

# Getting Started in the IT Application Lifecycle Planning System (ALPS)

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## Accessing the IT Application Lifecycle Planning System (IT ALPS)

### Introduction

The IT ALPS application is a Microsoft® application that is accessible through a URL. Investment Management Services (IMS) administers IT ALPS and maintains the list of users who have permission to access the application.

The IT ALPS application utilizes the features and benefits of Microsoft Active Directory (AD). AD administers the security rights, and authenticates the user and their computer in the background.

If your agency does not utilize DAS Active Directory service, you may require a separate user ID and password to access IT ALPS.

### Requesting Access

To request access to the application, contact the IT ALPS administrator at the following email address: [state.itplanning.manager@oit.ohio.gov](mailto:state.itplanning.manager@oit.ohio.gov). Your request must include the following information:

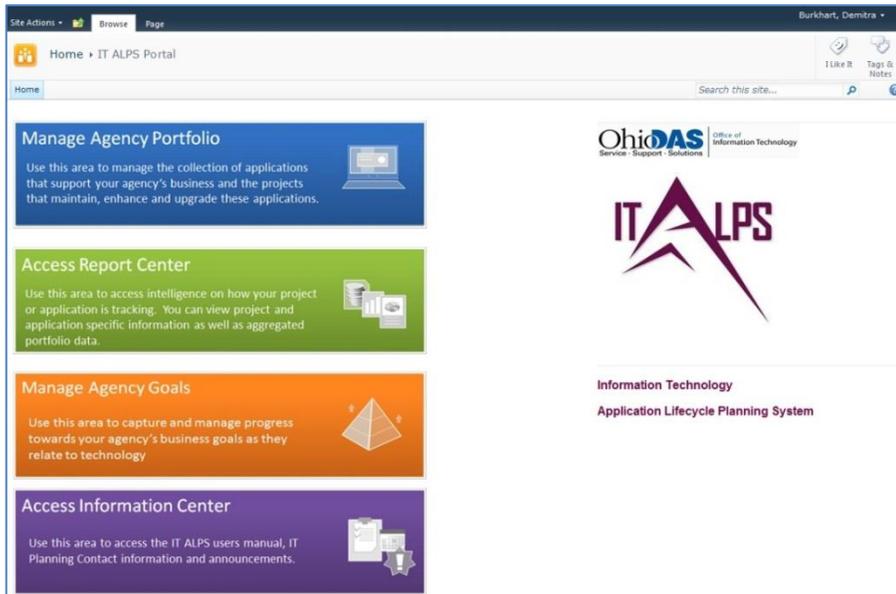
- Name
- Agency
- Email address
- Phone number
- Role (Agency User or Agency Approver)

If you are unsure of your status or if your agency utilizes the AD directory service, contact your IT ALPS administrator at the following email address: [state.itplanning.manager@oit.ohio.gov](mailto:state.itplanning.manager@oit.ohio.gov).

### Accessing IT ALPS

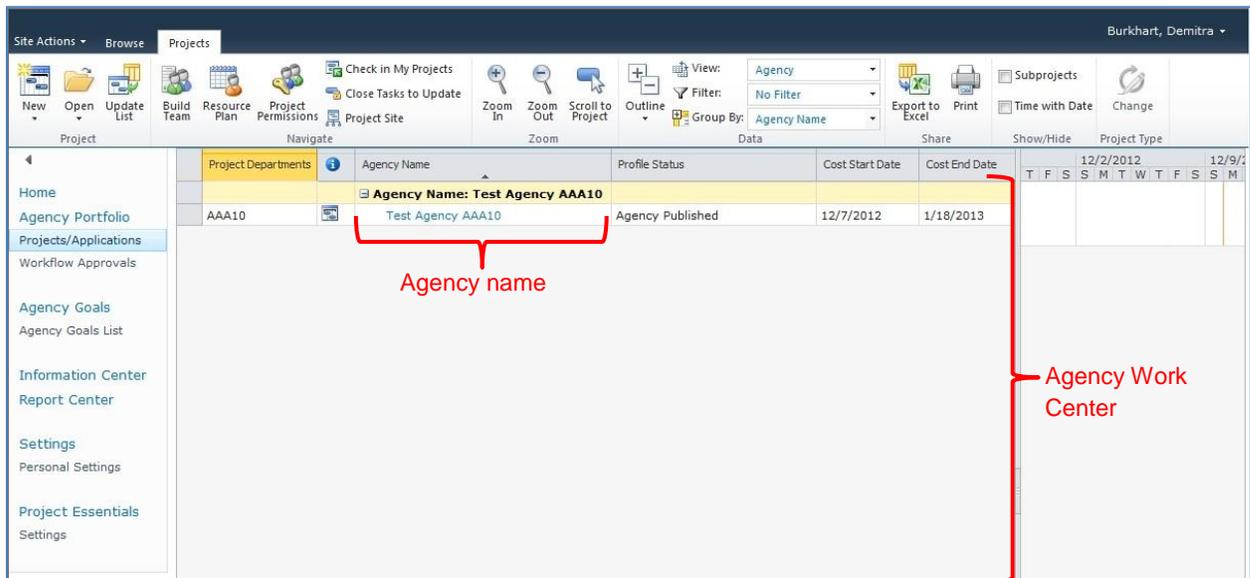
1. From the desktop, open a web browser.
2. Navigate to the URL: <https://ITALPS.sp.ohio.gov/SitePages/ITALPS%20Portal.aspx>.

**Result:** The system displays the IT ALPS home page.



3. Click **Manage Agency Portfolio**.

**Result:** The system displays the agency work center.

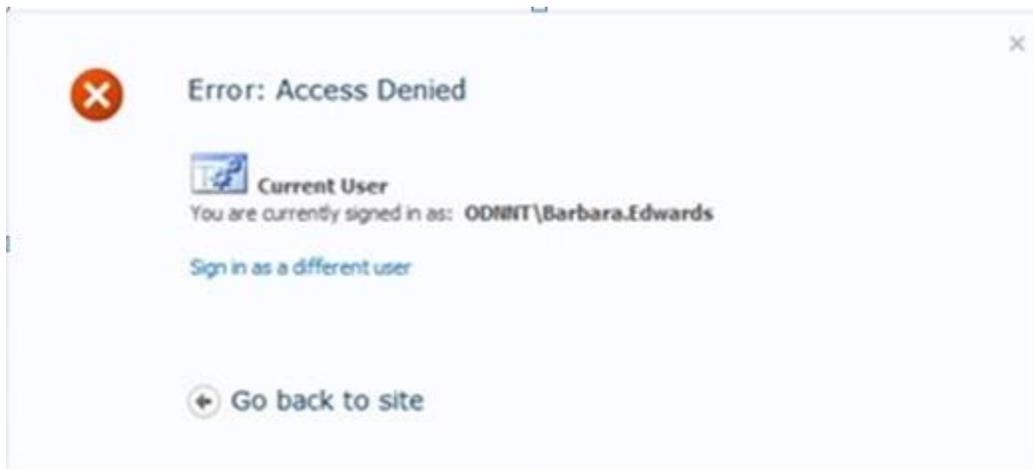


4. Determine your next step:

- a. If you successfully accessed IT ALPS, continue with [Navigating IT ALPS](#) for information on how to navigate the IT ALPS application.
- b. If you were not successful, continue with the next section, Issues Accessing IT ALPS.

## Issues Accessing IT ALPS

If you attempt to access IT ALPS and receive an error message, similar to the one show below, contact your IT ALPS administrator at [state.itplanning.manager@oit.ohio.gov](mailto:state.itplanning.manager@oit.ohio.gov).



The IT ALPS team will work with you to resolve potential issues, including:

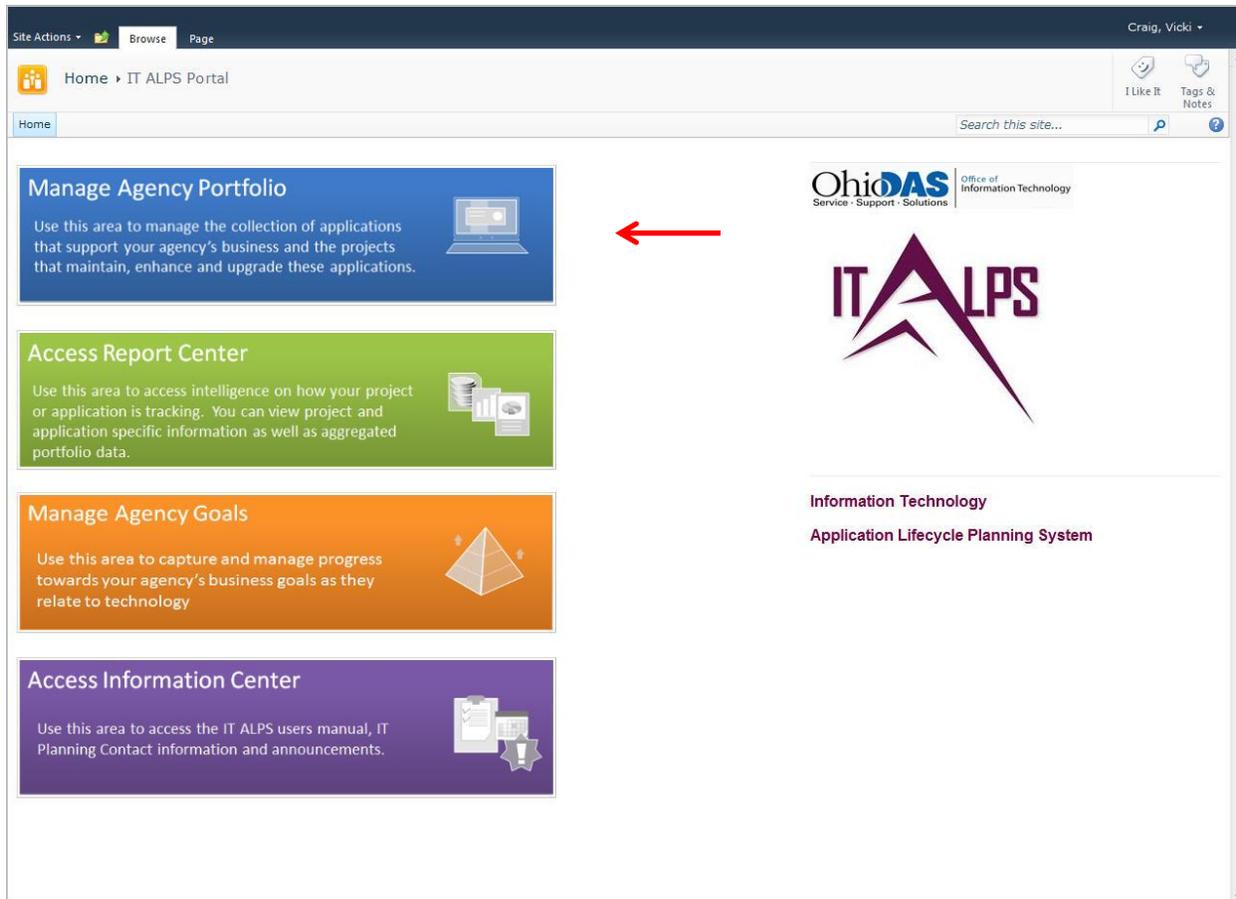
- Not provisioned as an IT ALPS user, or provisioned incorrectly
- Your agency does not utilize DAS Active Directory Services.

## Navigating IT ALPS

To navigate through IT ALPS and these training labs, you will need to have an understanding of the various areas within the application and the terminology used to describe various screen elements.

### Navigating the Home Page

The following shows the IT ALPS home page. The system displays the IT ALPS homepage when you initially access the application.



The home page contains four areas:

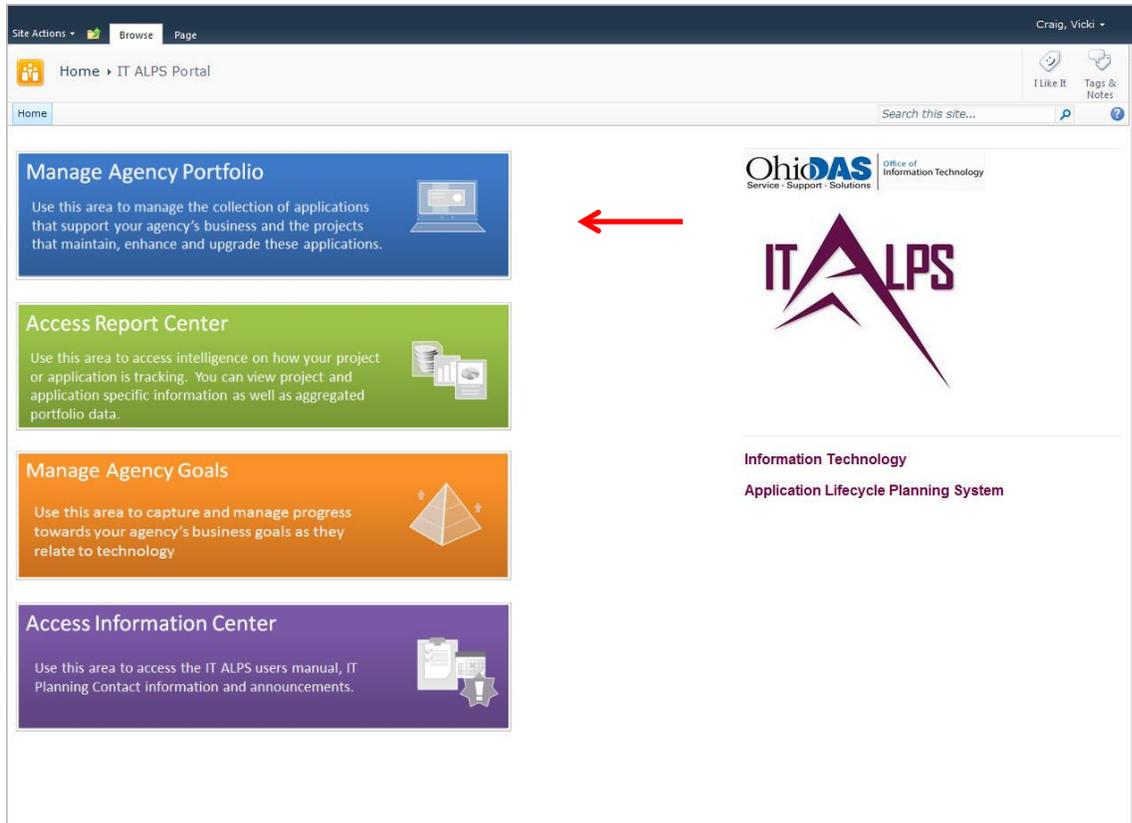
- **Manage Agency Portfolio**—this area contains agency background information such as your agency’s mission and IT budget, as well as the details behind your agency’s applications and projects.
- **Access Report Center**—this area enables you to access reports on your agency’s application and project information.
- **Manage Agency Goals**—this area enables you to capture and manage progress towards your agency’s business goals as they relate to information technology.

- **Access Information Center**—this area provides access to the IT ALPS user information, IT Planning contact information and announcements.

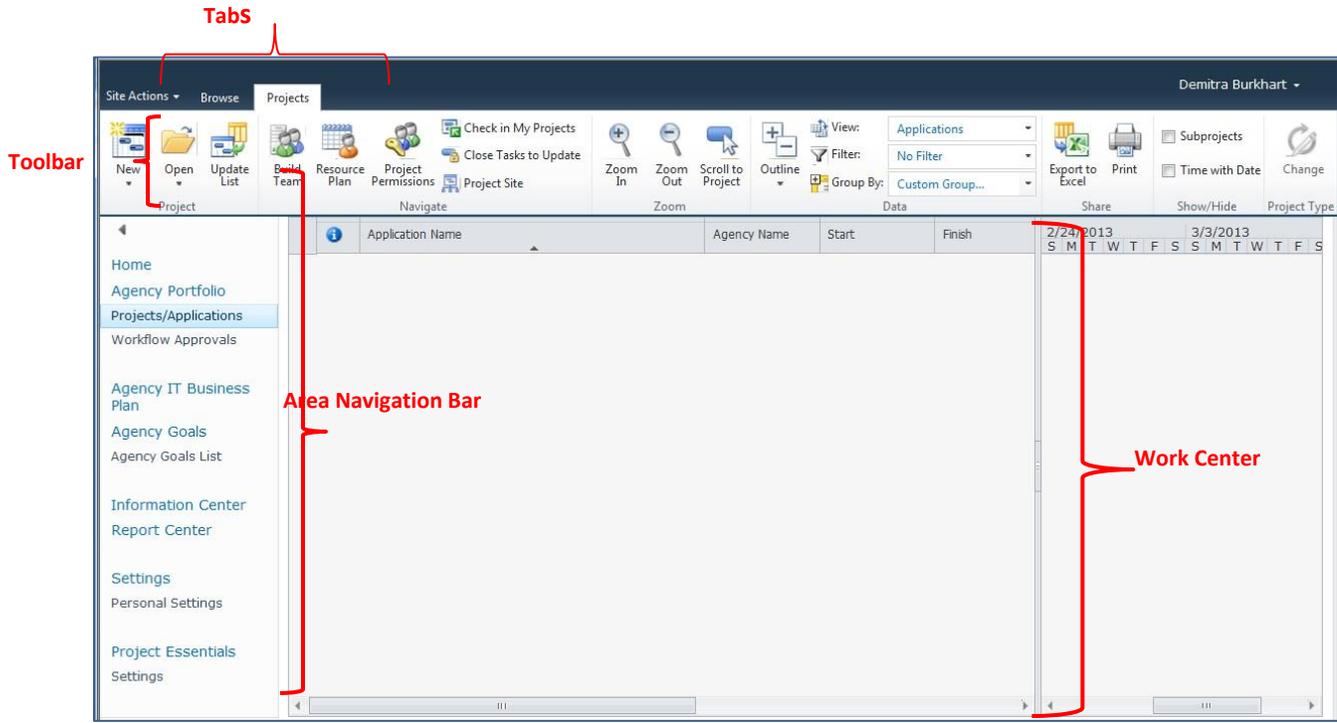
## Navigating the Agency Portfolio Area

The Agency Portfolio is the area where you can manage your agency’s portfolio of applications and projects, as well as record your agency’s mission and IT budget.

To access the Agency Portfolio area, click on **Manage Agency Portfolio** from the home page.

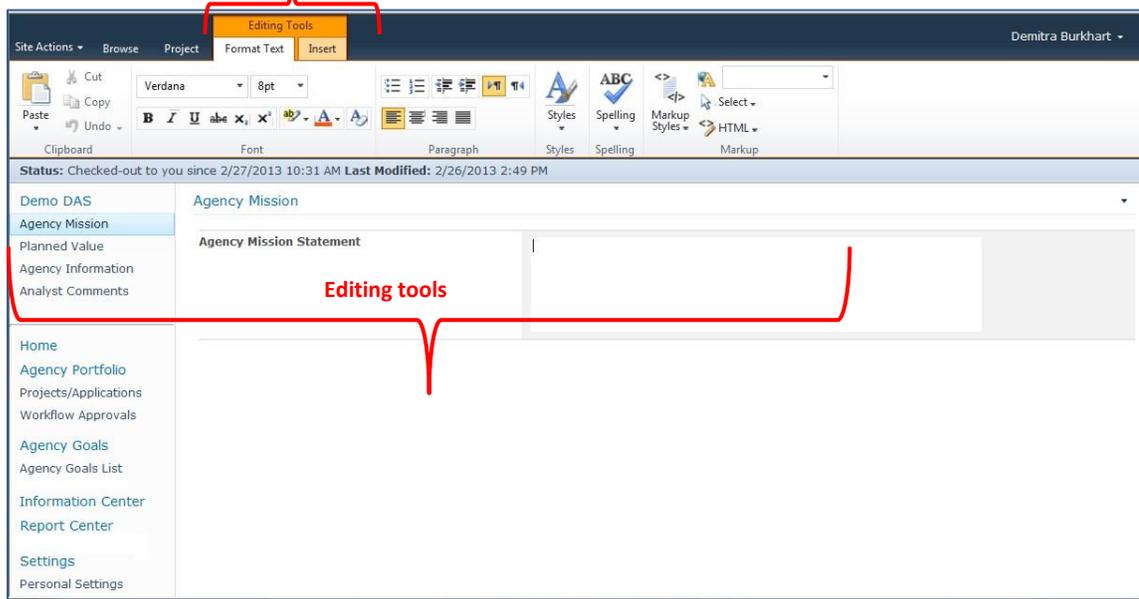


**Result:** The Agency Portfolio area displays the Projects/Applications page.



**NOTE:** The screen elements highlighted in the screen capture above will be referred to by this terminology throughout the user labs.

When you are entering/editing text on a screen, the system modifies the Tabs area to display editing tools, as shown below. **Additional Tabs**



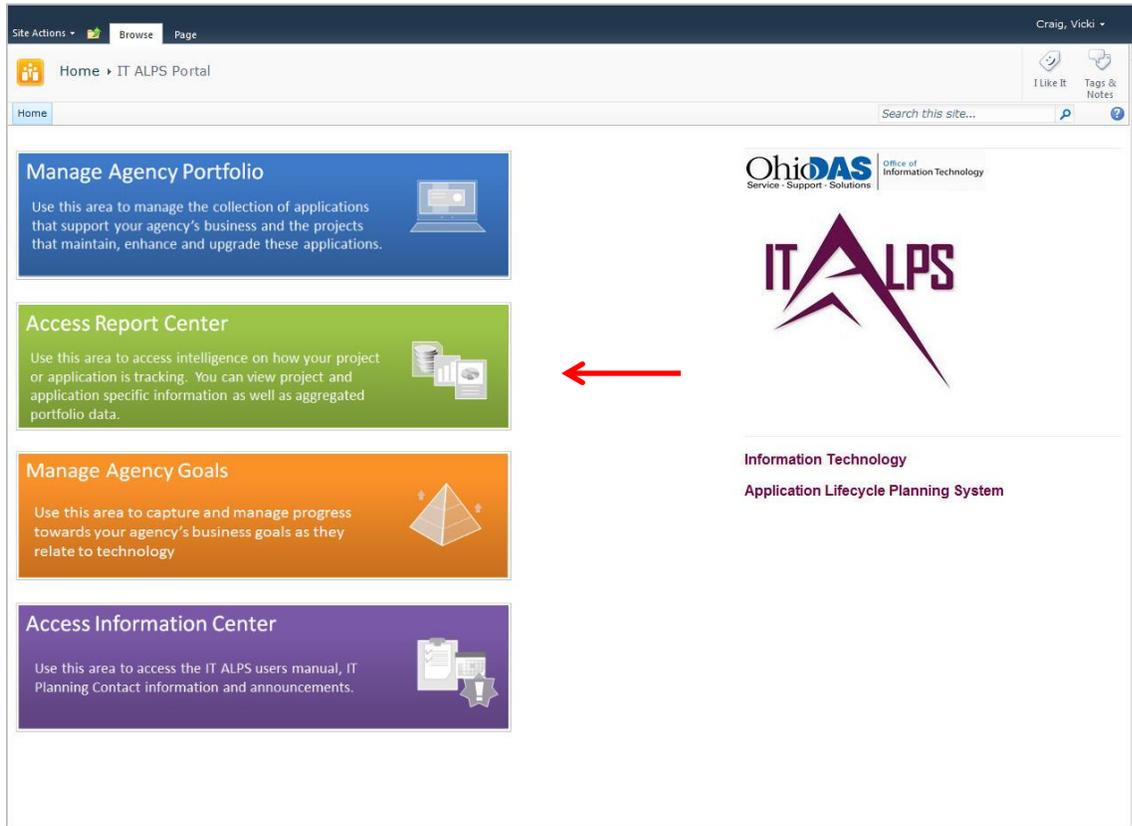
The table below provides a description of the components on the Agency Portfolio screen.

Component	Description
Area Navigation Bar	<p>The area navigation bar is shown throughout IT ALPs. The Area Navigation Bar serves as your main menu for navigating between the four areas within in IT ALPS. The Area Navigation bar contains the following options:</p> <ul style="list-style-type: none"> <li>• <b>Home</b>—this selection takes you back to the IT ALPS home page.</li> <li>• <b>Agency Portfolio: Project/Applications</b>—this selection takes you to the page where you can manage your agency’s projects and applications.</li> <li>• <b>Agency Portfolio: Workflow Approvals</b>—this selection takes you to the page where you can view the items that are in the workflow.</li> <li>• <b>Agency Goals: Agency Goals List</b>—this section takes you to the page where you can add, delete, and modify agency goals.</li> <li>• <b>Information Center</b>—this selection takes you to the page where you can access the training labs, user documentation, and announcements from IMS.</li> <li>• <b>Report Center</b>—this selection takes you to the page where you can run reports for projects, applications, goals, and optimization.</li> </ul>
Toolbar	<p>The toolbar contains all of the actions that can be taken relative to the page displayed. The toolbar will change based on where you are in IT ALPS and what actions can be performed at that time.</p>
Tabs	<p>Tabs enable you to switch between related pages within an IT ALPS area. The Tabs area will change and display editing tools if you are entering text into a text field</p>
Table	<p>Throughout IT ALPS, data will be displayed to you in a table format. Selections made on the toolbar will govern what is displayed in the table.</p>

## Navigating the Report Center

The Report Center is the area within IT ALPS where you can access the reports that have been created to help you manage your agency's projects and applications.

To access the Report Center area, click on **Access Report Center** from the home page.



**Result:** The Report Center area displays the reports available to you.

The screenshot shows the 'Report Center' interface. On the left is a navigation menu with categories like 'Home', 'Agency Portfolio', 'Agency Goals', 'Information Center', and 'Report Center'. The main area displays five report thumbnails, each with a title, a brief description, and a preview image:

- Agency IT Business Plan Report:** The Agency IT Business Plan Report combines the application and project portfolios into a single report. This report shows the project portfolio information and metrics in the context of the application lifecycle.
- Agency Financial Report:** The Agency Financial Report provides multiple views of the Agency IT Budget, (Project) Planned Values, (Project) Estimate at Completion (EAC), (Project) Actual Costs and calculated Variances of EAC to both the overall agency IT Budget and the (Project) Planned Values using both the Cost Center and Cost Structure dimensions.
- Agency Goals Financial Alignment Report:** The Agency Goals Financial Alignment Report is designed to show the alignment each application has to the agency goals. In addition, the financial details from the applications are aggregated to show the financial spend against each of the agency goals.
- Application Card Report:** The Application Card provides information about a particular application, including its purpose, technical architecture, server information, licensing, and vendor information, as well as the application's project portfolio and financial performance.
- Project Card Report:** The Project Card provides information about a specific project, including its purpose, lifecycle stage, start and end dates, as well as financial data.

On the right side of the interface, there is a large 'IT ALPS' logo and the text 'Report Center'.

### Accessing the IT Business Plan Report

To access the **IT Business Plan Report**, click on the thumbnail image of the report.

**Result:** The report displays.

The Agency IT Business Plan Report combines the application and project portfolios into a single report. This report shows the project portfolio information and metrics in the context of the application lifecycle.

### Accessing the Agency Financial Report

To access the Agency Financial Report, click on the thumbnail image of the report.

**Result:** The report displays.

The Agency Financial Report provides multiple views of the Agency IT Budget, (Project) Planned Values, (Project) Estimate at Completion (EAC), (Project) Actual Costs and calculated Variances of EAC to both the overall agency IT Budget and the (Project) Planned Values using both the Cost Center and Cost Structure dimensions.

### Accessing the Agency Goals Financial Alignment Report

To access the **Agency Goals Financial Alignment Report**, click on the thumbnail image of the report.

**Result:** The report displays.

The Agency Goals Financial Alignment Report is designed to show the alignment each application has to the agency goals. In addition, the financial details from the applications are aggregated to show the financial spend against each of the agency goals.

### Accessing the Application Card Report

To access the **Application Card Report**, click on the thumbnail image of the report.

**Result:** The report displays.

The Application Card provides information about a particular application, including its purpose, technical architecture, server information, licensing, and vendor information, as well as the application's project portfolio and financial performance.

### Accessing the Project Card Report

To access the **Project Card Report**, click on the thumbnail image of the report.

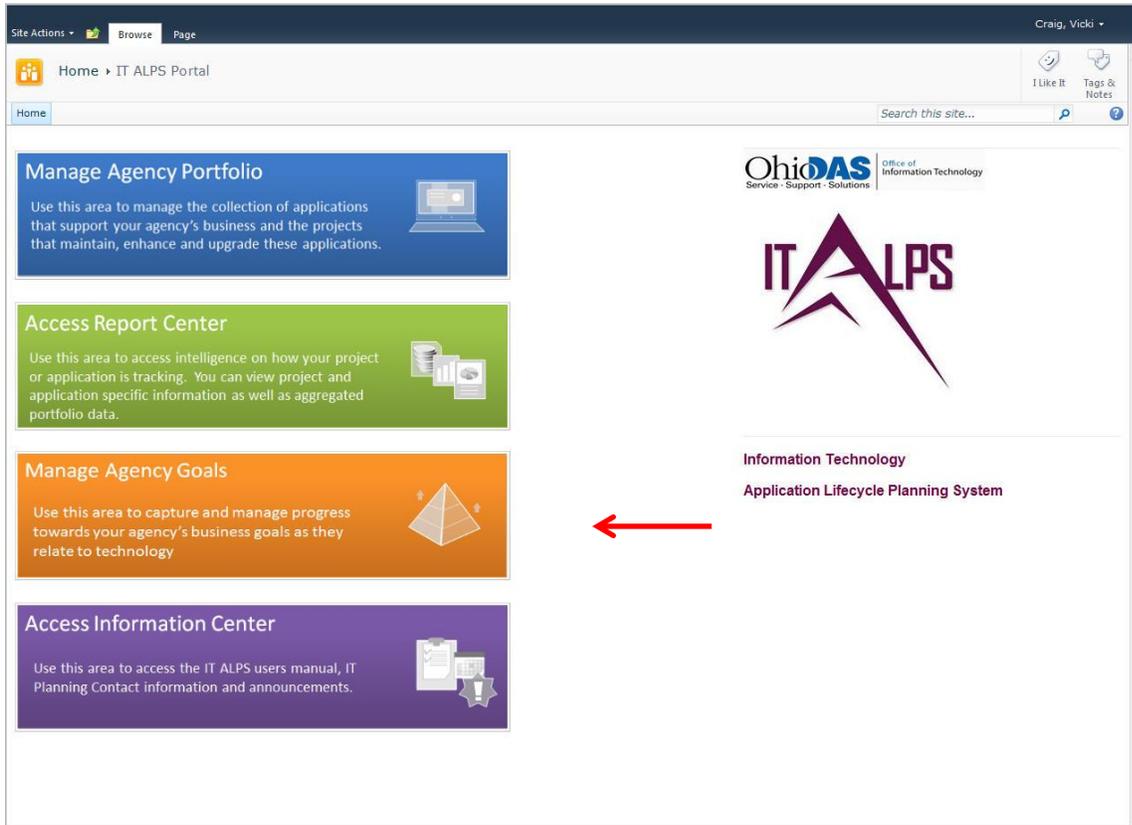
**Result:** The report displays.

The Project Card provides information about a specific project, including its purpose, lifecycle stage, start and end dates, as well as financial data.

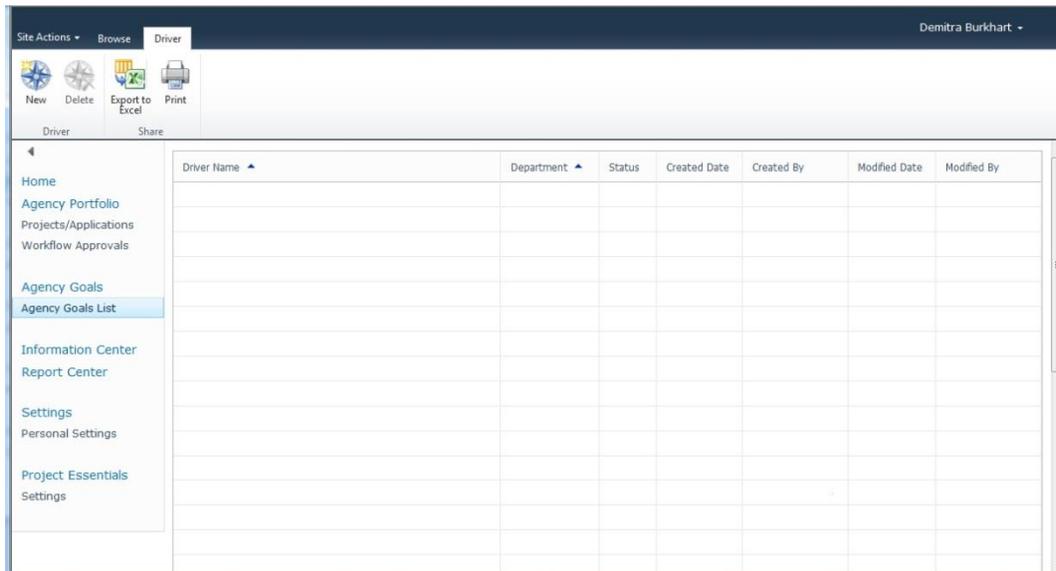
### Navigating the Agency Goals Area

The Agency Goals is the area where you can capture and manage progress towards your agency's business goals as they relate to IT projects. The system supports adding goals and prioritizing them to align with your agency's IT projects. This feature provides a visual that compares your IT projects against the identified goals and then displays whether your goals and deleting goals.

To access the Agency Goals area, click on **Manage Agency Goals** from the home page.



**Result:** The Agency Goals area displays.

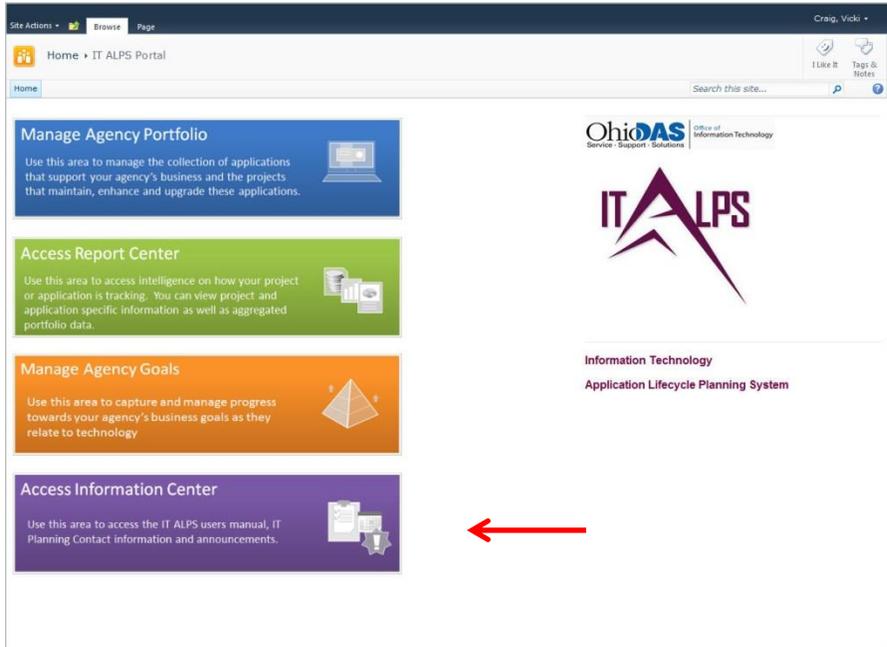


Adding goals and optimization will be introduced in a future phase of the project.

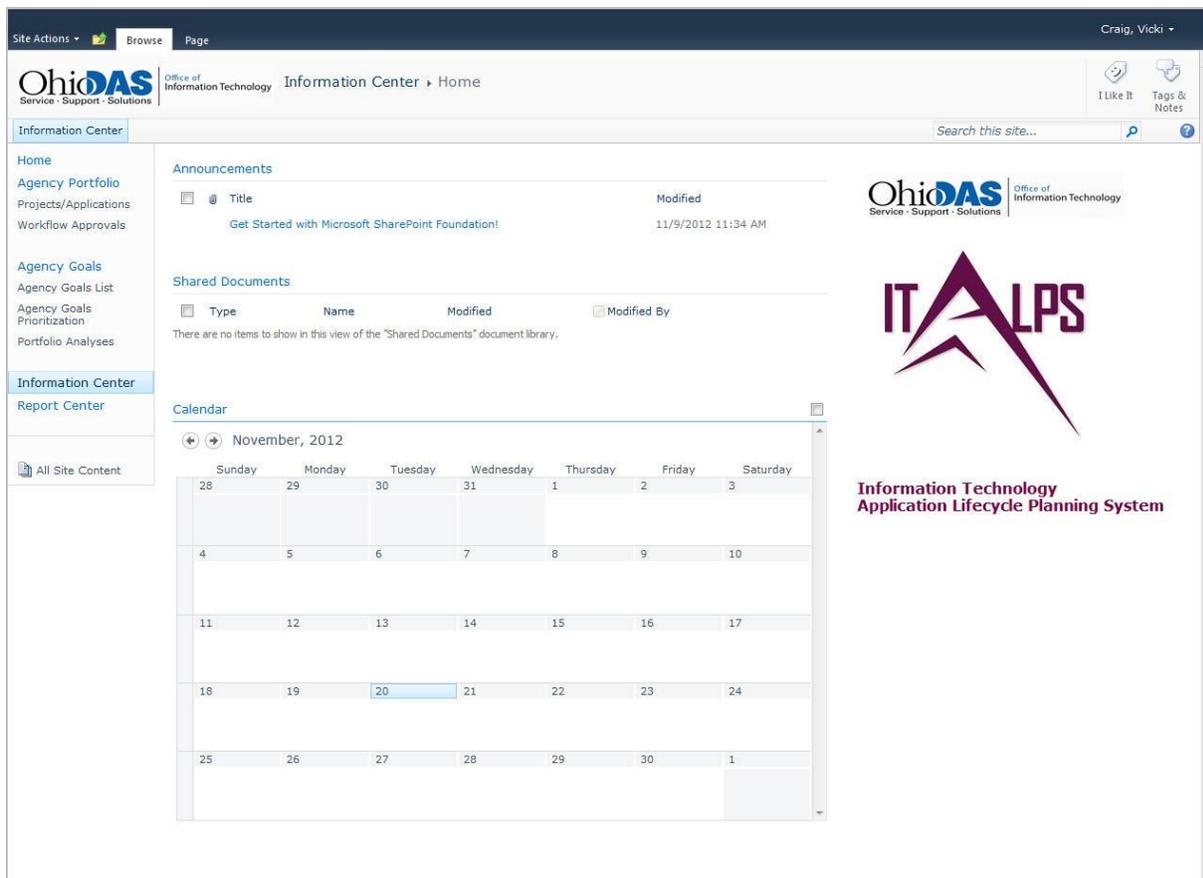
## Navigating the Information Center

The Information Center is the area within IT ALPS where you can access documentation and contact information to help you use the IT ALPS tool and understand the process milestones.

To access the Information Center area, click on Access Information Center from the home page.



**Result:** The Information Center area displays.



This page is divided into three sections:

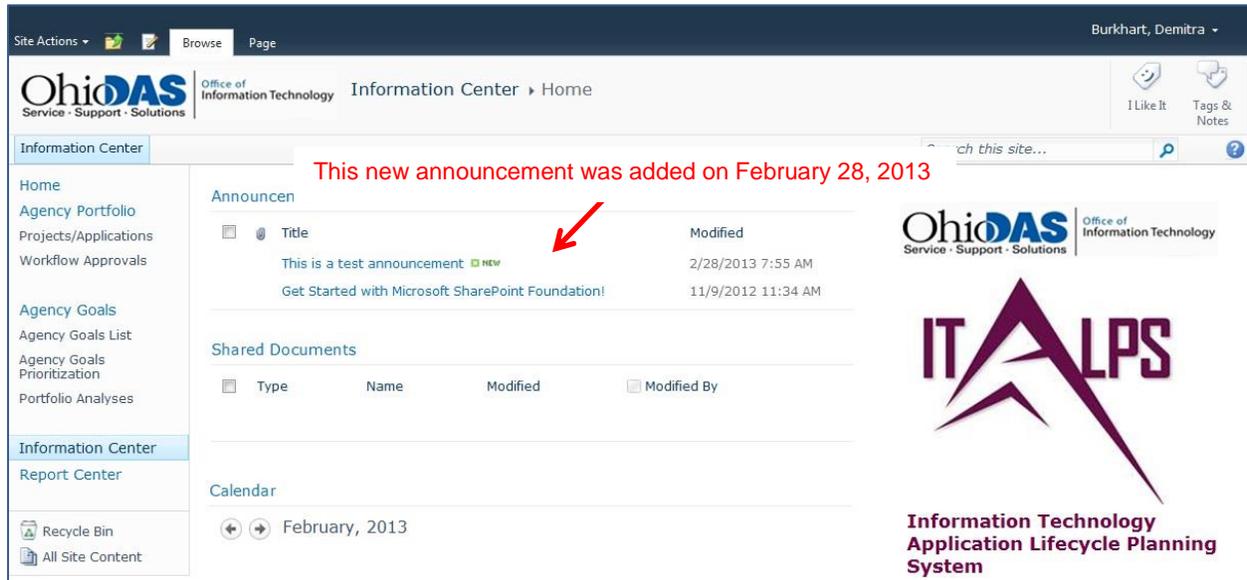
- **Announcements**—This section contains information regarding upcoming events, process milestones, or other announcements that the IT planning staff wants to share with you.
- **Shared Documents**—This section contains documentation such as this IT ALPS Users Guide and a listing of the OIT Analysts assigned to each agency.
- **Calendar**—This section contains a calendar of upcoming events and milestones with regard to IT Planning.

### Accessing Announcements

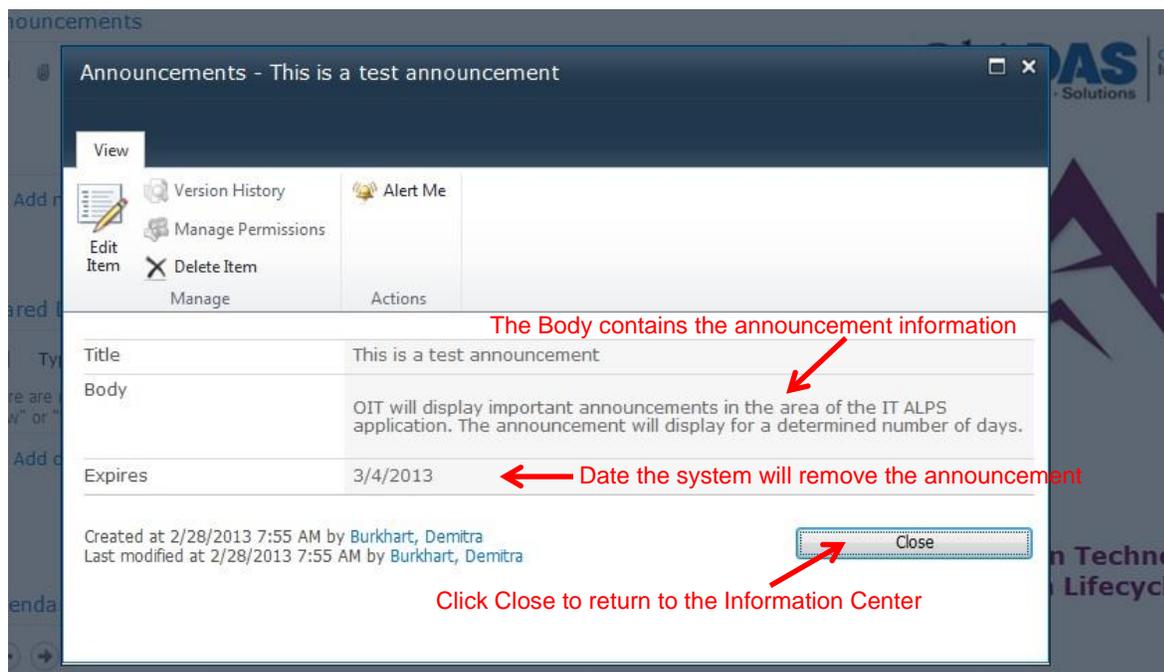
OIT will display important information concerning IT Planning in the Announcements area.

When a new announcement is added, the system displays the title of the announcement, the date of the announcement, and a New icon (  ). The system displays a list of the announcements in order of

their release date. An example of a new announcement is below.



To open an announcement, simply click on the title of the announcement. The page displays the message and the date the message will expire (be removed from the system).



Once you have read the message, simply click **Close** to return to the Information Center area.

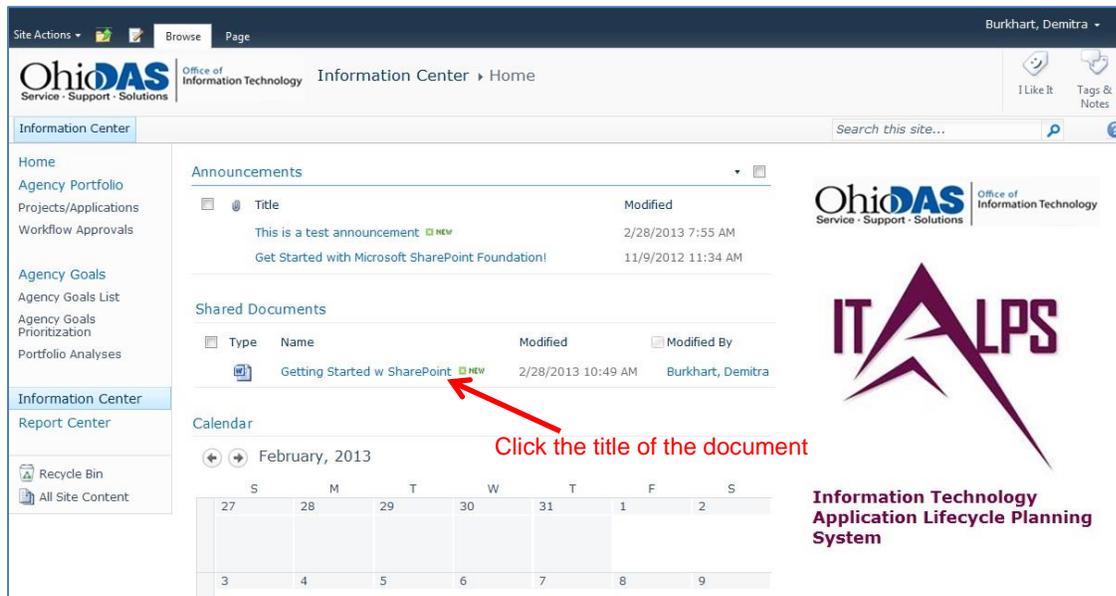
You will want to check the Information Center on a regular basis to ensure you do not miss important announcements.

## Accessing Shared Documents

This area contains support documentation to help you navigate the IT ALPS application, including:

- Navigating ALPS
- Adding Your Agency Mission Statement
- Adding an IT project
- Adding an application
- Associating a project to an application.

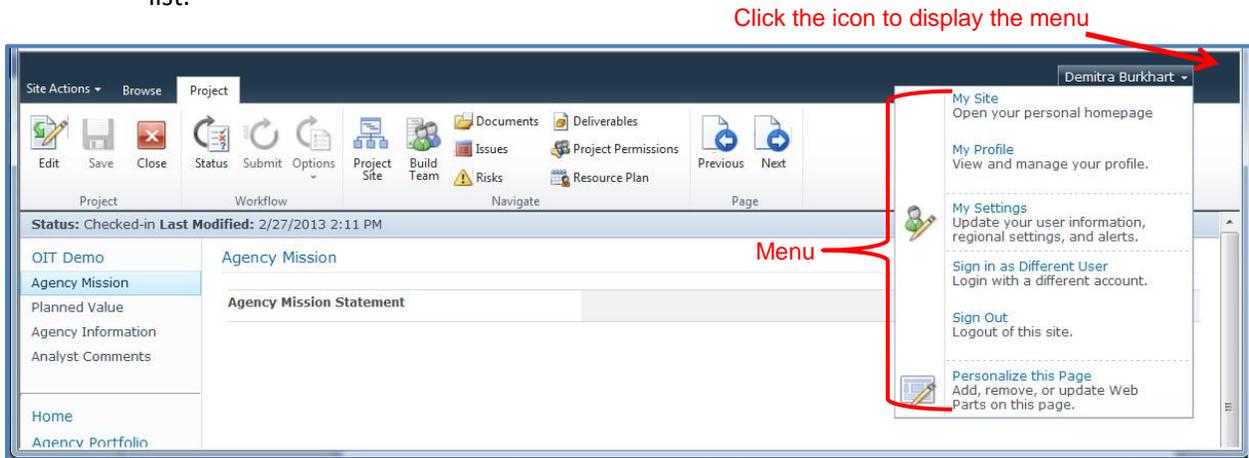
When a new document is added, the system displays the title of the document, the date the document was added, and a New icon (  ). The system displays a list of the documents in order of their release date. To access a document, click the title of the document. The system displays the document in a .PDF format.



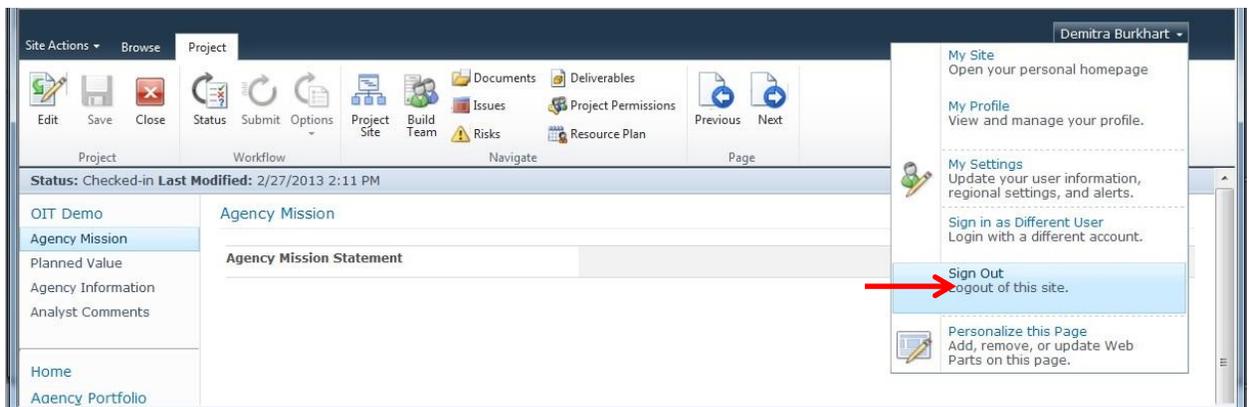
The screenshot shows the OhioDAS Information Center interface. The left sidebar contains navigation links such as Home, Agency Portfolio, Projects/Applications, and Agency Goals. The main content area is divided into sections: Announcements, Shared Documents, and a Calendar for February 2013. The Shared Documents table lists a document titled 'Getting Started w SharePoint' with a 'NEW' icon, a date of 2/28/2013 10:49 AM, and the author Burkhart, Demitra. A red arrow points to the title of this document, with the text 'Click the title of the document' written in red next to it. The IT ALPS logo and 'Information Technology Application Lifecycle Planning System' text are visible on the right side of the page.

## Exiting ALPS

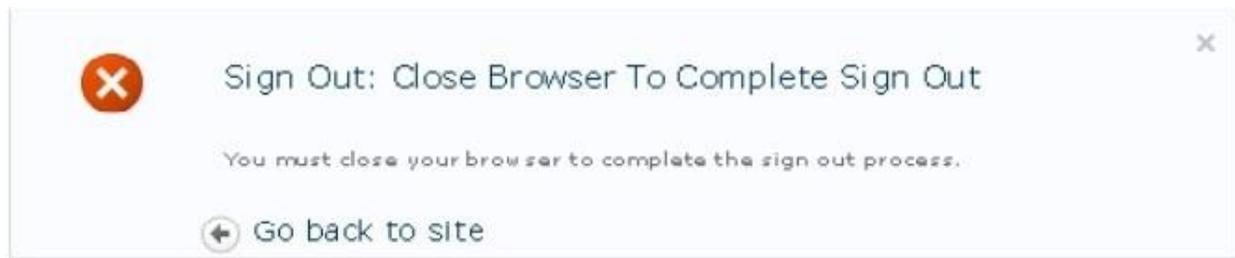
1. Select the arrow icon displayed beside your name, and select Sign Out from the drop-down list.



2. Select Sign Out.



**Result:** The system displays a confirmation message.



3. Close the web browser.

## Checking Out a File in IT ALPS

To update agency, application, or project information, IT ALPS requires users to ‘check-out’ the file. When a file is checked out:

- Other users can access a read-only view of the page
- Other users cannot modify the information on the page.

When you complete the updates, it is important to remember to check-in the file so that others have the opportunity to access the most current information.

Follow the steps below to check-out a file in IT ALPS.

1. Navigate to the page you wish to update. In the example below, we are updating the **Licensing** information page for the Demo application.

The screenshot shows the IT ALPS interface with the following elements:

- Site Actions:** Edit, Save, Close, Status, Submit, Options, Project Site, Build Team, Risks, Documents, Deliverables, Project Permissions, Previous, Next.
- Project:** Workflow, Navigate, Page.
- Status:** Checked-in Last Modified: 3/25/2013 10:39 AM
- Left Navigation:** Demo, Application Information, Project Associations, Application Roadmap, **Licensing**, Technology, Strategic Impact, Application Promotion, Comments, Analyst Comments, Home.
- Licensing Table:**

Software Vendor Name	Hyland Software, Inc.
License Model	Per Seat
Number of User Licenses Purchased	200
Number of Production Server Licenses Purchased	1
Number of Test Server Licenses Purchased	1
Current Number of Users	120
User License Utilization %	60
Software Assurance End Date	9/30/2013 8:00 AM

Red annotations in the image include:

- A bracket pointing to the status bar with the text: "The Licensing file displays as checked-in"
- A bracket pointing to the table with the text: "The fields are read-only because the file is currently checked-in"

2. Select the Edit icon to check-out the file.

**Result:** The **Status** changes to show the file is checked-out and the fields are now active.

The screenshot shows the ALPS web application interface. At the top, the status bar indicates the file is "Checked-out to you since 4/1/2013 9:19 AM Last Modified: 3/25/2013 10:39 AM". Below this, the "Licensing" form is displayed with the following fields:

Software Vendor Name	Hyland Software, Inc.
License Model	Per Seat
Number of User Licenses Purchased	200
Number of Production Server Licenses Purchased	1
Number of Test Server Licenses Purchased	1
Current Number of Users	120
User License Utilization %	60
Software Assurance End Date	9/30/2013 8:00 AM

Red annotations in the image highlight the status bar and the form fields, with text indicating "The Licensing file displays as checked-out" and "The fields can be edited".

3. Make any necessary updates to the file.
4. When you are ready to save and/or check-in the file, continue with Checking in a File in IT ALPS.

## Checking In a File in IT ALPS

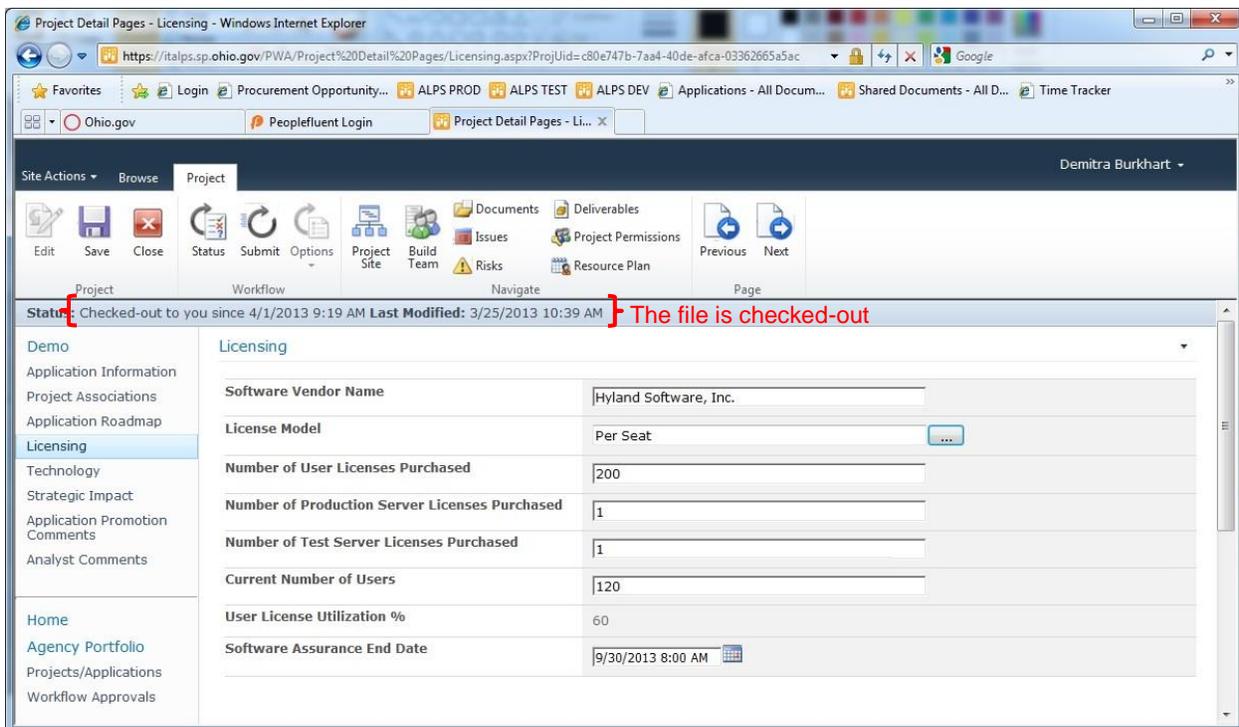
IT ALPS provides the flexibility to update a file, save the changes, and keep the file checked out. The system also provides the capability to save the changes and check-in a file in one-step.

To ensure others have access to the most current information, save and check-in the file after completing the updates.

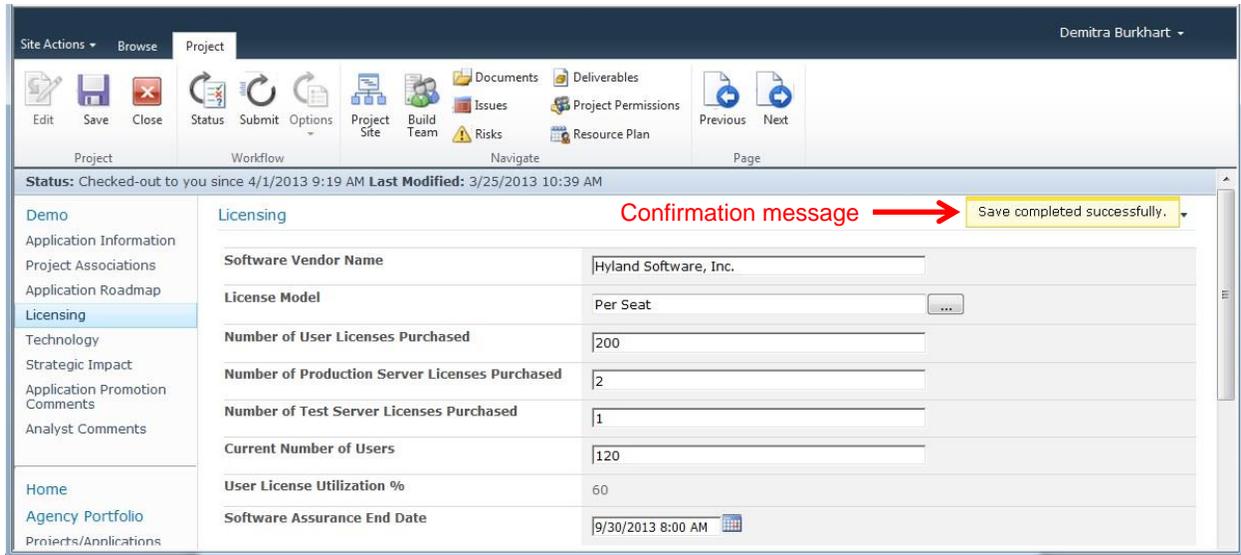
## Saving Changes to a File

Follow the steps below to save your changes to a file in IT ALPS.

1. After updating the file, click the Save icon  on the Toolbar. In the example below, we will save the **Licensing** information page for the Demo application.



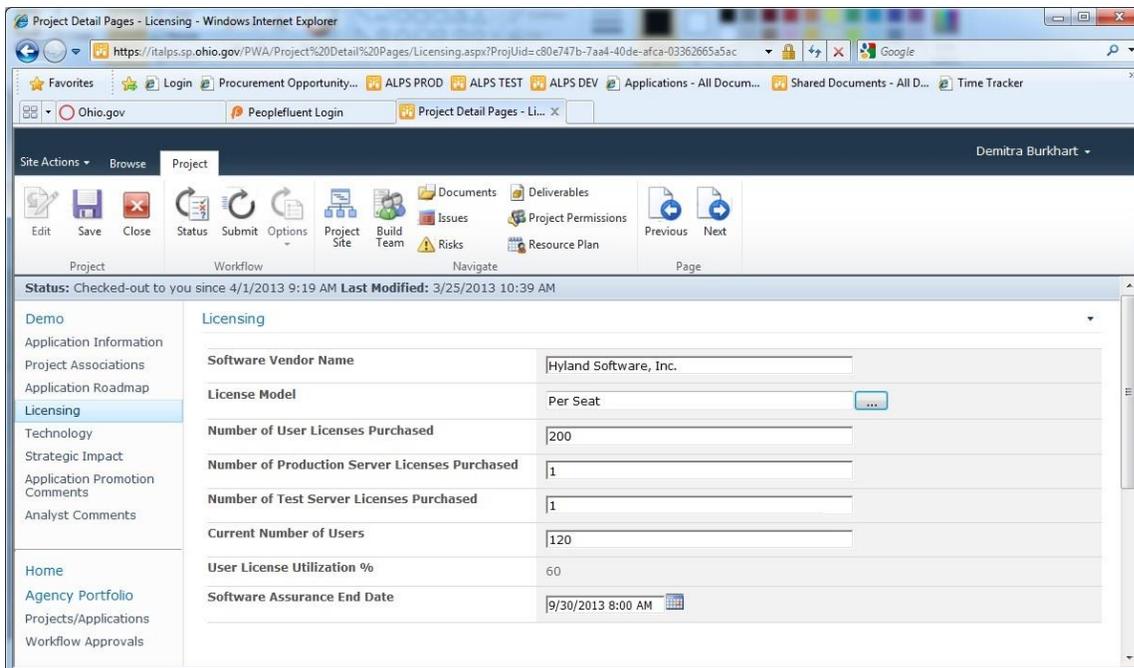
**Result:** The system processes the request and displays a confirmation message. The information is saved in IT ALPS, however, the file is still checked-out, and all of the fields are still active.



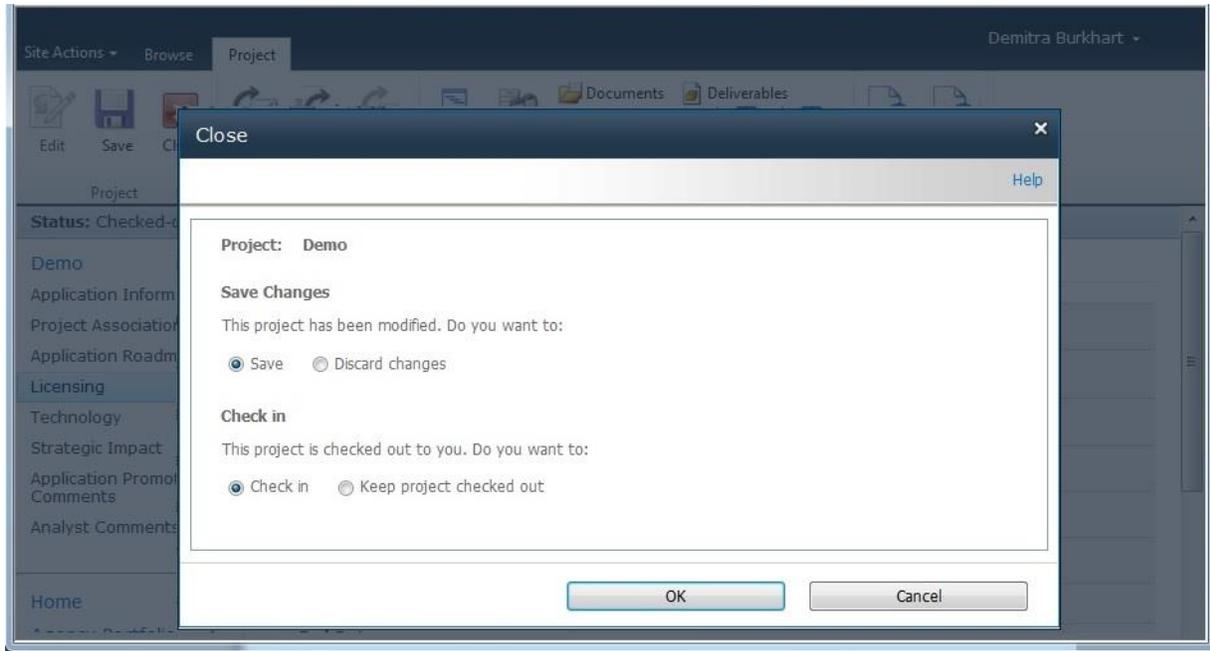
## Saving Changes and Checking In a File

Follow the steps below to save and check-in a file in one-step.

1. After updating the file, click the Close icon on the Toolbar. In the example below, we will check-in the **Licensing** page for the Demo application.

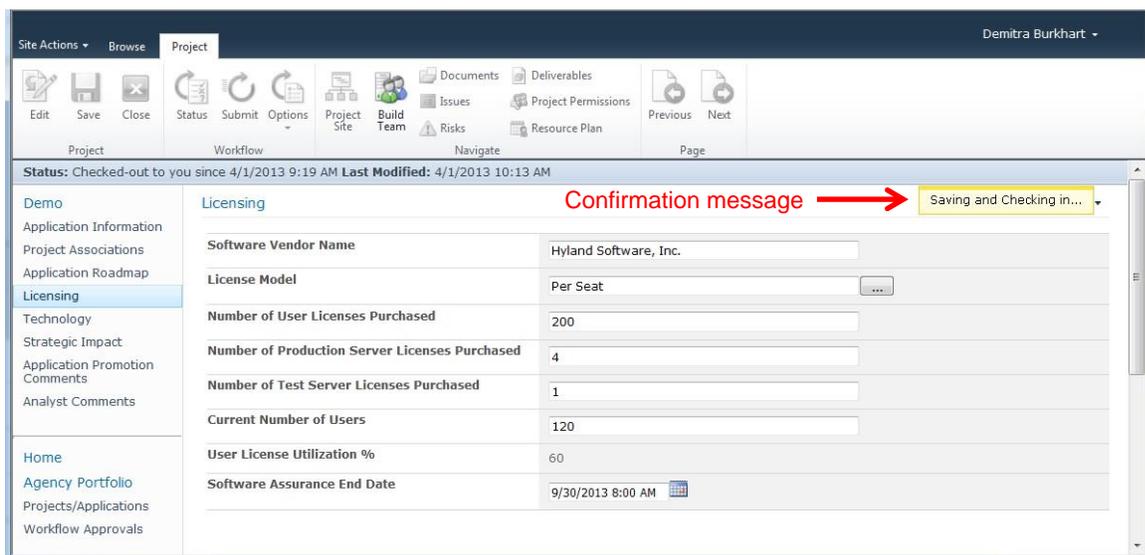


**Result:** The system displays a **Close** dialog box with two questions.

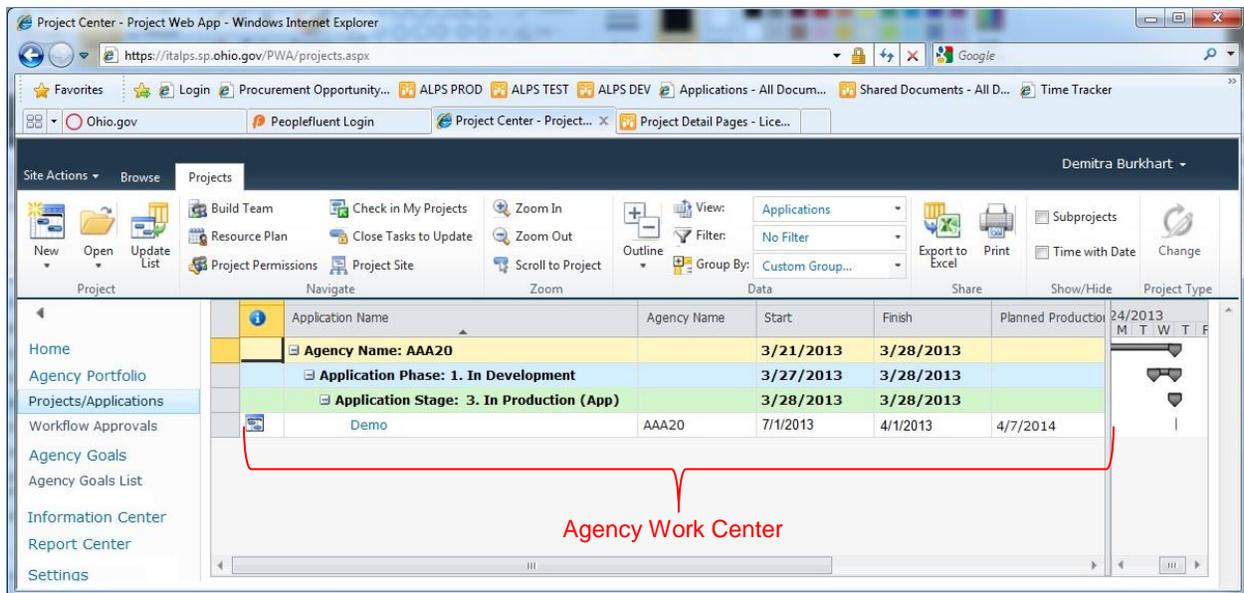


2. In the **Save Changes** section, select the **Save** radio button to update the file with the changes you made.
3. In the **Check in** section, select the **Check in** radio button to check the file back in to the system.
4. Click **OK**.

**Result:** The system displays confirmation messages as it processes the request, saves the information, and checks-in the file.



**Result:** The system closes the **Licensing** page and navigates back to the agency work center.

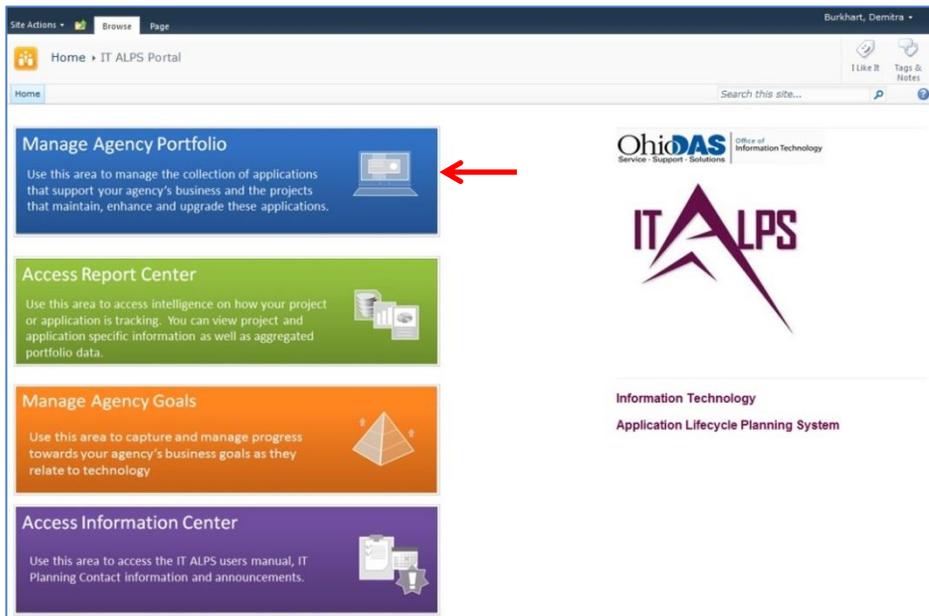


## How to Add Your Agency's Mission Statement into IT ALPS

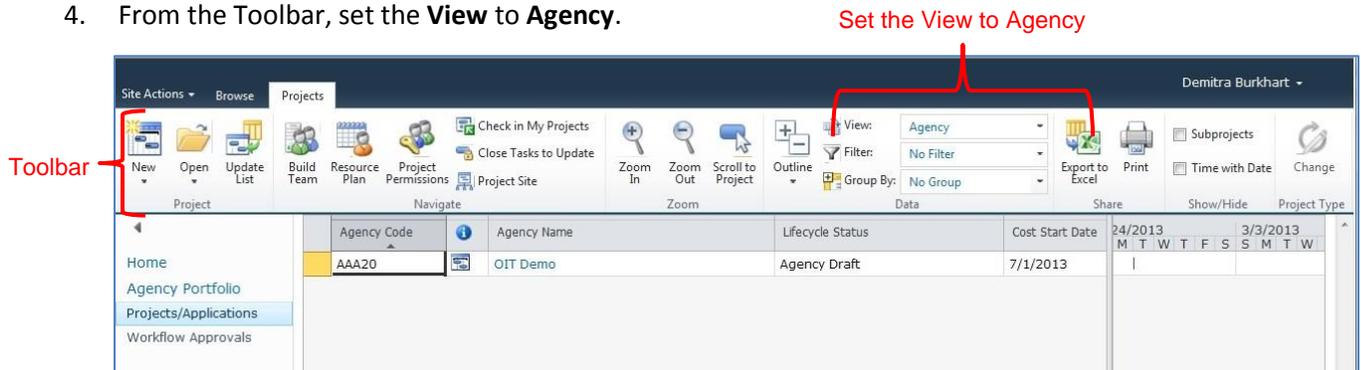
To add your agency's mission statement, follow the steps below.

1. From the desktop, open a web browser.
2. Navigate to the URL: <https://IT ALPS.sp.ohio.gov/SitePages/IT ALPS%20Portal.aspx>.

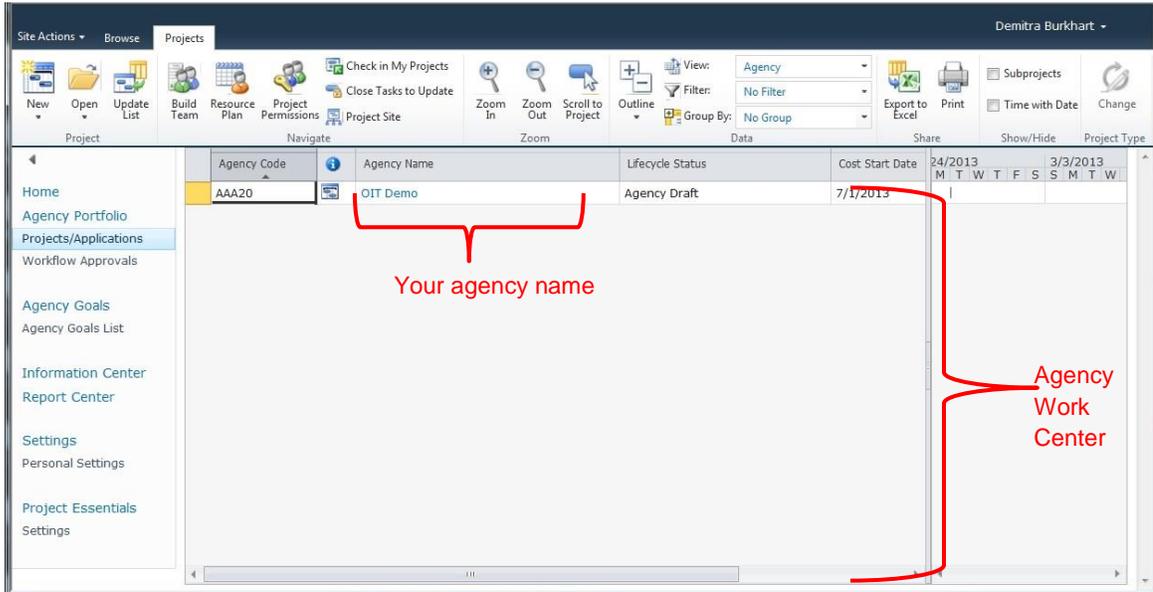
**Result:** The system displays the IT ALPS home page.



3. Click **Manage Agency Portfolio**.
4. From the Toolbar, set the **View** to **Agency**.

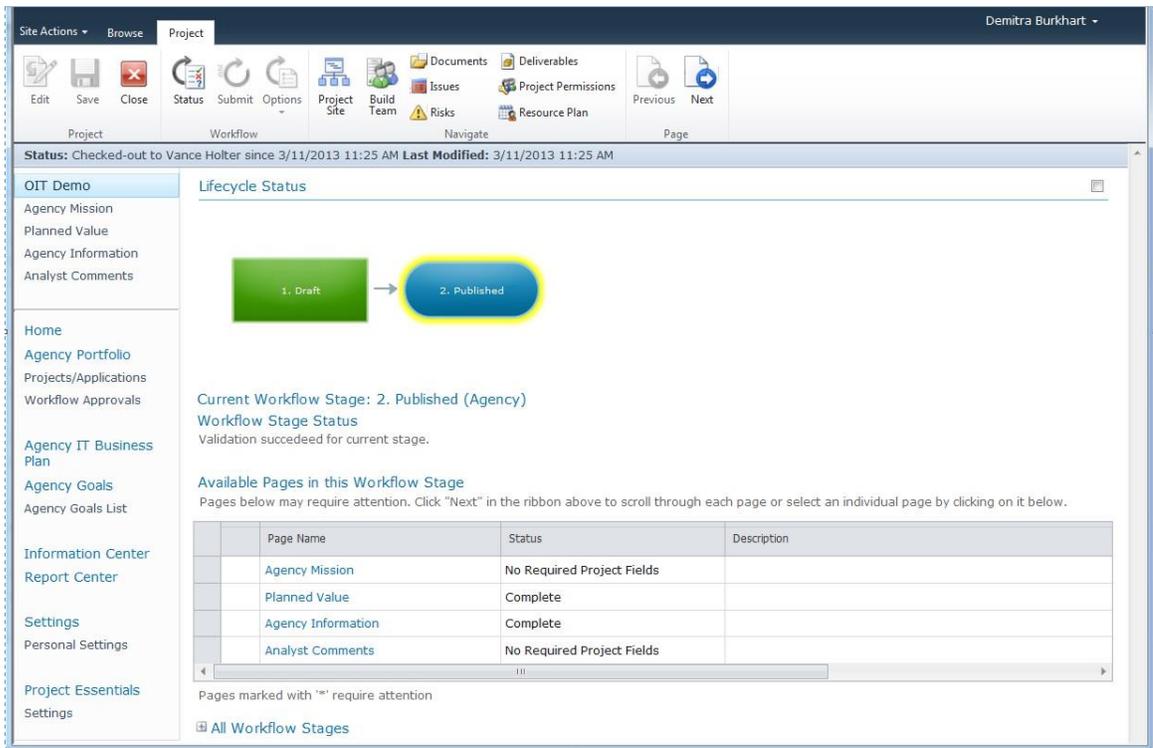


**Result:** The system displays your agency work center.



5. Select the name of your agency, in the **Agency Name** column.

**Result:** The system displays your **Agency Lifecycle Status** page.



6. From the Area Navigation Bar, select **Agency Mission**.

Agency Mission

Area Navigation Bar

Status: Checked-out to Vance Holter since 3/11/2013 11:25 AM Last Modified: 3/11/2013 11:25 AM

**Agency Mission**

Lifecycle Status

1. Draft → 2. Published

Current Workflow Stage: 2. Published (Agency)

Workflow Stage Status  
Validation succeeded for current stage.

Available Pages in this Workflow Stage  
Pages below may require attention. Click "Next" in the ribbon above to scroll through each page or select an individual page by clicking on it below.

	Page Name	Status	Description
	Agency Mission	No Required Project Fields	
	Planned Value	Complete	
	Agency Information	Complete	
	Analyst Comments	No Required Project Fields	

Pages marked with "\*" require attention

All Workflow Stages

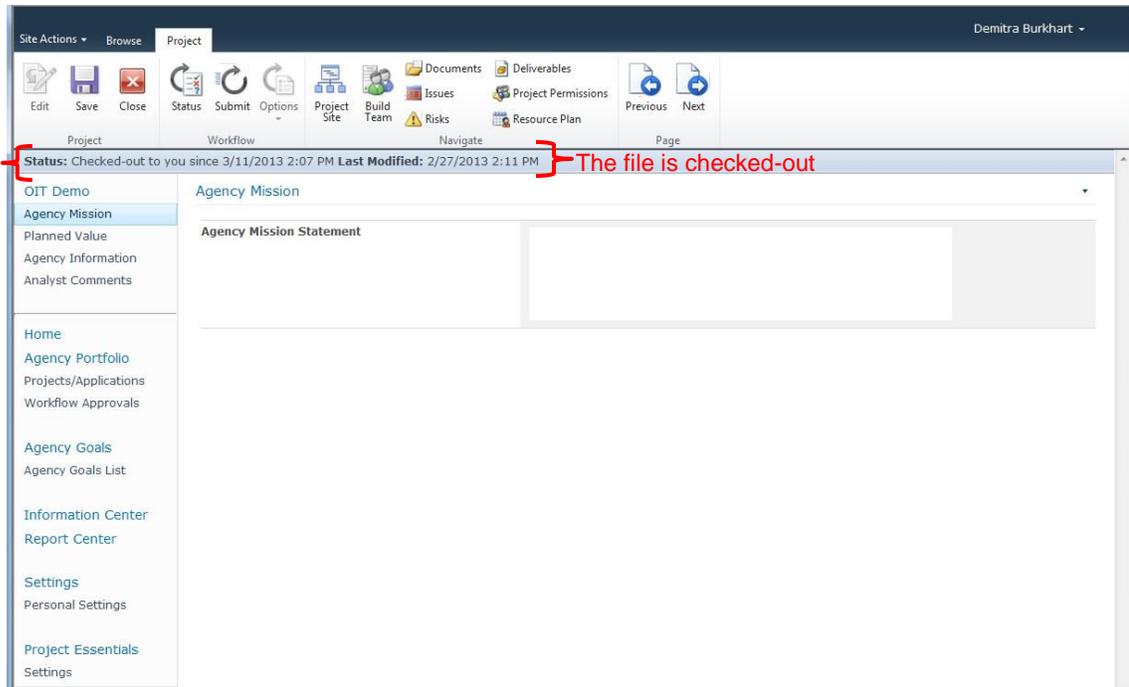
**Result:** The system displays the **Agency Mission** page.

Agency Mission

Agency Mission Statement

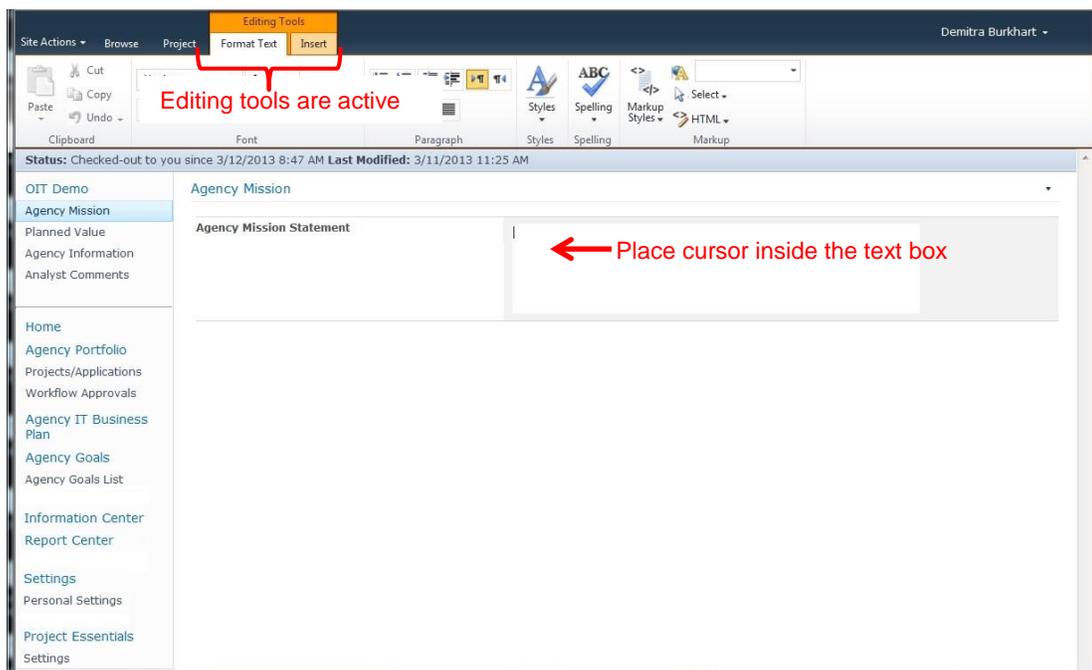
- To begin adding the mission statement, click the Edit icon to check-out the file.

**Result:** The system displays a Status message showing the file is checked-out.



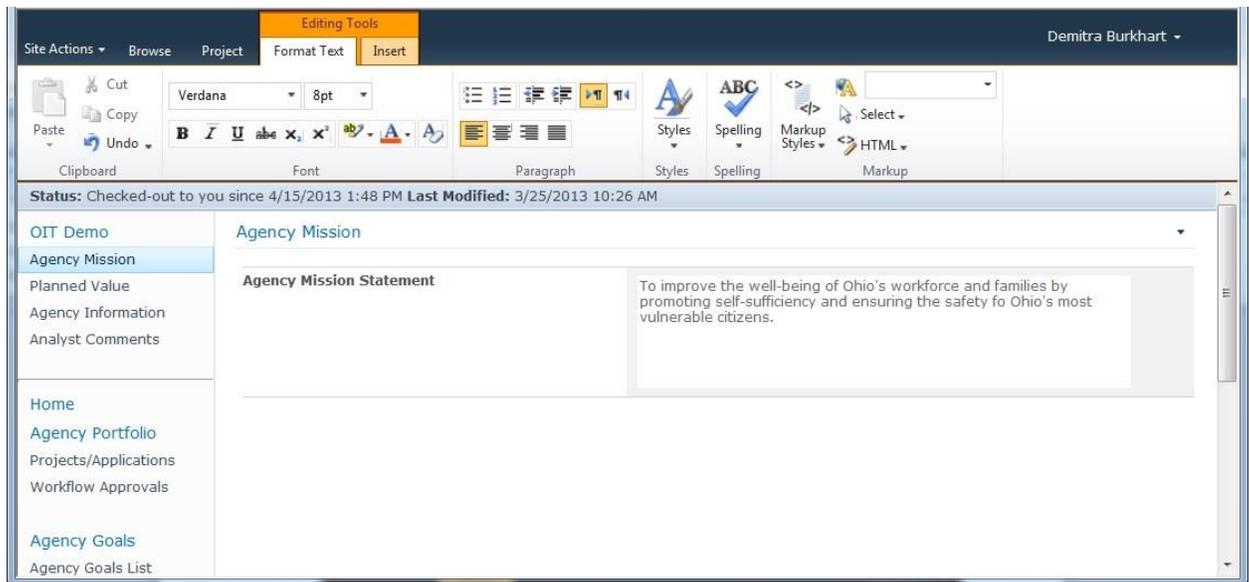
- Place the cursor inside the **Agency Mission Statement** text field.

- Result:** The Editing Tools are active, and you can enter your agency's mission statement.



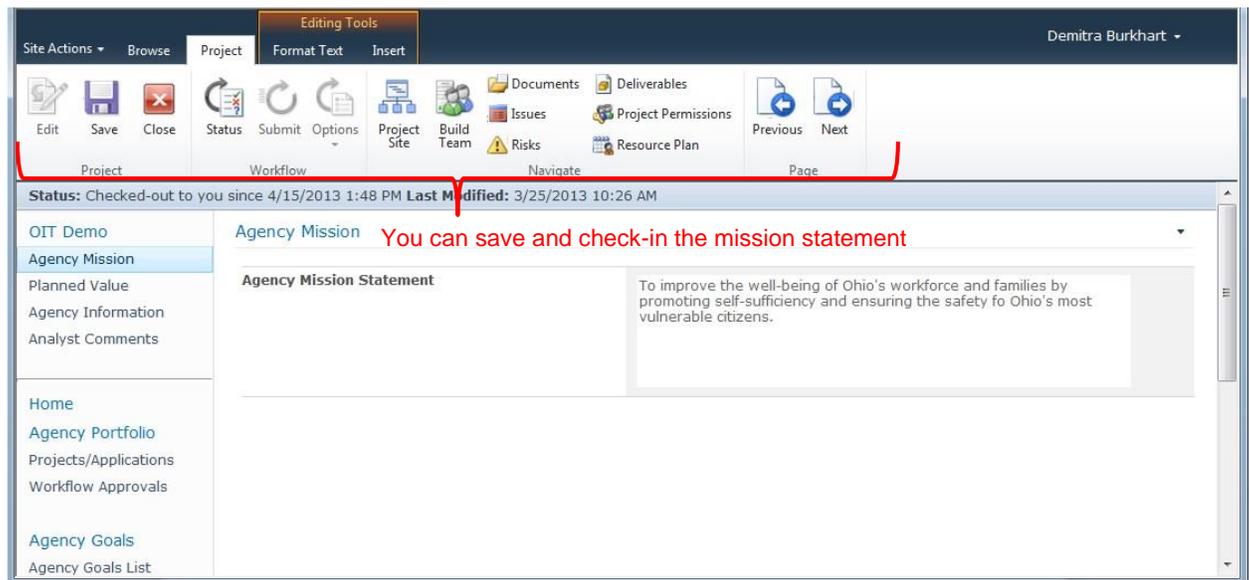
10. Enter the following in the **Agency Mission Statement** field:

**To improve the well-being of Ohio’s workforce and families by promoting economic self-sufficiency and ensuring the safety of Ohio’s most vulnerable citizens.**



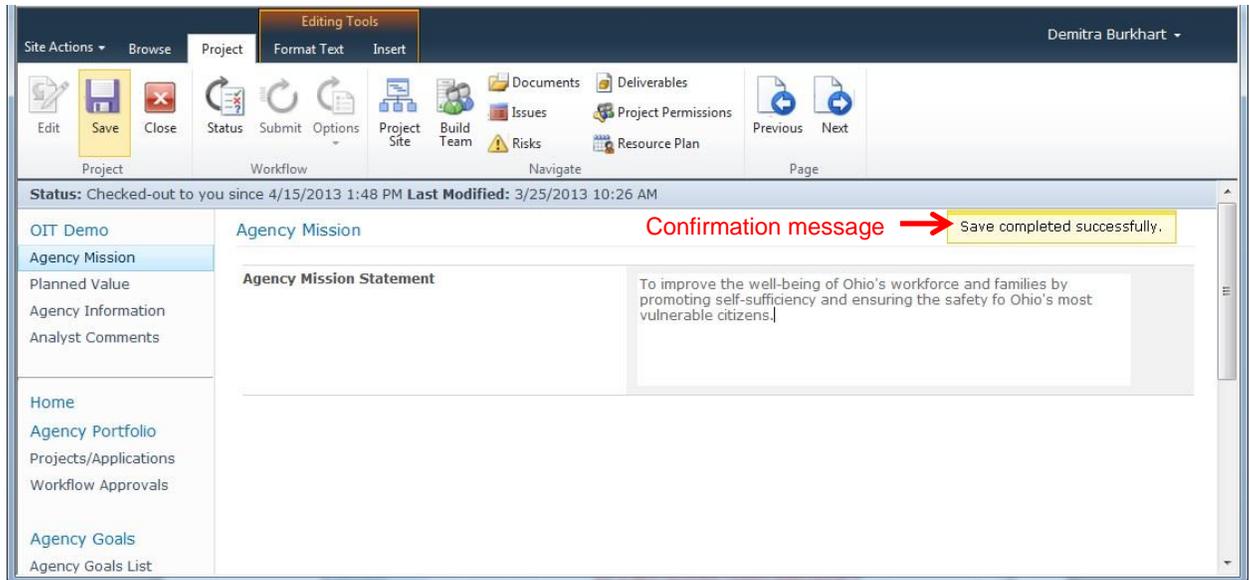
11. When complete, click the **Project** tab, above the Toolbar.

**Result:** The system closes the Editing Tools and activates the icons to save and check-in the mission statement.



12. Click the Save icon  to save the mission statement to the system.

**Result:** The system processes the request and displays a confirmation message.



13. Continue with [How to Enter Your Agency's IT Planned Value \(PV\) into IT ALPS.](#)

## How to Enter Your Agency's IT Planned Value (PV) into IT ALPS

This lab will focus on adding IT budget information for fiscal years 2014-2015.

1. From the Area Navigation Bar, select **Planned Value**.

The screenshot shows the IT ALPS interface for a project named 'OIT Demo'. The 'Area Navigation Bar' on the left side of the page is highlighted with a red box. Within this bar, the 'Planned Value' link is highlighted with a red arrow and the text 'Planned Value'. The main content area shows a 'Lifecycle Status' diagram with two stages: '1. Draft' and '2. Published'. Below the diagram, it indicates the 'Current Workflow Stage: 2. Published (Agency)'. A table below lists pages that require attention, including 'Planned Value' which is marked as 'Complete'.

Page Name	Status	Description
Agency Mission	No Required Project Fields	
Planned Value	Complete	
Agency Information	Complete	
Analyst Comments	No Required Project Fields	

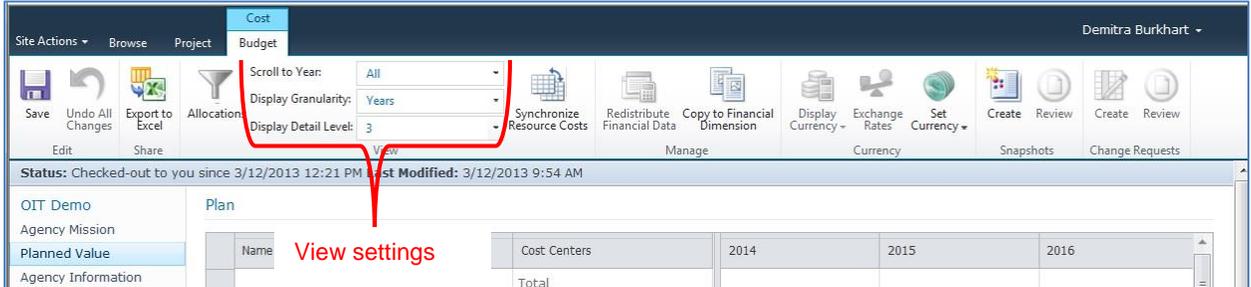
**Result:** The system displays the **Planned Value** page.

The screenshot shows the IT ALPS interface for the 'Budget' section. The 'Planned Value' page is displayed, showing a table with columns for 'Name', 'Cost Centers', and fiscal years '2014', '2015', and '2016'. The table is currently empty, indicating that no data has been entered yet.

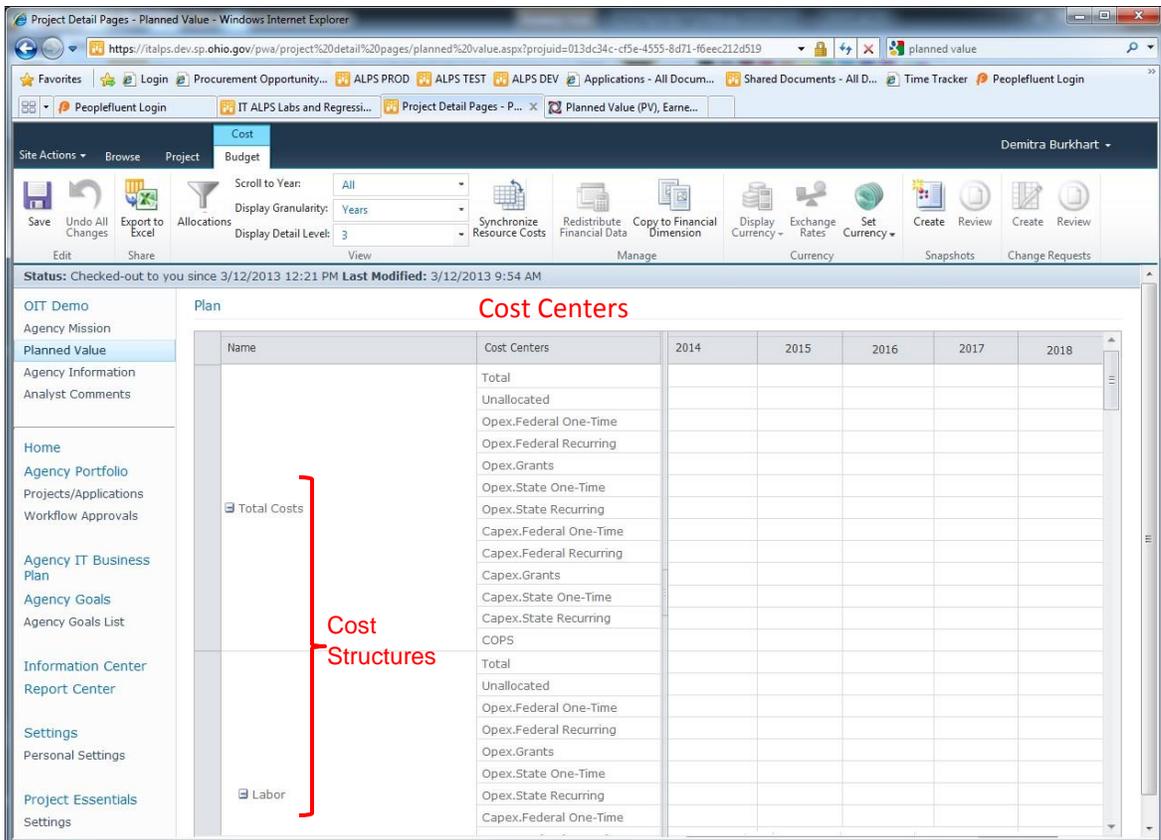
Name	Cost Centers	2014	2015	2016
Total Costs	Total			
	Unallocated			
	Opex.Federal One-Time			
	Opex.Federal Recurring			
	Opex.Grants			
	Opex.State One-Time			
	Opex.State Recurring			
	Capex.Federal One-Time			
	Capex.Federal Recurring			
	Capex.Grants			
	Capex.State One-Time			
	Capex.State Recurring			
	COPS			

2. From the Toolbar, set the view to the following settings:

- Scroll to Year: **All**
- Display Granularity: **Years**
- Display Detail Level: **3**



**Result:** The system displays all of the Cost Structures, the Cost Center for each Cost Structure, and five years of budget.



## Entering IT Budget for Fiscal Year 2014

3. Scroll down to **Internal Labor** Cost Structure and enter \$5,000,000.00 in **Opex.State Recurring**.

**NOTE:** IT ALPS auto formats the amount. When entering a whole number, do not enter \$, commas, or decimal points. For example, enter 1000000 and the system will display \$1,000,000.00. If entering less than a whole number, enter the decimal point. For example, enter 1000000.50 and the system will auto format the amount and display \$1,000,000.50.

Name	Cost Centers	2014	2015	2016
Internal Labor	Total	\$5,000,000.00		
	Unallocated			
	Opex.Federal One-Time			
	Opex.Federal Recurring			
	Opex.Grants			
	Opex.State One-Time			
	Opex.State Recurring	\$5,000,000.00		
	Capex.Federal One-Time			
	Capex.Federal Recurring			
	Capex.Grants			
	Capex.State One-Time			
	Capex.State Recurring			
	COPS			

4. Scroll down to **External Labor** Cost Structure and enter \$10,000,000.00 in **Opex.Grants**.

Name	Cost Centers	2014	2015	2016
External Labor	Total	\$10,000,000.00		
	Unallocated			
	Opex.Federal One-Time			
	Opex.Federal Recurring			
	Opex.Grants	\$10,000,000.00		
	Opex.State One-Time			
	Opex.State Recurring			
	Capex.Federal One-Time			
	Capex.Federal Recurring			
	Capex.Grants			
	Capex.State One-Time			
	Capex.State Recurring			
	COPS			

5. Scroll down to **Software Purchase Cost Structure** and enter \$500,000.00 in **Opex.Grants**.

Name	Cost Centers	2014	2015	2016
Software Purchases	Total	\$500,000.00		
	Unallocated			
	Opex.Federal One-Time			
	Opex.Federal Recurring			
	Opex.Grants	\$500,000.00		
	Opex.State One-Time			
	Opex.State Recurring			
	Capex.Federal One-Time			
	Capex.Federal Recurring			
	Capex.Grants			
	Capex.State One-Time			
	Capex.State Recurring			
	COPS			

6. Scroll down to **Hardware Purchase Cost Structure** and enter \$75,000.00 in **Opex.Grants** and \$150,000.00 in **Opex.State Recurring**.

Name	Cost Centers	2014	2015	2016
Hardware Purchases	Total	\$225,000.00		
	Unallocated			
	Opex.Federal One-Time			
	Opex.Federal Recurring			
	Opex.Grants	\$75,000.00		
	Opex.State One-Time			
	Opex.State Recurring	\$150,000.00		
	Capex.Federal One-Time			
	Capex.Federal Recurring			
	Capex.Grants			
	Capex.State One-Time			
	Capex.State Recurring			
	COPS			

7. Scroll down to **Hardware Maintenance** Cost Structure and enter \$15,000.00 in **Opex.State Recurring**.

Agency Mission	Name	Cost Centers	2014	2015	2016
Planned Value	Hardware Maintenance	Total	\$15,000.00		
Agency Information		Unallocated			
Analyst Comments		Opex.Federal One-Time			
Home		Opex.Federal Recurring			
Agency Portfolio		Opex.Grants			
Projects/Applications		Opex.State One-Time			
Workflow Approvals		Opex.State Recurring	\$15,000.00		
Agency Goals		Capex.Federal One-Time			
Agency Goals List		Capex.Federal Recurring			
Agency Goals Prioritization		Capex.Grants			
Portfolio Analyses		Capex.State One-Time			
		Capex.State Recurring			
		COPS			

8. Scroll down to the **Enterprise Services** Cost Structure and enter \$45,000.00 in **Opex.State Recurring**.

Agency Mission	Name	Cost Centers	2014	2015	2016
Planned Value	Enterprise Services	Total	\$45,000.00		
Agency Information		Unallocated			
Analyst Comments		Opex.Federal One-Time			
Home		Opex.Federal Recurring			
Agency Portfolio		Opex.Grants			
Projects/Applications		Opex.State One-Time			
Workflow Approvals		Opex.State Recurring	\$45,000.00		
Agency Goals		Capex.Federal One-Time			
Agency Goals List		Capex.Federal Recurring			
Agency Goals Prioritization		Capex.Grants			
Portfolio Analyses		Capex.State One-Time			
		Capex.State Recurring			
		COPS			

9. Scroll down to the **Other** Cost Structure and enter \$10,000.00 in **Opex.State Recurring**.

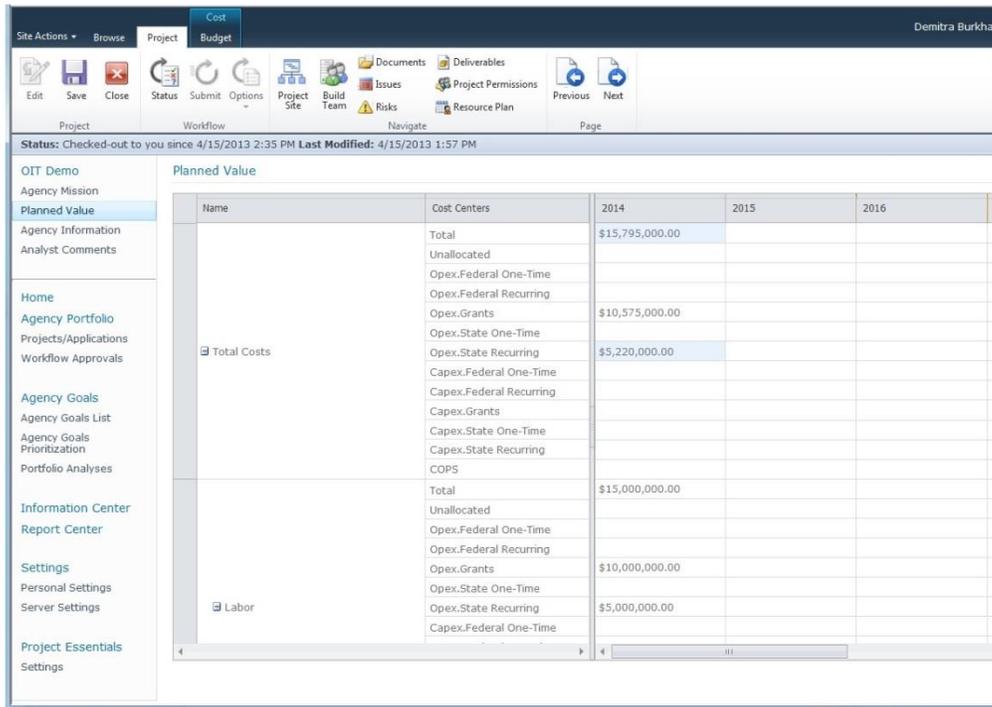
Name	Cost Centers	2014	2015	2016
Other	Total	\$10,000.00		
	Unallocated			
	Opex.Federal One-Time			
	Opex.Federal Recurring			
	Opex.Grants			
	Opex.State One-Time			
	Opex.State Recurring	\$10,000.00		
	Capex.Federal One-Time			
	Capex.Federal Recurring			
	Capex.Grants			
	Capex.State One-Time			
	Capex.State Recurring			
	COPS			

**Result:** As you enter budget numbers, the system rolls the amounts up to the highest level, **Total Costs**.

10. Scroll to the top of the table. The **Total Cost**, Cost Structure displays a total cost of \$15,795,000.00 for fiscal year 2014.

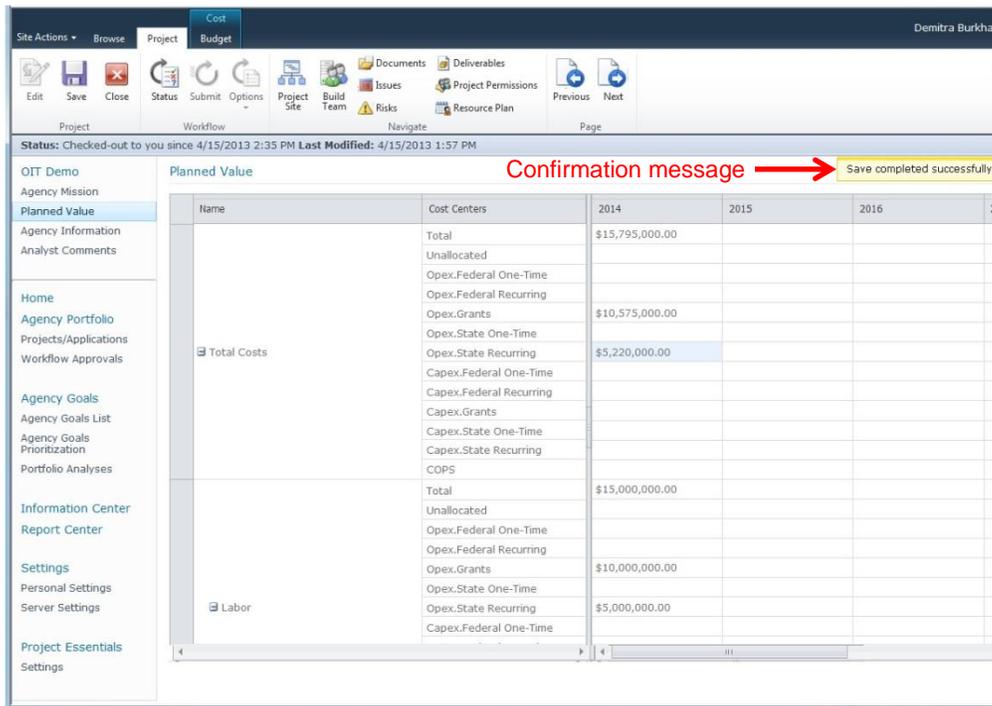
Name	Cost Centers	2014	2015	2016
Total Costs	Total	\$15,795,000.00		
	Unallocated			
	Opex.Federal One-Time			
	Opex.Federal Recurring			
	Opex.Grants	\$10,575,000.00		
	Opex.State One-Time			
	Opex.State Recurring	\$5,220,000.00		
	Capex.Federal One-Time			
	Capex.Federal Recurring			
	Capex.Grants			
	Capex.State One-Time			
	Capex.State Recurring			
	COPS			

11. Select the **Project** tab above the Toolbar.



12. Click the Save icon to save the agency **Planned Value** for fiscal year 2014.

**Result:** The system processes the request and displays a confirmation message.



## Entering IT Budget for Fiscal Year 2015

13. Scroll down to **Internal Labor** Cost Structure and enter \$5,100,000.00 in **Opex.State Recurring**.

The screenshot shows the 'Planned Value' table for 'Internal Labor'. The table has columns for Name, Cost Centers, 2014, and 2015. The 'Opex.State Recurring' row is highlighted, showing a value of \$5,000,000.00 for 2014 and \$5,100,000.00 for 2015.

Name	Cost Centers	2014	2015
Internal Labor	Total	\$5,000,000.00	\$5,100,000.00
	Unallocated		
	Opex.Federal One-Time		
	Opex.Federal Recurring		
	Opex.Grants		
	Opex.State One-Time		
	Opex.State Recurring	\$5,000,000.00	\$5,100,000.00
	Capex.Federal One-Time		
	Capex.Federal Recurring		
	Capex.Grants		
	Capex.State One-Time		
	Capex.State Recurring		
	COPS		

14. Scroll down to **External Labor** Cost Structure and enter \$10,000,000.00 in **Opex.State Recurring**.

The screenshot shows the 'Planned Value' table for 'External Labor'. The table has columns for Name, Cost Centers, 2014, and 2015. The 'Opex.State Recurring' row is highlighted, showing a value of \$10,000,000.00 for 2014 and \$10,000,000.00 for 2015.

Name	Cost Centers	2014	2015
External Labor	Total	\$10,000,000.00	\$10,000,000.00
	Unallocated		
	Opex.Federal One-Time		
	Opex.Federal Recurring		
	Opex.Grants	\$10,000,000.00	
	Opex.State One-Time		
	Opex.State Recurring		\$10,000,000.00
	Capex.Federal One-Time		
	Capex.Federal Recurring		
	Capex.Grants		
	Capex.State One-Time		
	Capex.State Recurring		
	COPS		

15. Scroll down to **Software Maintenance** Cost Structure and enter \$50,000.00 in **Opex.State Recurring**.

The screenshot shows the 'Planned Value' table for 'Software Maintenance'. The table has columns for Name, Cost Centers, 2014, and 2015. The 'Opex.State Recurring' row is highlighted, showing a value of \$50,000.00 for 2015.

Name	Cost Centers	2014	2015
Software Maintenance	Total		\$50,000.00
	Unallocated		
	Opex.Federal One-Time		
	Opex.Federal Recurring		
	Opex.Grants		
	Opex.State One-Time		
	Opex.State Recurring		\$50,000.00
	Capex.Federal One-Time		
	Capex.Federal Recurring		
	Capex.Grants		
	Capex.State One-Time		
	Capex.State Recurring		
	COPS		

16. Scroll down to **Hardware Purchase** Cost Structure and enter \$150,000.00 in **Opex.State Recurring**.

The screenshot shows the 'Planned Value' table for 'Hardware Purchases'. The table has columns for Name, Cost Centers, 2014, and 2015. The 'Opex.State Recurring' row is highlighted, showing a value of \$150,000.00 for 2015.

Name	Cost Centers	2014	2015
Hardware Purchases	Total	\$225,000.00	\$150,000.00
	Unallocated		
	Opex.Federal One-Time		
	Opex.Federal Recurring		
	Opex.Grants	\$75,000.00	
	Opex.State One-Time		
	Opex.State Recurring	\$150,000.00	\$150,000.00
	Capex.Federal One-Time		
	Capex.Federal Recurring		
	Capex.Grants		
	Capex.State One-Time		
	Capex.State Recurring		
	COPS		

17. Scroll down to **Hardware Maintenance** Cost Structure and enter \$22,500.00 in **Opex.State Recurring**.

The screenshot shows the 'Budget' tool interface. The 'Planned Value' table is displayed with the following data:

Name	Cost Centers	2014	2015
Hardware Maintenance	Total	\$15,000.00	\$22,500.00
	Unallocated		
	Opex.Federal One-Time		
	Opex.Federal Recurring		
	Opex.Grants		
	Opex.State One-Time		
	Opex.State Recurring	\$15,000.00	\$22,500.00
	Capex.Federal One-Time		
	Capex.Federal Recurring		
	Capex.Grants		
	Capex.State One-Time		
	Capex.State Recurring		
	COPS		

18. Scroll down to **Enterprise Services** Cost Structure and enter \$65,000.00 in **Opex.State Recurring**.

The screenshot shows the 'Budget' tool interface. The 'Planned Value' table is displayed with the following data:

Name	Cost Centers	2014	2015
Enterprise Services	Total	\$45,000.00	\$65,000.00
	Unallocated		
	Opex.Federal One-Time		
	Opex.Federal Recurring		
	Opex.Grants		
	Opex.State One-Time		
	Opex.State Recurring	\$45,000.00	\$65,000.00
	Capex.Federal One-Time		
	Capex.Federal Recurring		
	Capex.Grants		
	Capex.State One-Time		
	Capex.State Recurring		
	COPS		

19. Scroll down to **Other** Cost Structure and enter \$10,000.00 in **Opex.State Recurring**.

The screenshot shows the 'Planned Value' table for the 'Other' cost structure. The table has columns for Name, Cost Centers, 2014, and 2015. The 'Opex.State Recurring' row is highlighted, showing a value of \$10,000.00 for both 2014 and 2015.

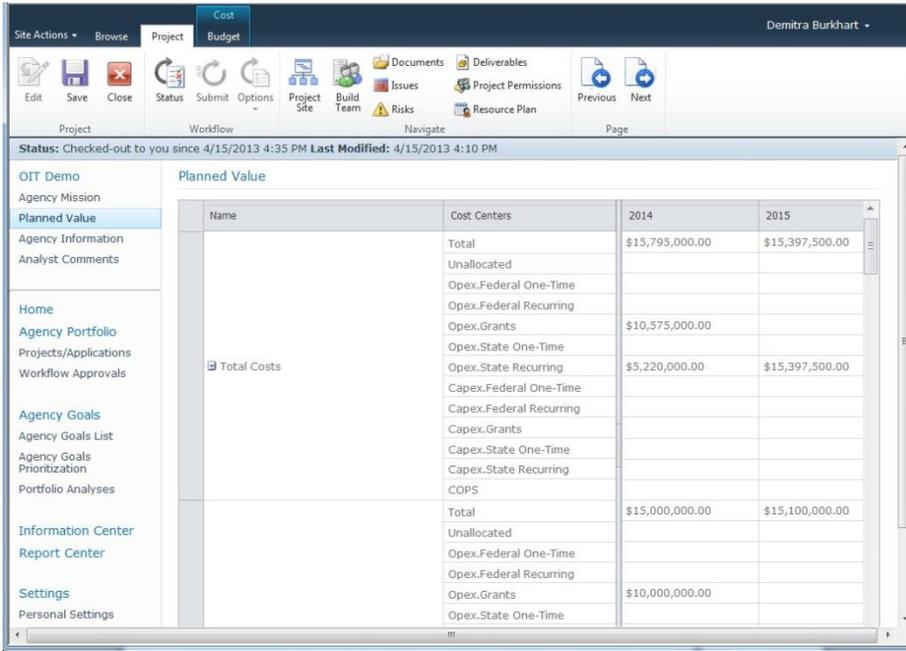
Name	Cost Centers	2014	2015
Other	Total	\$10,000.00	\$10,000.00
	Unallocated		
	Opex.Federal One-Time		
	Opex.Federal Recurring		
	Opex.Grants		
	Opex.State One-Time		
	Opex.State Recurring	\$10,000.00	\$10,000.00
	Capex.Federal One-Time		
	Capex.Federal Recurring		
	Capex.Grants		
	Capex.State One-Time		
	Capex.State Recurring		
	COPS		

20. Scroll to the top of the table. The **Total Cost**, Cost Structure displays a total cost of \$15,397,500.00 for fiscal year 2015.

The screenshot shows the 'Planned Value' table for 'Total Costs' and 'Labor' cost structures. The table has columns for Name, Cost Centers, 2014, 2015, and 2016. The 'Total' row for 'Total Costs' shows a value of \$15,397,500.00 for 2015.

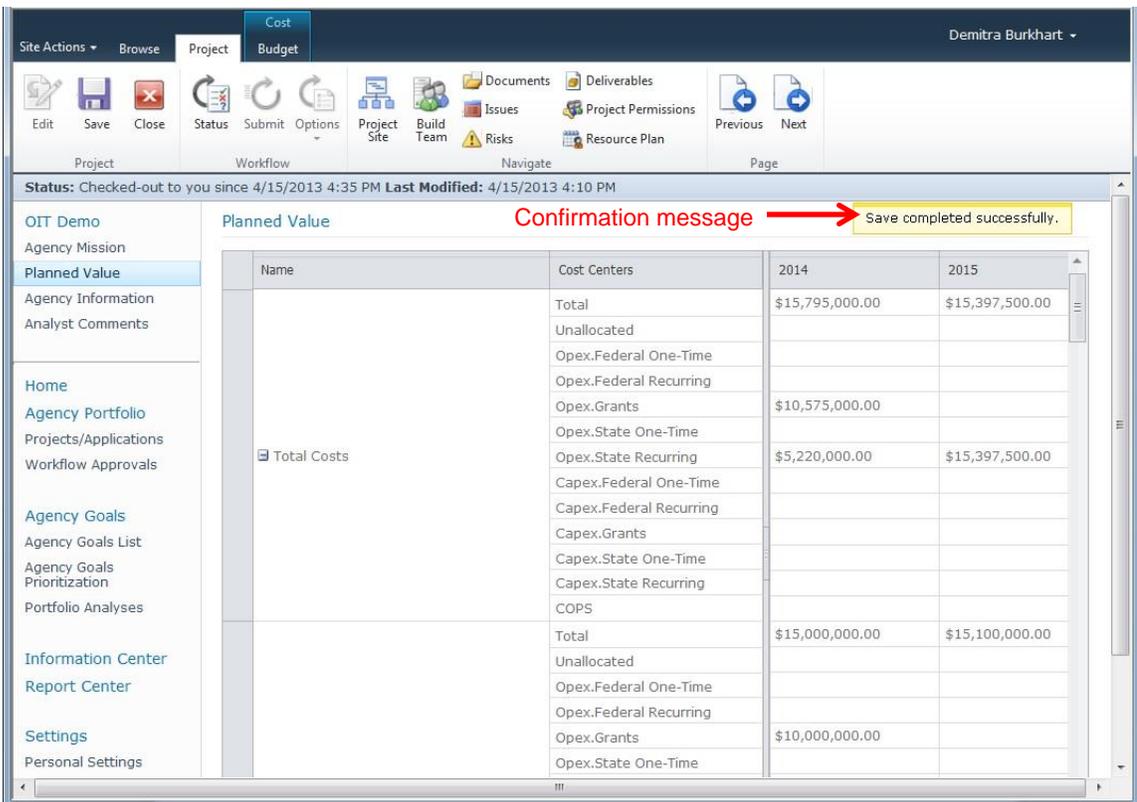
Name	Cost Centers	2014	2015	2016
Total Costs	Total	\$15,795,000.00	\$15,397,500.00	
	Unallocated			
	Opex.Federal One-Time			
	Opex.Federal Recurring			
	Opex.Grants	\$10,575,000.00		
	Opex.State One-Time			
	Opex.State Recurring	\$5,220,000.00	\$15,397,500.00	
	Capex.Federal One-Time			
	Capex.Federal Recurring			
	Capex.Grants			
	Capex.State One-Time			
	Capex.State Recurring			
	COPS			
Labor	Total	\$15,000,000.00	\$15,100,000.00	
	Unallocated			
	Opex.Federal One-Time			
	Opex.Federal Recurring			
	Opex.Grants	\$10,000,000.00		
	Opex.State One-Time			
	Opex.State Recurring	\$5,000,000.00	\$15,100,000.00	
Capex.Federal One-Time				

21. Select the **Project** tab above the Toolbar.



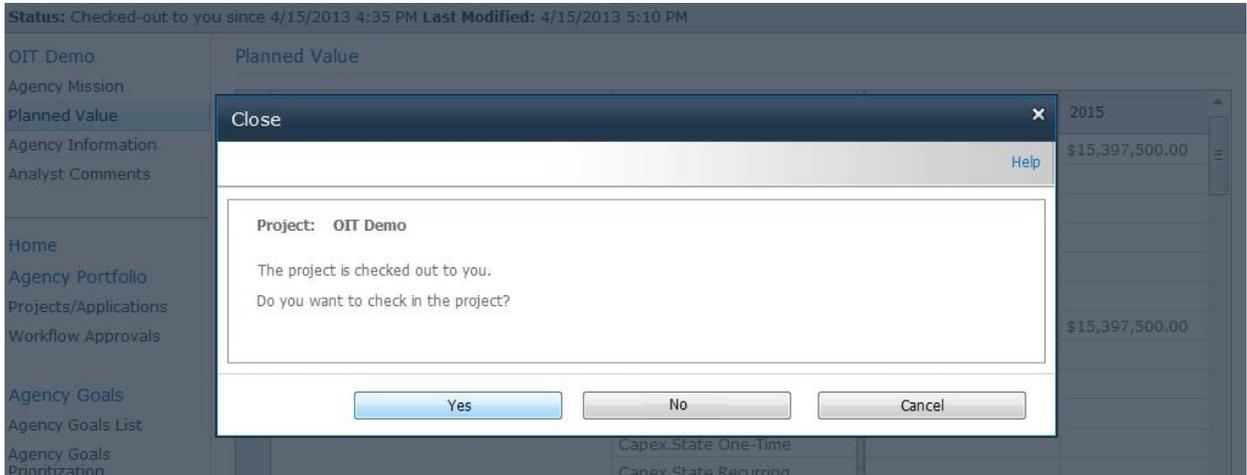
22. Click the Save icon to save the agency **Planned Value** for fiscal year 2015.

**Result:** The system processes the request and displays a confirmation message.



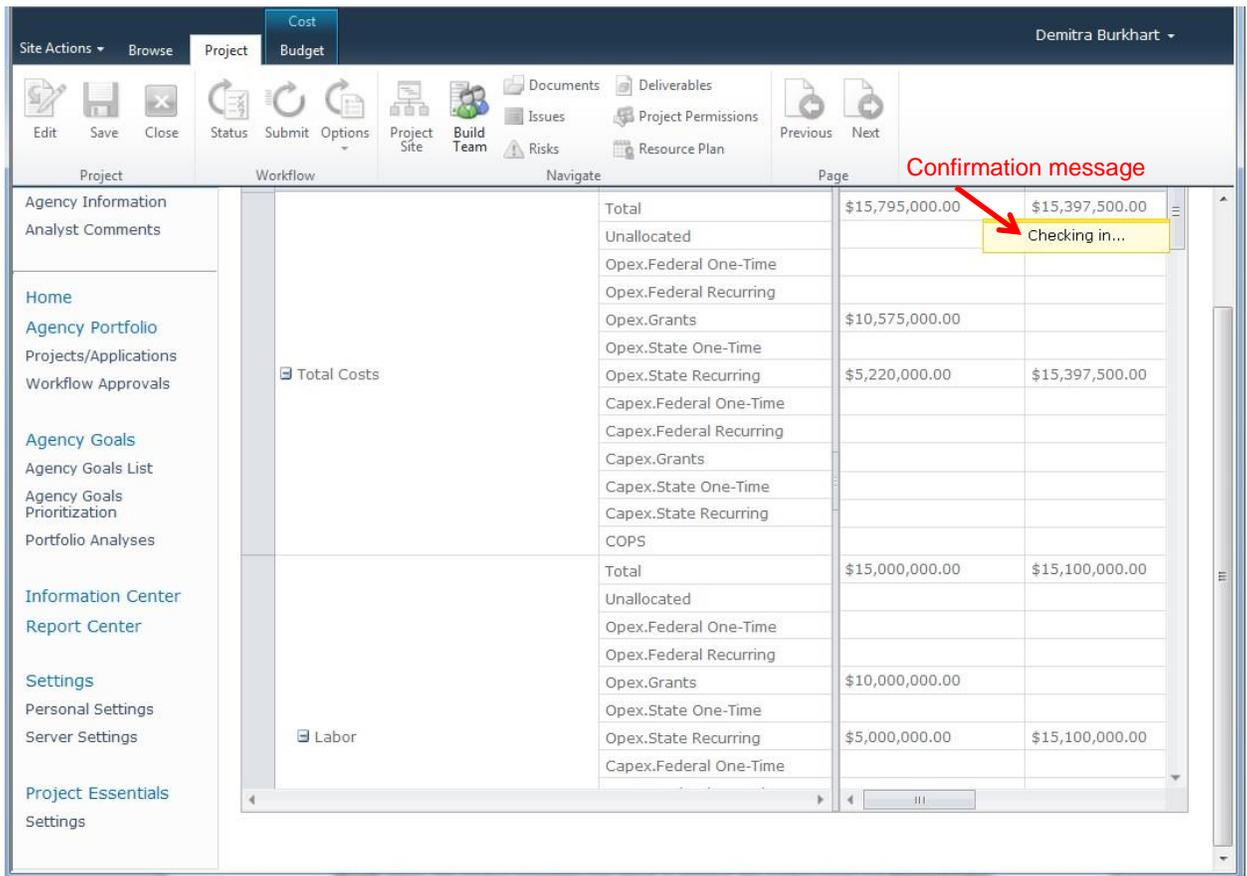
23. From the Toolbar, click the Close icon  to check-in the Planned Value file.

**Result:** The system displays the **Close** dialog box.

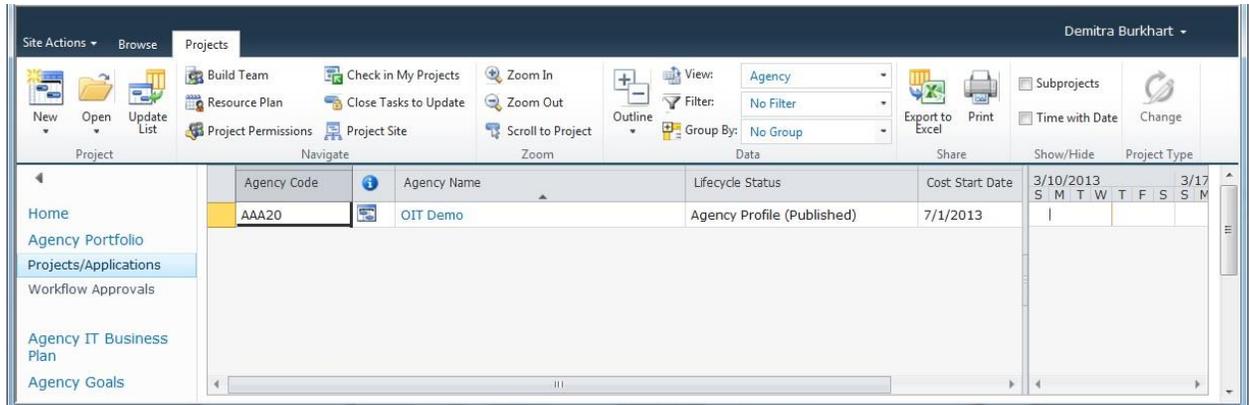


24. Click **Yes** to check-in the file.

**Result:** The system processes the request and displays a confirmation message.



**Result:** When the system completes the check-in request, the system closes the **Planned Value** page and the system displays the agency work center.



25. Continue with [How to Edit Your Agency's IT Planned Value in IT ALPS.](#)

## How to Edit Your Agency's IT Planned Value in IT ALPS

You submitted your agency's IT budget for fiscal years 2014 and 2015. However, during the legislative review process, the agency was recommended to reduce costs by 5% overall. Through reviews by the Agency Director and with the help of the Legislative Services Commission and Agency Finance Staff, a reduction scenario was hammered out. The reductions were passed to all agency programs but the IT budget was held relatively harmless due to important grant funding expected in FY 14. For FY 14, the Agency CIO offered a 1% reduction deciding to hold off on equipment purchases. In FY 15, all of the grant funding had to be picked up through the operational budget and a 5% reduction had to be spread across previously planned spends. The CIO offered a reduction in headcount through attrition and reducing the number of contractors previously picked up the by the grant and ratcheting back the equipment purchases again and opting for a lower priced service levels on maintenance of software and hardware.

The revision to the IT budget was approved and signed by the Governor making them effective 7/1/2013, and the revised budget now needs to be entered into IT ALPS.

## Revising the IT Budget for Fiscal Years 2014 and 2015

Follow the steps below to edit your agency's IT budget for fiscal years 2014 and 2015.

1. From the Agency Work Center page, select the name of your agency

Agency Code	Agency Name	Lifecycle Status	Cost Start Date	3/10/2013	3/17
				S	M
AAA20	OIT Demo	Agency Profile (Published)	7/1/2013		

**Result:** The system displays the **Agency Lifecycle Status** page.

**Status:** Checked-in **Last Modified:** 4/15/2013 5:15 PM

**Lifecycle Status**

1. Draft → 2. Published

**Current Workflow Stage:** 2. Published (Agency)  
**Workflow Stage Status:** Validation succeeded for current stage.

**Available Pages in this Workflow Stage**  
Pages below may require attention. Click "Next" in the ribbon above to scroll through each page or select an individual page by clicking on it below.

	Page Name	Status	Description
	Agency Mission	No Required Project Fields	
	Planned Value	Complete	Planned value is the budget baseline for a project
	Agency Information	Complete	Agency information PDR contains basic information

2. Select **Planned Value** from the Area Navigation Bar.

**Planned Value**

**Area Navigation Bar**

**Status:** Checked-in **Last Modified:** 4/15/2013 5:15 PM

**Lifecycle Status**

1. Draft → 2. Published

**Current Workflow Stage:** 2. Published (Agency)  
**Workflow Stage Status:** Validation succeeded for current stage.

**Available Pages in this Workflow Stage**  
Pages below may require attention. Click "Next" in the ribbon above to scroll through each page or select an individual page by clicking on it below.

	Page Name	Status	Description
	Agency Mission	No Required Project Fields	
	Planned Value	Complete	Planned value is the budget baseline for a project
	Agency Information	Complete	Agency information PDR contains basic information

**Result:** The system displays the **Planned Value** page.

Name	Cost Centers	2014	2015
Total		\$15,795,000.00	\$15,397,500.00
Unallocated			
Opex.Federal One-Time			
Opex.Federal Recurring			
Opex.Grants		\$10,575,000.00	
Opex.State One-Time			
Opex.State Recurring		\$5,220,000.00	\$15,397,500.00
Capex.Federal One-Time			
Capex.Federal Recurring			
Capex.Grants			
Capex.State One-Time			
Capex.State Recurring			
COPS			
Total		\$15,000,000.00	\$15,100,000.00
Unallocated			
Opex.Federal One-Time			
Opex.Federal Recurring			

3. From the Toolbar, set the view to the following settings:

- Scroll to Year: **All**
- Display Granularity: **Years**
- Display Detail Level: **3**.

4. Click the **Project** tab above the Toolbar.

**Status:** Checked-in **Last Modified:** 4/15/2013 5:15 PM

Name	Cost Centers	2014	2015	2016
Total		\$15,795,000.00	\$15,397,500.00	
Unallocated				
Opex.Federal One-Time				
Opex.Federal Recurring				
Opex.Grants		\$10,575,000.00		
Opex.State One-Time				
Opex.State Recurring		\$5,220,000.00	\$15,397,500.00	
Capex.Federal One-Time				

5. Click the Edit icon to check-out the **Planned Value** file.

**Result:** The **Status** displays the file as checked-out.

**Status:** Checked-out to you since 4/16/2013 8:03 AM **Last Modified:** 4/15/2013 5:15 PM - Status displays the file is checked-out

Name	Cost Centers	2014	2015	2016
Total		\$15,795,000.00	\$15,397,500.00	
Unallocated				
Opex.Federal One-Time				
Opex.Federal Recurring				
Opex.Grants		\$10,575,000.00		
Opex.State One-Time				
Opex.State Recurring		\$5,220,000.00	\$15,397,500.00	
Capex.Federal One-Time				
Capex.Federal Recurring				

6. Scroll down to **Internal Labor** Cost Structure for FY 2015 and overwrite the current amount with \$4,900,000.00 in **Opex.State Recurring**.

**Note:** IT ALPS auto formats the amount. When entering a whole number, do not enter \$, commas, or decimal points. For example, enter 1000000 and the system will display \$1,000,000.00. If entering less than a whole number, enter the decimal point. For example, enter 1000000.50 and the system will auto format the amount and display \$1,000,000.50.

The screenshot shows the 'Planned Value' table for 'Internal Labor'. The table has columns for Name, Cost Centers, 2014, and 2015. The 'Opex.State Recurring' row is highlighted, showing a value of \$5,000,000.00 for 2014 and \$4,900,000.00 for 2015.

Name	Cost Centers	2014	2015
Internal Labor	Total	\$5,000,000.00	\$4,900,000.00
	Unallocated		
	Opex.Federal One-Time		
	Opex.Federal Recurring		
	Opex.Grants		
	Opex.State One-Time		
	Opex.State Recurring	\$5,000,000.00	\$4,900,000.00
	Capex.Federal One-Time		
	Capex.Federal Recurring		
	Capex.Grants		
	Capex.State One-Time		
	Capex.State Recurring		
	COPS		

7. Scroll down to **External Labor** Cost Structure for FY 2015 and overwrite the current amount with \$9,500,000.00 in **Opex.State Recurring**.

The screenshot shows the 'Planned Value' table for 'External Labor'. The table has columns for Name, Cost Centers, 2014, and 2015. The 'Opex.State Recurring' row is highlighted, showing a value of \$10,000,000.00 for 2014 and \$9,500,000.00 for 2015.

Name	Cost Centers	2014	2015
External Labor	Total	\$10,000,000.00	\$9,500,000.00
	Unallocated		
	Opex.Federal One-Time		
	Opex.Federal Recurring		
	Opex.Grants	\$10,000,000.00	
	Opex.State One-Time		
	Opex.State Recurring		\$9,500,000.00
	Capex.Federal One-Time		
	Capex.Federal Recurring		
	Capex.Grants		
	Capex.State One-Time		
	Capex.State Recurring		
	COPS		

8. Scroll down to **Software Maintenance** Cost Structure for FY 2015 and overwrite the current amount with \$45,000.00 in **Opex.State Recurring**.

The screenshot shows the 'Planned Value' table for 'Software Maintenance'. The table has columns for Name, Cost Centers, 2014, and 2015. The 'Opex.State Recurring' row is highlighted, showing a value of \$45,000.00 for 2015.

Name	Cost Centers	2014	2015
Software Maintenance	Total		\$45,000.00
	Unallocated		
	Opex.Federal One-Time		
	Opex.Federal Recurring		
	Opex.Grants		
	Opex.State One-Time		
	Opex.State Recurring		\$45,000.00
	Capex.Federal One-Time		
	Capex.Federal Recurring		
	Capex.Grants		
	Capex.State One-Time		
	Capex.State Recurring		
	COPS		

9. Scroll down to **Hardware Purchase** Cost Structure for 2014 and overwrite the current amount with \$10,000.00 in **Opex.State Recurring**.
10. Tab over to FY 2015 and overwrite the current amount with \$100,000.00 in **Opex.State Recurring**.

The screenshot shows the 'Planned Value' table for 'Hardware Purchases'. The table has columns for Name, Cost Centers, 2014, and 2015. The 'Opex.State Recurring' row is highlighted, showing values of \$10,000.00 for 2014 and \$100,000.00 for 2015. A red bracket is drawn under the 2014 and 2015 columns with the text 'Edit both FY 2014 and 2015'.

Name	Cost Centers	2014	2015
Hardware Purchases	Total	\$85,000.00	\$100,000.00
	Unallocated		
	Opex.Federal One-Time		
	Opex.Federal Recurring		
	Opex.Grants	\$75,000.00	
	Opex.State One-Time		
	Opex.State Recurring	\$10,000.00	\$100,000.00
	Capex.Federal One-Time		
	Capex.Federal Recurring		
	Capex.Grants		
	Capex.State One-Time		
	Capex.State Recurring		
	COPS		

11. Scroll down to **Hardware Maintenance** Cost Structure for 2014 and overwrite the current amount with \$13,500.00 in **Opex.State Recurring**.
12. Tab over to FY 2015 and overwrite the current amount with \$20,250.00 in **Opex.State Recurring**.

The screenshot shows the 'Planned Value' table for 'Hardware Maintenance'. The table has columns for 'Name', 'Cost Centers', '2014', and '2015'. A red bracket highlights the 'Opex.State Recurring' row for both years, with the text 'Edit both FY 2014 and 2015' written below it.

Name	Cost Centers	2014	2015
Hardware Maintenance	Total	\$13,500.00	\$20,250.00
	Unallocated		
	Opex.Federal One-Time		
	Opex.Federal Recurring		
	Opex.Grants		
	Opex.State One-Time		
	Opex.State Recurring	\$13,500.00	\$20,250.00
	Capex.Federal One-Time		
	Capex.Federal Recurring		
	Capex.Grants		
	Capex.State One-Time		
	Capex.State Recurring		
	COPS		

13. Scroll down to the **Enterprise Services** Cost Structure and enter \$45,000.00 in **Opex.State Recurring**.
14. Tab over to FY 2015 and overwrite the current amount with \$58,500.00 in **Opex.State Recurring**.

The screenshot shows the 'Planned Value' table for 'Enterprise Services'. The table has columns for 'Name', 'Cost Centers', '2014', and '2015'. A red bracket highlights the 'Opex.State Recurring' row for both years, with the text 'Edit both FY 2014 and 2015' written below it.

Name	Cost Centers	2014	2015
Enterprise Services	Total	\$40,500.00	\$58,500.00
	Unallocated		
	Opex.Federal One-Time		
	Opex.Federal Recurring		
	Opex.Grants		
	Opex.State One-Time		
	Opex.State Recurring	\$40,500.00	\$58,500.00
	Capex.Federal One-Time		
	Capex.Federal Recurring		
	Capex.Grants		
	Capex.State One-Time		
	Capex.State Recurring		
	COPS		

15. Scroll down to the **Other** Cost Structure for 2014 and delete the \$10,000.00 amount in **Opex.State Recurring**.

The screenshot shows the 'Planned Value' table in the ALPS system. The table has columns for Name, Cost Centers, 2014, and 2015. The 'Other' cost structure is selected, and the 'Opex.State Recurring' row is highlighted, showing a value of \$10,000.00 for 2015.

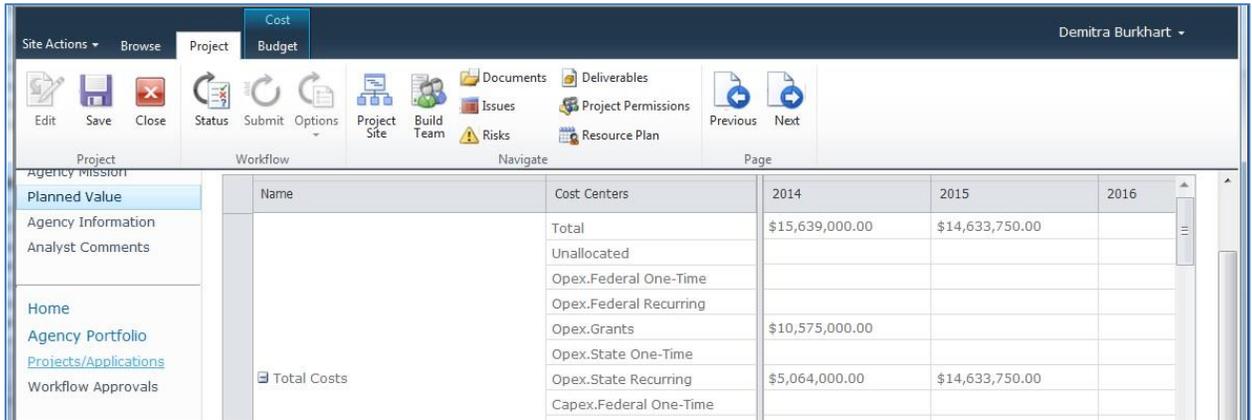
Name	Cost Centers	2014	2015
Other	Total		\$10,000.00
	Unallocated		
	Opex.Federal One-Time		
	Opex.Federal Recurring		
	Opex.Grants		
	Opex.State One-Time		
	Opex.State Recurring		\$10,000.00
	Capex.Federal One-Time		
	Capex.Federal Recurring		
	Capex.Grants		
	Capex.State One-Time		
	Capex.State Recurring		
	COPS		

16. Scroll to the top of the table. The **Total Cost**, Cost Structure displays a total cost of \$15,639,000.00 for FY 2014 and \$14,633,750.00 for FY 2015.

The screenshot shows the 'Total Costs' table in the ALPS system. The table has columns for Name, Cost Centers, 2014, 2015, and 2016. A red bracket highlights the 2014 and 2015 values for the 'Total' row, which are \$15,639,000.00 and \$14,633,750.00 respectively. A red text annotation reads 'Total revised IT Budgets for FY 2014 and 2015'.

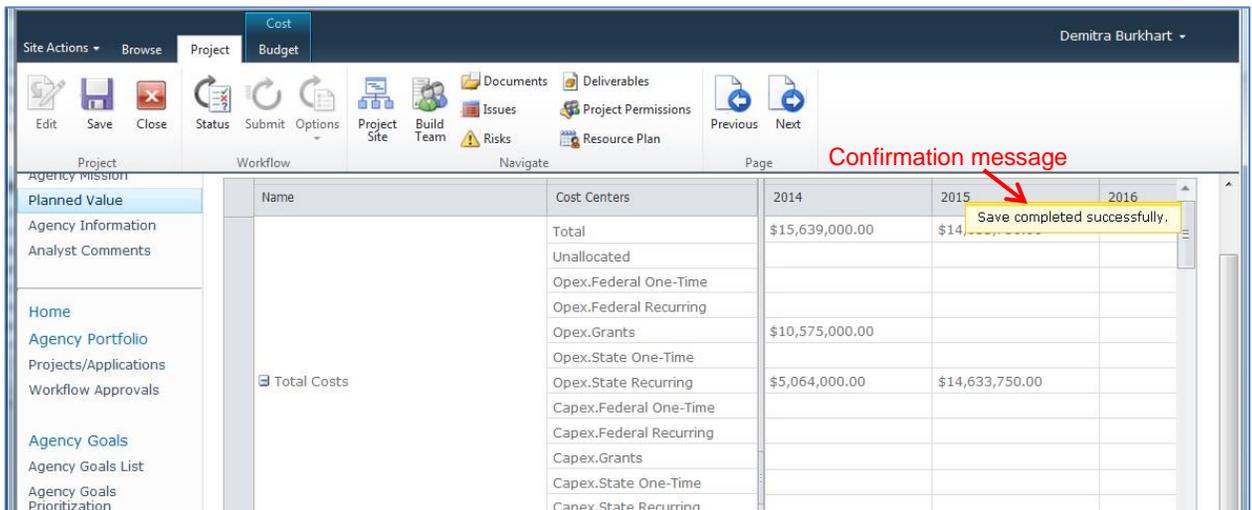
Name	Cost Centers	2014	2015	2016
Total Costs	Total	\$15,639,000.00	\$14,633,750.00	
	Unallocated			
	Opex.Federal One-Time			
	Opex.Federal Recurring			
	Opex.Grants	\$10,575,000.00		
	Opex.State One-Time			
	Opex.State Recurring	\$5,064,000.00	\$14,633,750.00	
	Capex.Federal One-Time			
	Capex.Federal Recurring			
	Capex.Grants			
	Capex.State One-Time			
	Capex.State Recurring			
	COPS			

17. Select the **Project** tab above the Toolbar.



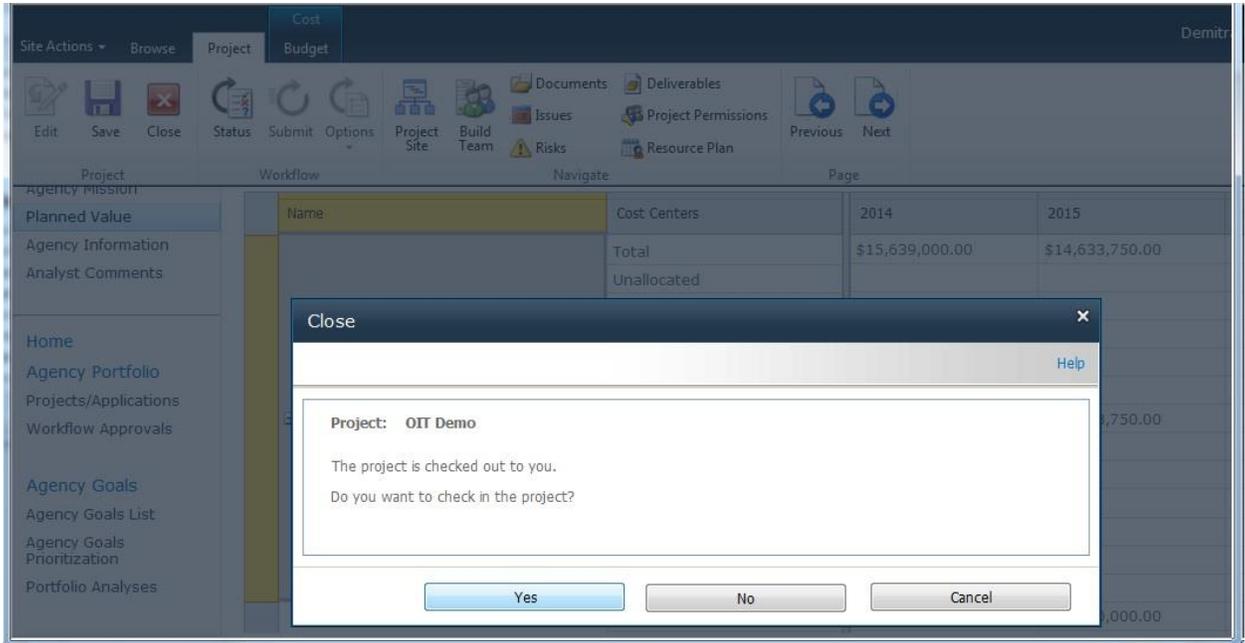
18. Click the Save icon  to save the changes.

**Result:** The system processes the request and displays a confirmation message.



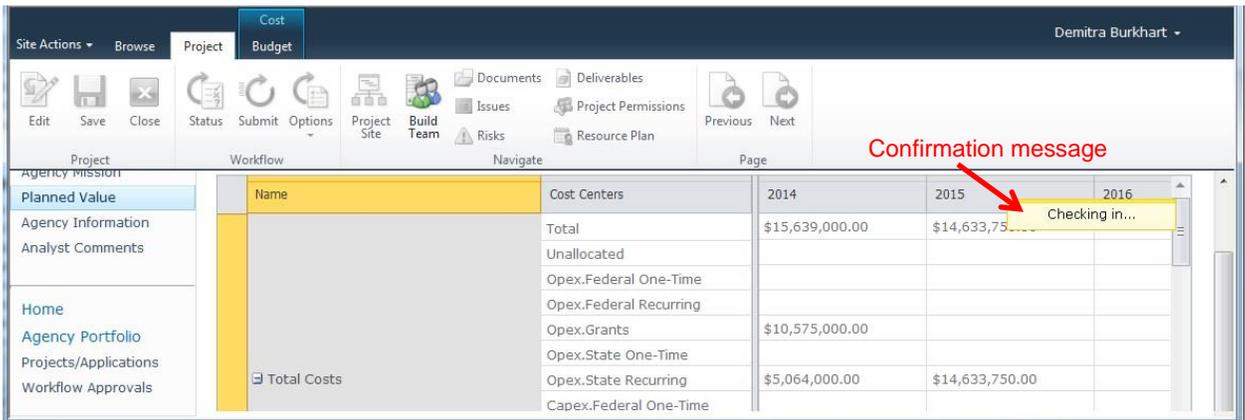
19. From the Toolbar, click the Close icon to check-in the **Planned Value** file.

**Result:** The system displays the **Close** dialog box.

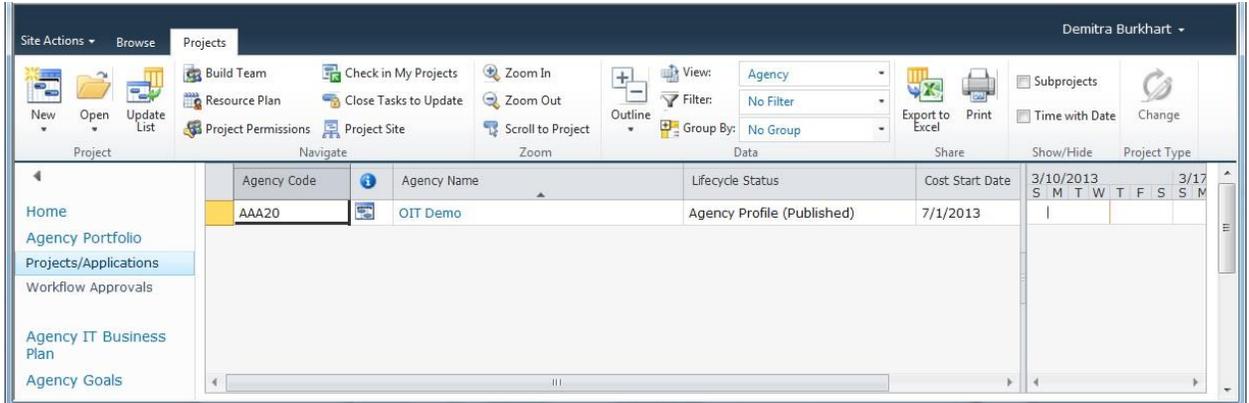


20. Click **Yes** to check-in the file.

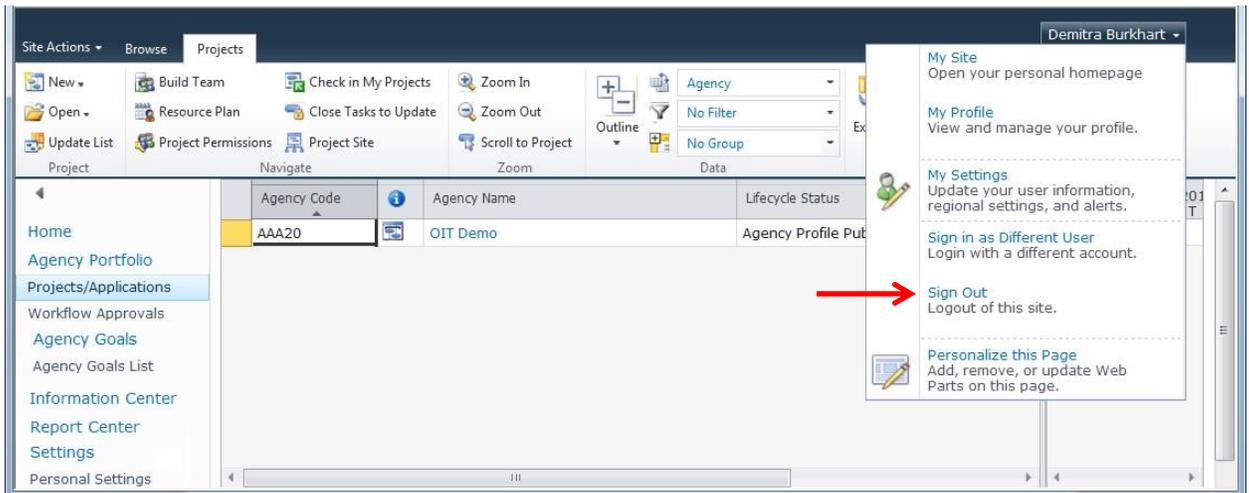
**Result:** The system processes the request and displays a confirmation message.



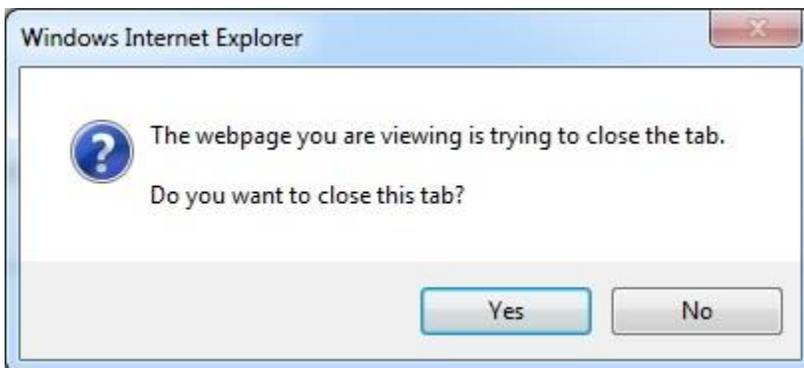
**Result:** After completing the check-in request, the system closes the **Planned Value** page and displays the agency work center page.



21. Select the arrow icon beside your name, and select **Sign Out** from the drop-down list.



**Result:** The system display a dialog box asking you to confirm the action.



22. Click **Yes**.

**Result:** The system closes the web browser.