

Policy & Standard Background

Name: Policy 113 – Technology Business Management

New, Update or Sunset Review? Update

What due diligence was conducted to determine the content of this policy/standard? If this is an update or sunset review, provide information as to what changes were made, if any, as well as reasons behind the policy/standard content.

Analysis was performed and the TBM Council taxonomy is still the leading IT financial management taxonomy used across government. The taxonomy supports benchmarking across 400 entities in the government and private sector.

Updates to the TBM Council taxonomy are reviewed on an annual basis and any changes are coordinated with the 58 agencies in the program.

Agencies with over \$250,000 IT investment annually account for over 95% of the executive branch expenditures and remain an appropriate indicator for technology investment trends in the state.

The Agency Financial Reporting System (AFRS) and Human Resource Management System (HRMS) are still the state enterprise system of record.

The 58 agencies in the TBM program were involved and had no suggested changes to the policy as written.

What is the business case for the policy/standard?

[RCW 43.105.054 Section 2\(f\)](#) requirement for TBM Program.

The TBM Program has been operationalized with agencies performing review and update on a bi-yearly basis. The policy enables agencies to gain insight into technology investment in their organization to support the agency mission. Because of this policy, the state CIO has a statewide aggregated view of statewide technology investments.

What are the key objectives of the policy/standard?

Use data driven analytics to identify opportunities for efficiency and savings of IT expenditures.

Links IT expenditures to technology investment. Establishes the foundation to enable agencies to identify the technology investment needed to support their mission.

How does policy/standard promote or support alignment with strategies?

The policy supports the work of efficient and effective government (Results Washington Goal Area 5).

- **Supports efficient, effective and accountable government by using industry standard taxonomy and common terms**
- **Shows what agencies get with their IT investments**

What are the implementation considerations?

Currently 58 agencies are using standardization to categorize IT spend by technology tower. Performing bi-yearly check in with each agency to ensure accuracy in their reporting.

How will we know if the policy is successful?

Agency reporting is 100%.

Agencies in the program will have increased accuracy in coding IT expenditures in AFRS.

Over 50% of agencies in the program will have insight into application costs to support the business.

More than 25% of agencies can show value of IT to business service and monitor performance of investment.

Policy 113 – Technology Business Management (TBM)

PURPOSE

This policy establishes expectations for agencies identified to participate in the state Technology Business Management (TBM) program. This program provides data analytics that agencies and the Office of the Chief Information Officer (OCIO) can use to identify opportunities for savings and efficiencies of IT expenditures plus monitor ongoing financial performance of technology investments as identified in [RCW 43.105.054 Section 2\(f\)](#) and in accordance with [RCW 43.105.205 Section 3, 4](#). While the RCW mandates agencies with annual IT Expenditures exceeding ten million dollars (\$10,000,000) participate in the program, this policy expands involvement to include agencies with IT Expenditures exceeding \$250,000 in order to maximize program benefits

POLICY STATEMENT

1. Agencies with annual [IT Expenditures](#) equal to or exceeding \$250,000 must categorize IT expenditure using the program taxonomy and reporting solution in accordance with Standard 113.30 and Standard 113.40.
 - a. Agency participation in the program will be based on prior fiscal year IT Expenditures reported in the state enterprise accounting system.
2. Agency [categorization](#) for the next fiscal year must be completed and submitted to the OCIO TBM Program office by no later than 30 calendar days after Office of Financial Management AFRS/CAFR Closing Schedule - Phase 2 cutoff.
3. Agencies shall reconcile their IT Expenditures data at a minimum, 6 months after submission in step 2 above, to ensure information is accurate and take corrective actions if warranted by the review.

Roles and Responsibilities

Office of the Chief Information Officer

1. Each fiscal year, within 5 days of Office of Financial Management AFRS/CAFR Closing Schedule - Phase 2 cutoff, the OCIO will publish a [list of agencies](#) required to categorize and submit their proposed IT expenditures as reported in the enterprise accounting system, for the upcoming year.
2. The OCIO will coordinate timely and accurate uploads of [enterprise datasets](#) into the TBM program reporting solution.

3. The OCIO will coordinate uploads with agencies wishing to load non-enterprise, agency specific data.

Agency

1. Agencies with annual IT Expenditures equal to or exceeding \$250,000 must identify and categorize IT Expenditures using the approved TBM [taxonomy](#).
2. Agencies must identify the [TBM cost center](#) attributes they use in the program as captured in the state enterprise accounting system.
3. Agencies can update IT expenditure categorization at any point in the fiscal year to meet changes in the business.
4. Agencies are responsible for the accuracy of agency specific data.

CONTACT INFORMATION

Contact [OCIO Policy & Waiver Mailbox](#) for additional information or to [request a waiver](#).

SUNSET REVIEW DATE: June 30, 2024

ADOPTION DATE: TBD

TECHNOLOGY SERVICES BOARD APPROVAL DATE: TBD

APPROVING AUTHORITY:

William S. Kehoe, Chief Information Officer
Chair, Technology Services Board

Standard 113.10 – IT Expenditure Data Provision Standard

STANDARD STATEMENT

The OCIO TBM Program is responsible for managing and monitoring the load of the following Enterprise datasets extracted monthly from the statewide systems and used by the program:

- AFRS (Agency Financial Reporting System)
- CAMS (Capital Asset Management System)
- HRMS (Human Resource Management System)

CONTACT INFORMATION

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Standard 113.30 – TBM Taxonomy Standard

STANDARD STATEMENT

Agencies within the program must follow the published TBM taxonomy for IT Services, Technology Towers and Cost Sources made available by the TBM Council Board Committee on Standards. [Link to published taxonomy](#).

- During the first quarter of each fiscal year, the program will review published standards and establish a timeline to incorporate any changes made to the TBM taxonomy. All efforts will be made to incorporate taxonomy changes at beginning of the fiscal year.

CONTACT INFORMATION

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Standard 113.40 – TBM Reporting Solution Standard

STANDARD STATEMENT

The reporting solution used within the TBM Program to track, monitor and report IT expenditures is from Apptio, Inc.

CONTACT INFORMATION

Contact [OCIO Policy & Waiver Mailbox](#) for additional information or to [request a waiver](#).

SUNSET REVIEW DATE: June 30, 2024

ADOPTION DATE: October 10, 2019 TBD

TECHNOLOGY SERVICES BOARD APPROVAL DATE: TBDTSB Meeting

APPROVING AUTHORITY:

William S. Kehoe, Chief Information Officer
Chair, Technology Services Board