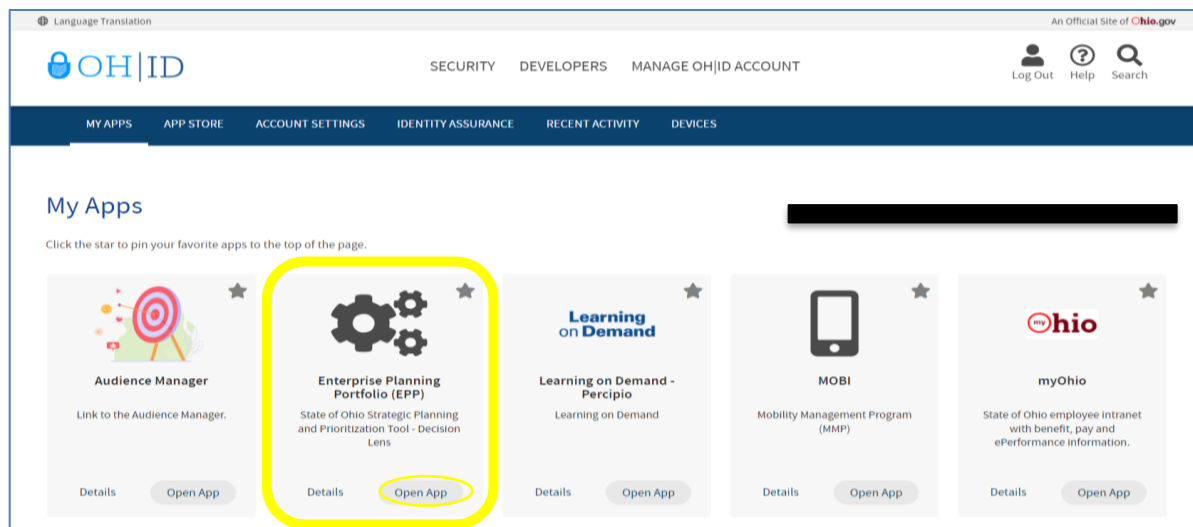


Welcome to the Enterprise Decision Support Solution and the Decision Lens software. This quick start guide is intended to walk users through the initial stages of accessing a portfolio and entering investment ratings.

Step 1: Access Decision Lens/Enterprise Planning Portfolio (EPP)

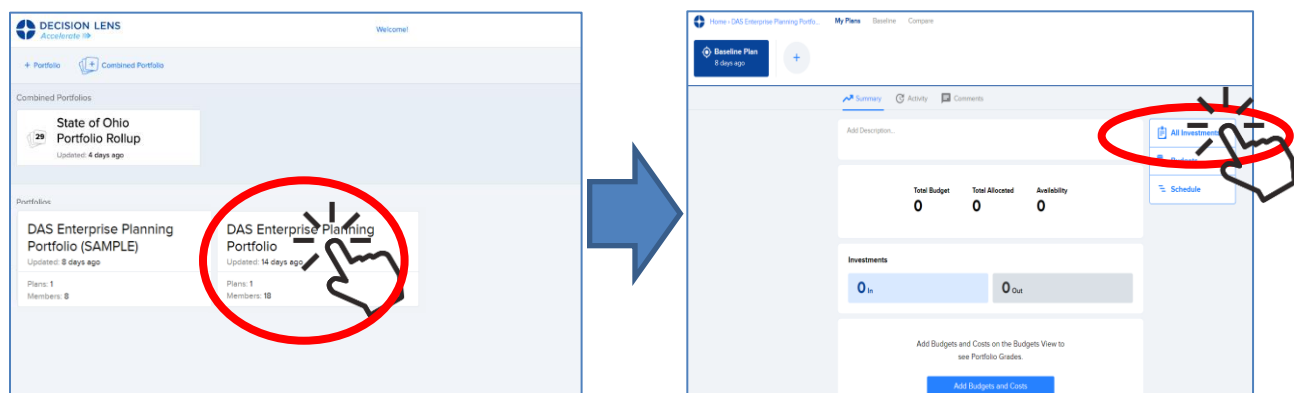
<https://ohid.ohio.gov>

Access your State of Ohio Applications via OHID.ohio.gov. On the My Apps page, choose the Enterprise Planning Portfolio (EPP) tile and click Open App.



Step 2: Go to the Investments screen (Data Studio)

After login; select your Portfolio tile and then select the “All Investments” option. This will take you to the Data Studio which is a spreadsheet view of your portfolio.



Step 3: Add Ratings (Owner, Participant, Contributor)

From within the Data Studio, scroll to the four, enterprise criteria. Update existing or add new 1–5-star ratings with 1 being low alignment and 5 being the highest alignment. Zero (blank) means there are no ratings applied against the criteria; the lowest rating is a 1-star.

The screenshot shows the Data Studio interface with a table of investments. The table has columns for investment name, major project status, and four enterprise criteria: Agency Impact, Enterprise Strategy and Alignment, Feasibility and Risk, and Financial Benefits. Each cell in the criteria columns contains a star rating (1-5 stars) or is blank. A hand cursor is pointing to the 'Feasibility and Risk' column for the investment 'Ohio Statewide 3D EI...'. A filter dropdown menu is open over the 'Feasibility and Risk' column, showing options for filtering by value (0, (Blank cells), 1, 2) and by condition (None).

Investme...	53 of 144	Major Project	Agency Impact	Enterprise Strategy and Alignment	Feasibility and Risk	Financial Benefits	Agency Rank	Value Score	Start	End
33	OAKS Total Rewards ...	Yes						0.00	Jul 2021	Jun 2022
34	Office of DEI (formerl...							0.00	Jul 2021	Jun 2022
35	Ohio Benefits Accent...	Yes	★★★★★	★★★★★	★★★★★			0.84	Jul 2021	Jun 2022
36	Ohio Benefits Childc...	Yes	★★★★★	★★★★★	★★★★★			0.79	Jul 2021	Jun 2022
37	Ohio Statewide 3D EI...	Yes	★★★★★	★★★★★	★★★★★			0.80	Jul 2021	Jun 2022
38	Oracle Exadata Hard...	No	★	★★★	★★★			0.42	Jul 2021	Jun 2022

Step 3a: 1-5 Star Ratings Definitions

Each star rating corresponds to a specific definition. Use the drop-down carrot in the four criteria headers to open the Edit field description and review the definitions

The 'Edit a Investment Field' dialog box shows the following information:

- Field Name:** Feasibility and Risk
- Description:**
 - 5-Star: Project is a highly feasible project with low to negligible risk
 - 4-Stars: Project has high feasibility with some level of risk
 - 3-Stars: Project has moderate level of feasibility with some risk that could slow/delay implementation
- Choose a Data Type:**
 - 1-5 Star Rating
 - AHP Value Score
 - Category
 - Text

Note 1 – Value Score:

The Value Score field is driven by the 5-star ratings. The value score will not update automatically until new functionality is launched in 2nd or 3rd quarter 2022. Until that capability is launched, if you change the star ratings or rate new investments and you would like the value score to be updated, contact the EPP Team and they will update the value scores for investments in your portfolio.

Note 2 – Agency Rank:

This is an optional numeric field that is used at the discretion of the Agency and can be used to complement the enterprise prioritization criteria. Manually enter the Agency's ranked priority for the investment in whole numbers, 1-N. Two or more investments should not share the same priority.