



State of Louisiana

DIVISION OF ADMINISTRATION OFFICE OF INFORMATION TECHNOLOGY

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Subject: IT Request and Budget Process

Pursuant to LAC 4:XV.101, et seq., the Office of Information Technology (OIT) is revising its IT Oversight process regarding IT Request and IT Budgeting as specified below.

The effective date of implementation is August 29, 2007.

A summary of the changes in 02-02 Rev. 6 are:

1. All IT Requests should be submitted to OIT through the [OIT IT Request Workflow System](#), rather than using the spreadsheet and document forms previously used.

The new IT Request Workflow system uses *system roles* (IT Director, Agency Budget Analyst, Undersecretary, and Agency Administrator) that must be predefined *before* an organization can submit an IT Request for processing. Organizations are encouraged to establish the workflow roles well in advance of any IT Request submissions.

2. On the IT-0 Tab-2, percent complete has been added and should be input by organizations for each funded project.

If you have any questions regarding the IT request or budgeting processes please contact Barbara Oliver at 225-219-9470.

1.0 Scope of Authority

All entities under the authority of OIT as defined by R.S. 39:15.1 et seq. must comply with the IT Request process.

2.0 Overview

Act 772 of the 2001 Legislative session states that the Office of Information Technology (OIT) is responsible for:

“reviewing, coordinating, and standardizing information technology strategic business technology planning, information technology procurement, information technology budgeting (both executive and capital outlay) and information technology personnel and training.” —R.S. 39:15.3

To fulfill this legislative obligation, OIT requires that each department review its IT plans, proposals, and anticipated acquisitions for FY 2008-2009 from a strategic, financial, and management perspective and then prepare and submit the IT forms according to the instructions within this section as part of the budget process.

OIT will then conduct a technical review of each department's IT budget package with regard to the following technical, cost, and risk assessment criteria:

Technical: OIT will assess: 1) whether the technical approach is an appropriate solution for the problem at hand (is it a good match), 2) the degree to which the proposed project/initiative fits into the overall IT direction of the state and the department and if it conforms to OIT standards, 3) whether there are issues regarding how the solution will interface and/or interact with other systems and environments, and 4) if maintenance and systems support have been adequately addressed.

Risk: OIT will assess the project/initiative risks and/or assurances to determine whether: 1) the project schedule can be met; 2) whether the proposed technology can be successfully deployed as planned; 3) if major costs have been adequately identified; 4) whether the project scope can be properly managed; and 5) the level of complexity with regard to the organizational impact of the proposed system.

Cost: OIT will assess: 1) whether the cost estimates are reasonable and are sufficiently detailed, explained, and justified; 2) whether estimates of costs and benefit are reasonable.

3.0 IT Requests

Departments/agencies must submit an IT Request as justification for each **Information Technology (IT) project and/or initiative** request exceeding **\$100,000** in total cost over five years.

[Criteria for submitting an IT Request](#), instructions for using the IT Request Workflow System and the [Form IT-0](#) with instructions are all available in the IT Request Workflow System [User Manual](#).

Upon completion of the review process OIT will make specific budget recommendations to the Office of Planning and Budget regarding proposed IT initiatives and projects. Additionally, OIT will compile a summary of the state's IT budget requests for distribution to appropriate executive and legislative personnel.

4.0 Emergency Acquisitions

The Chief Information Officer, head of a state agency, or either officer's designee may waive the requirement for obtaining a CIO approval number prior to an acquisition when there exists an imminent threat to the functioning of Louisiana government, public health, welfare, safety, or public property under emergency conditions. Emergency acquisitions shall be limited to only those items, services, or major repairs necessary to meet the emergency. Agencies must still comply with all procurement statutes, rules and policies.

A follow-up IT Request (IT-10) should be submitted to OIT as soon as time permits, and must contain adequate justification for the emergency procurement. Appropriate records should be maintained by the agency that lists:

- a. Each vendor's/contractor's name;

- b. date of acquisition
- c. the amount and type of each acquisition; and
- d. a listing of the items, services, or major repairs procured.