

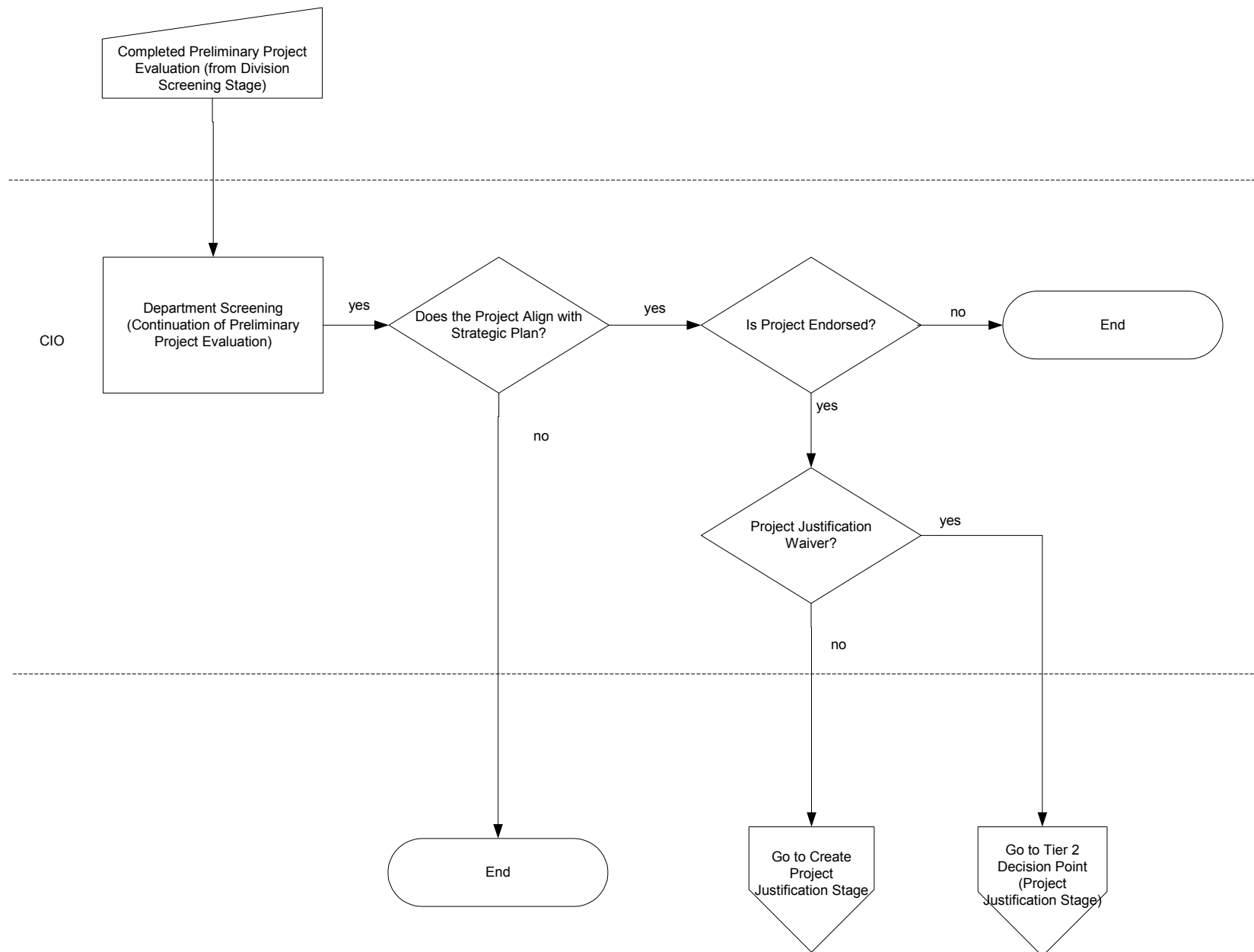


IT Investment Process

Module 3 – Department Screening

May, 2003







MODULE 3 – Department Screening

Description	This module discusses the components of the Department Screening stage. The Project Evaluation forms for Tier 1 and Tier 2 projects are reviewed by the CIO office. As part of this review, the CIO Office identifies any potential enterprise opportunities and a decision is made to proceed with the Project Justification.
Module Topics	Topic 3.1: CIO Office Review: Project Evaluation Topic 3.2: Department Screening Approval Topic 3.3: Waiver Review
Target Skills	Upon completion of this module, you will be able to: <ul style="list-style-type: none">• Describe the CIO Office’s role in reviewing the Project Evaluation;• Describe the Department Screening Approval criteria;• Describe the Project Justification Waiver Approval criteria.
Module Tools	<ul style="list-style-type: none">• Department Screening Responsibility Flow• Project Evaluation (see Module 2 Tools)• Portfolio Candidate List

Topic 3.1

CIO Office Review: Project Evaluation

For all Tier 1 and Tier 2 projects, the Project Evaluation is submitted to the CIO Office after Division Administrator approval. The CIO Office will review the Project Evaluation with the following questions in mind:

- Does the opportunity align to DWD’s strategic direction?
- Is this a possible enterprise level opportunity?

Enterprise level opportunities will be identified by the CIO Office to realize maximum benefits from Department wide synergies.



Topic 3.2

Department Screening Approval

Upon receipt of the Project Evaluation, the CIO office will add it to the Portfolio Candidate List, which is used to track all portfolio candidates submitted for Department Screening.

The CIO Office reviews Tier 2 Project Evaluations. The ITSC and the CIO Office review Tier 1 Project Evaluations. If the Project Evaluation itself is estimated to cost \$200,000 or more, the ITSC must review the plans for the Project Evaluation and agree to the commitment of resources.

Within two weeks of receipt of the Project Evaluation form, the CIO Office will make an endorsement decision and communicate that decision to the ITSC and the Division Administrator.

Topic 3.3

Waiver Review

In extenuating circumstances (e.g., the law has mandated a project to be implemented quickly and the Project Team does not have the time to complete a Project Justification), the CIO Office may waive the requirement for developing a Project Justification.

The CIO Office returns the Project Evaluation to the Division. The Project Sponsor and Project Team are responsible for developing the Project Evaluation into the Project Justification [Module 4] for endorsed Tier 1 or Tier 2 projects, unless a waiver is granted.

END OF MODULE 3.

CONTINUE to Module 4.