

Technology Budget Template Training

2023-25 Biennium

Overview

What is a technology budget?

- A standard tool used by IT projects to meet the following requirements in accordance with Section 701 of the 2023-25 operating and transportation budgets:

Section 701(4)(a), 2023-25 operating budget

(4) (a) Each project must have a technology budget. The technology budget must have the detail by fiscal month for the 2023-2025 fiscal biennium. The technology budget must use a method similar to the state capital budget, identifying project costs, each fund source, and anticipated deliverables through each stage of the entire project investment and across fiscal periods and biennia from project onset through implementation and close out, as well as at least five years of maintenance and operations costs.

Section 701(2)(a), 2023-25 transportation budget

(2) (a) Each project must have a technology budget. The technology budget must have the detail by fiscal month for the 2023-2025 fiscal biennium. The technology budget must use a method similar to the state capital budget, identifying project costs, each fund source, and anticipated deliverables through each stage of the entire project investment and across fiscal periods and biennia from project onset through implementation and close out, as well as at least five years of maintenance and operations costs.

Who needs to complete a technology budget?

- All information technology projects under OCIO Oversight.
- Gated funding projects (IT Pool and non-IT Pool)
 - Projects that are subject to section 701 of the 2023-25 operating and transportation budgets.
 - Joint oversight by the OCIO and OFM.
 - [Gated Funding Process Resources](#).
 - [Gated Funding Technology Budget Template](#).

Why is the technology budget (TB) important to me?

- Tells your story of **how your investment will deliver business value** and benefit for Washingtonians early and often.
- Provides **transparency and accountability** to the public, OCIO, OFM, and the Legislature.

[Washington State Technology \(IT\) Project Dashboard](#)

- Encourages **cross-functional collaboration** (i.e. project, budget, accounting teams) on detailed project planning.
- Determines the **certification and fund release dates** for gated funding projects.
- This is **not** a budget to track your project's actuals.

When do I submit a technology budget?

- **At the start of a project** – prior to starting Gate 1 or in the project planning stages for non-gated funding projects.
- Any time there's a **change** to the project's scope, schedule or budget that would change the spending plan.
- At the **end of each gate** in preparation for gate certification to continue to the next gate.

To Whom?

- Always submit the final version for review and approval to the **OCIO Consultants Pool** inbox (OCIOConsultants@ocio.wa.gov) and your **OFM Analyst** ([agency assignment list](#)).
 - Copy your Oversight Consultant.
 - Subject line should include "<agency acronym> <project acronym or name> Technology Budget Submission."

Filenames and version control

The filename of your tech budget must include the following information:

Agency Acronym, Project Acronym, "TechBudget," the date and version number (if needed).

We recommend:

<Agency Acronym>_<Project
Acronym>_TechBudget_<Amendment/Update>_YYYYMMDD_<version if needed>.xlsm

For example:

SIB_IDE_TechBudget_Update_20210411_v1.xlsm

What's Changed?

What's New in the 2023-25 Biennium?

- Gated and non-gated projects use the same budget template.
- Non-gated projects enter planned spend on Budgeted Resources.
 - And do not use the Agency In-Kind Resources or 447 Fund tabs.
- Gate holdback percent can be changed on Inputs tab.
- State Employee Staffing sections include:
 - Deliverable General Wage Increase estimates.
 - Round allocation to the second decimal.
- Status and date complete removed.
- Added links to help get to resources easier.

Template Overview by Tab

Overview and Instructions tab

- [Washington State Technology \(IT\) Project Dashboard](#).
- First tab of the workbook has an overview of the instructions for each tab.
- At the top of each tab are instructions to help guide you along the way.

Inputs, Summary, Historical Budget & Actuals Tabs

Inputs Tab

- Sets up the template with pertinent project information and connects the data to the public dashboard.

Summary Tab

- Rolls up data from the Budget Resources and Agency In-kind Resources tabs to provide a summary view by fiscal year, by gate, by fund.
- For gated funding projects, the summary will tabulate the funds available by gate.
- No data entry needed.

Historical Budget & Actuals (Expenditures) Tab

- Historical budgeted resources and agency in-kind resources information and the historical expenditures data for the project.

NOTE: If you're doing a Tech Budget for a project that is a carryover from the last biennium, please work with your Oversight Consultant on the Historical tab.

Budgeted Resources, In-kind Resources Tabs

- Budgeted Resources Tab

- Includes resources covered by funds subject to 701 or to subject to gating requirements
- Illustrates how the dollars in the state budget proviso will be distributed.
- Gate numbers across row 4 set the stage for gated funding allocation.
- Includes fund source information, with a check that funds equal expenses each month.
- Data is being uploaded and displayed on the public [Washington State Technology \(IT\) Project Dashboard](#).

- In-kind Resources Tab

- Includes resources covered by agency base budget
- Gate numbers are automatically copied from the Budgeted Resources tab and should match.
 - *Complete the budgeted resources tab first.*
- Does not require fund sources to be listed.

M&O and 447 Fund Sources Tabs

Maintenance and Operations Tab (M&O)

- Enter estimated maintenance and operations cost *and FTEs* by fiscal year for at least five years.

447 Tab

- Applies to projects funded by the IT Pool State Fund 447 - Information Technology Investment Revolving Account.
- Agencies will put funds into the IT Pool State Fund 447, then spend from the 447 account.
- The details on this tab capture the original fund sources of projects funded by the IT Pool, including percent funded by the state General Fund and other Near General Fund accounts.
- Impacted projects/agency: [LEAP Omnibus Document IT - 2023](#).

Assumptions, Amendment Log Tabs

Assumptions Tab

- Add additional context or notes related to the project scope, schedule and budget.
- Explain any changes from the original decision package (if applicable), fiscal note, or any unique circumstances.

Amendment Log Tab

- Captures changes from the last technology budget to the current technology budget.
- Tab is built to capture historical changes over the life of your project.
- The answers to section **b. Technology Budget Amendment Summary Narrative**, will be posted on the OCIO Dashboard when the latest version of the Tech Budget is approved and posted.

▶ *Note: If you're doing a simple update to the technology budget, having no substantial changes to the scope, schedule, or budget, you will not have to complete the Amendment Log Tab.*

Deliverables

- Demonstrate how the investment will deliver business value from start to finish.
- Align deliverables with biennium budget timeline.
- **Guidelines:**
 - Gates should follow the natural phases of your project.
 - Gates should not cross fiscal year or biennium.
 - All Artifacts are posted to the dashboard.
 - Deliverables Target Dates should be no closer than 30 days from the end of the gate.
 - The planned spend for each gate on the budgeted resources tab and in-kind tab should reflect the level of effort needed for the deliverables in each gate.
 - Some deliverables will be mandatory in an IT Project such as a Security Review by the Office of Cybersecurity.

Technology Budget Addendum

Central Service Model (CSM) Fund Sources Technology Budget Addendum

- Section 701(4)(b)(i)(B) requires that if the project is funded by a central service agency, and funds are driven out by the central service model, the technology budget must provide a statewide impact by agency by fund as a worksheet in the technology budget file.
- Captures the original fund sources of projects funded by the central service model, including percent funded by the state General Fund and other Near General Fund accounts.

Who does this impact?

Central Service agencies that provide core services to support agency operations and mission, including: Consolidated Technology Services (WaTech), Secretary of State, State Auditor's Office, Attorney General's Office, Office of Administrative Hearings, Department of Enterprise Services, Office of Financial Management, Department of Labor and Industries.

Where can I find additional resources?

- [Gated Funding General Resources](#)
- General inquiries:
 - Every oversight project has an assigned Oversight Consultant you can reach directly.
 - Email any questions to the OCIO Consultant Pool Inbox
 - For a list of OFM Budget analysts assigned to your agency, [OFM Budget Staff Agency Assignment](#).
- For non-gated funding projects, please work with your oversight consultant to receive a technology budget template.