
E	FUND CODE	Specifies a self-balancing entity that supports expenditures made against it. A Fund can be made up of one or more Appropriation Line Items (ALI). NOTE: This field is auto-populated from your submitted budget. You do not need to make any changes to this field.
F	FUND CODE DESCRIPTION	Specifies the Fund Code Description. NOTE: This field is auto-populated from your submitted budget. You do not need to make any changes to this field.
G	ALI	Identifies the agency's costs for appropriated activities. ALI (Appropriation Line Item) is a six-digit code. NOTE: This field is auto-populated from your submitted budget. You do not need to make any changes to this field.
H	ACCOUNT CATEGORY	Specifies the three-digit Account Category Code. NOTE: This field is auto-populated from your submitted budget. You do not need to make any changes to this field.
I	ACCOUNT CATEGORY DESCRIPTION	Specifies the Account Category Description. NOTE: This field is auto-populated from your submitted budget. You do not need to make any changes to this field.
J	POSTED TOTAL AMT	Specifies the Total FY14-15 Agency Budget for each Program. NOTE: This field is auto-populated from your submitted budget. You do not need to make any changes to this field.
<b>SOFTWARE</b>		
K	5210 Software Purchase & Licenses	Specifies the cost of supplies, materials, and minor expenditures that support the Application.
L	5270 Software Purchase & Licenses	Specifies the cost of rentals that support the Application.
M	5371 Software Purchase & Licenses	Specifies the cost of data processing equipment that supports the Application.
N	5260 Software Maintenance Contracts	Specifies the cost of maintaining software that supports the Application.
O	5270 Software Leases	Specifies the cost of the leased software that supports the Project.
<b>APPLICATION / PROJECT SUPPORT</b>		
P	5010 Staff	Specifies the staffing payroll expenses.
Q	5100 Purchased Personnel Services	Specifies the purchased personnel services.
R	5100-5290 Other Services & Fees	Specifies the miscellaneous services, fees, and expenses for software and application support.

**TAB 1 – ‘IT PLANNING’ TABLE COLUMN HEADER INFORMATION**

COL	HEADER	HEADER DESCRIPTION
<b>HARDWARE</b>		
S	5260 Hardware Maintenance Contracts	Specifies the cost of maintaining hardware that supports the Application.
T	5341 Hardware Purchase	Specifies the cost of communication equipment purchases that support the Application.
U	5371 Hardware Purchase	Specifies the cost of data processing hardware purchases that support the Application.
V	5340 Hardware Lease	Specifies the cost of hardware leases for communications equipment that support the Application.
W	5370 Hardware Lease	Specifies the cost of data processing hardware leases that support the Application.
X	IT TOTAL SPENDING	Specifies the Total IT Spending for FY14-15 NOTE: This field is auto-calculated. Please do not write anything inside it.
Y	ALERT: When IT Spend Exceeds Program Budget	Identifies when the IT Total Budget exceeds Posted Total Amount. NOTE: This field is an auto-generated alert.

**(Tab 2) Program IT Spend Worksheet**

In **Tab 2 “Program IT Spend”** you will provide a list of up to the top five Agency Applications, Project Carry Overs, and New Projects relative to the State Program Description. The Worksheet calculates the Total Budget and Total IT Budget for each State Program for both FY14 and FY15 combined. You are requested to enter all the relevant applications and projects for the State Program. As necessary, applications and projects can be inserted multiple times to reflect their use per State Program.

FY14-15 PHASE 1 PROGRAM IT SPEND										
DEPT ID	PROGRAM	TOTAL BUDGET	IT BUDGET	R	Applications (up to five)	Projects Carryover (up to five)	Projects - New (up to five)	New Project Begin Date	New Project End Date	New Project Purpose/Description
DAS	HOME, COMMUNITY&C AREGIVERSUPPRT	\$ 159,923,193	\$ 709,531	1	HIPAA -- see PIMS (PASSPORT Information Management System)	MITIS Interface	ABC Project	1/5/13	6/30/13	The ABC Project Mission Goal is to ...
DAS				2		Expand Web Development	XYZ Project	11/15/12	6/30/13	The XYZ Project Mission Goal is to assist our agency with...
DAS				3						
DAS				4						
DAS				5						
DAS	LONG-TERM CARE CONSUMER GUIDE	\$ 2,135,319	\$ 23,458	1	PIMS (PASSPORT Information Management System)	Expand Web Development Capabilities				
DAS				2		ODA VOIP				
DAS				3		MITIS EDI Interface				
DAS				4		DDE Assessment/Re-				
DAS				5		UPS Equipment				
DAS	LONG-TERM CARE OMBUDSMAN	\$ 8,011,739	\$ 146,730	1	ALL APPLICATIONS	MITIS Interface	EFG Project	12/1/12	5/31/13	The EFG Project mission goal is to ...
DAS				2		DDE Assessment/Re-				
DAS				3		ODA VOIP				
DAS	LONG-TER SERVICES									
DAS										
DAS										
DAS										
DAS										
DAS										

Select up to five significant Applications and/or Projects associated with a Program

**NOTES:**

- Columns A-D are auto-calculated from the TAB 1 IT Planning Worksheet. Do not enter any data in these columns.
- In Columns E-K, list up to the five most significant applications and/or projects associated with the State Program. (To assist you, Columns F and G have pick lists populated with your Agency’s information.)
- Applications and/or Projects may be entered multiple times for each relevant Program.

<b>PROGRAM IT SPEND TABLE COLUMN HEADER INFORMATION</b>		
<b>COL</b>	<b>HEADER</b>	<b>HEADER DESCRIPTION</b>
A	DEPT ID	Identifies the agency with a three-letter agency abbreviation NOTE: This field is auto-populated from Tab 1. You do not need to make any changes to this field.
B	PROGRAM	Specifies the state Program Code. NOTE: This field is auto-populated from Tab 1. You do not need to make any changes to this field.
C	TOTAL BUDGET	Specifies the Total FY14-15 Agency Budget for each Program. NOTE: This field is auto-populated from Tab 1. You do not need to make any changes to this field.
D	IT BUDGET	Specifies the Total FY14-15 Agency Budget for each line item (Program) from TAB-1 "IT Planning". NOTE: This field is auto-populated from Tab 1. You do not need to make any changes to this field.
E	REF	Indicates the top five projects or applications for a given Program.
F	Applications (up to five)	Select up-to the top five Applications (Budget) for this given Program.
G	Projects Carryover (up to five)	Select up-to the top five Projects (Budget) for this given Program, being carried over last year.
H	Projects - News (up to five)*	List up-to the top five new Projects (Budget) for this given Program.
I	New Project Begin Date	Enter the start date for this new project.
J	New Project End Date	Enter the projected end date for this new project.
K	New Project Purpose/Description*	Enter a description of the new project and its purpose.