



Washington Technology Solutions

STANDARD – TECHNOLOGY PORTFOLIO FOUNDATIONS – APPLICATIONS

See Also:

RCW [43.105.054](#) OCIO Governance

RCW [43.105.205](#) (3) Higher Ed

RCW [43.105.020](#) (22) "State agency"

Attributes	Description	Change Log
Agency Name	Name of agency	None
Agency Number	(4-digit agency number)	None
Unique Identifier	(Unique identifier - ID)	None
Name	(Name of the application)	None
Description	(Description of the item)	None
Business Criticality	(Agency self-defines application criticality to the organization) <ul style="list-style-type: none"> • Business Essential (If unavailable there is direct negative customer satisfaction; compliance violation; non-public damage to organization’s reputation; direct revenues impact) • Historical (Needed for historical purposes) • Mission Critical (If unavailable there is widespread business stoppage with significant revenue or organizational impact; Risk to human health/environment; Public, wide-spread damage to organizations reputation) • User Productivity (If unavailable there is impact to employee productivity) 	None
Core business function	(Identify the core business function the application supports) Agency Line of Business <ul style="list-style-type: none"> • Civil Engagement & Law • Commerce • Communications • Customer Service • Education • Finance • Fiscal & Revenue • Health & Human Services • Health, Safety, Security & Environmental • Land Management & Conservation • Legal • Manufacturing & Delivery • Marketing & Sales • Military • Product Management • Property & Facility • Public Safety • Risk, Audit & Compliance • Transportation & Infrastructure • Vendor & Procurement 	Updated options

	<ul style="list-style-type: none"> • Workforce IT Delivery Services <ul style="list-style-type: none"> • Development • Operations • Security & Compliance • Strategy & Planning • Support IT Infrastructure Services <ul style="list-style-type: none"> • Compute • Data Center • Network • Storage IT Platform Services <ul style="list-style-type: none"> • Application • Data IT Workplace Services <ul style="list-style-type: none"> • Client Computing • Communication & Collaboration • Connectivity 	
Business owner	(Item owner or person responsible for this item)	None
Technical owner	(Technical or service owner responsible for this item)	None
Lifecycle status	(Description of the life cycle of the item) <ul style="list-style-type: none"> • In development or test • In production • Retirement in progress • Retired from inventory 	None
Date Acquired	(Date the organization took ownership or entered software subscription)	None
In service production date	(Date application went into production. For application that are capitalized, this date is associated with the date used for tracking useful life in agency asset tracking system. (See SAAM 30.20.70 – Depreciation Policy and SAAM 30.50.10.A Subsection 80 – Capital Asset Class Codes and Useful Life Schedule.))	None
Retirement date	(Date removed from production)	None
Type of application	(Description of the application type) <ul style="list-style-type: none"> • Custom/In-House • SaaS (Software as a Service) • PaaS (Platform as a Service) • COTS (Commercial Off The Shelf) • Hybrid (Combination of application types) • Application on PaaS 	Added Application on PaaS
Manufacturer/Vendor	(Manufacturer/Vendor name)	None
Cloud Service provider	(If applicable, name of the cloud service provider. Examples: Amazon Web Services (AWS), Azure, Azure Government Cloud, Google Cloud Platform, Oracle, Washington State Cloud, Not applicable.)	Added examples
Source supplier	(Name of the seller of the item)	None
Contract number	(Reference to license or contract number)	None
License number	(Software license number)	None

Version information	(Software version number)	None
Operating system	(If applicable, list operating system name)	None
Operating system version	(If applicable, list operating system version)	None
Key technologies	(List programming language or platform used to develop application, such as C++, COBOL, JavaScript, .NET, Python, Salesforce, etc.)	None
Authentication type	(List authentication used to access the application) <ul style="list-style-type: none"> • Active Directory Single Sign On (SSO) • Active Directory Federated Services (SSO) • Anonymous • Application/Server Specific Account (not-SSO) • Azure Active Directory (SSO) • Secure Access Washington (SSO) • Multiple SSO authentication solutions • Other 	Changed to dropdown options instead of free text
Multi-factor Authentication	(Is multi-factor authentication (MFA) used to access the application?) <ul style="list-style-type: none"> • Yes • No 	New
Data security category	(What is the highest category level of data that this application processes, stores, shares, and/or transmits?) <ul style="list-style-type: none"> • Category 1 • Category 2 • Category 3 • Category 4 	Updated from yes/no to level of data security category
Relationship to other applications	(This field is used to identify an application family or parent application if reporting at a subsystem/module level. To group applications, input an application family name. If the application is dependent upon another application for its existence, list the unique identifier of the primary application)	Updated instructions
Does the application constrain a business process or service?	(If the application is a constraint to improving a business process or service and/or presents a business or operational risk to the organization, the answer is yes) <ul style="list-style-type: none"> • Yes • No 	New
Is on an aging technology?	(Review the list of key technologies and select which applies. If multiple dropdown options of less modern key technologies apply, please select the most prominent) <ul style="list-style-type: none"> • Access • Adabas • C • Classic ASP • Cobol • DB2 • Delphi • Fortran • Fox Pro • IBM PL/1 • Pascal • PERL • Sybase 	New

	<ul style="list-style-type: none"> • VBA • VB.NET • No - key technology not on this list 	
Has resources available	(If all required resources are available to run/support the application, the answer is Yes) <ul style="list-style-type: none"> • Yes • No 	None
Is on an unsupported version	(If the application is running on unsupported version of technology, the answer is Yes) <ul style="list-style-type: none"> • Yes • No 	None
Is updatable	(If the application has all resources to update, the answer is Yes) <ul style="list-style-type: none"> • Yes • No 	None
Has other risks	(If the agency has identified other risks related to security, vendor support or contract management, the answer is Yes) <ul style="list-style-type: none"> • Yes • No 	Updated instruction to specify other risks
Mainframe application	(If applicable, list the mainframe service) <ul style="list-style-type: none"> • State enterprise mainframe (on the state shared service mainframe) • Agency mainframe (On agency managed mainframe and not on the state enterprise shared service mainframe) • Other mainframe (On a mainframe that is not managed by the agency and not on the state enterprise shared service mainframe) 	None
Estimated user count	(Number of end users accessing the application)	None
Used by the agency	(Identify if used by internal agency end users only) <ul style="list-style-type: none"> • Yes • No 	None
Used by the public	(Identify if used by public end users providing or receiving data) <ul style="list-style-type: none"> • Yes • No 	None
Used by agency business partner	(Identify if used by agency business partner end users who provide and receive data agency data) <ul style="list-style-type: none"> • Yes • No 	None
Used across government	(Identify if used by governmental end users such as city, county, state, tribal, education, etc.) <ul style="list-style-type: none"> • Yes • No 	None
Location data	(Identify if application relies on location-based data GIS data such as X,Y coordinates or mapping functionality) <ul style="list-style-type: none"> • Yes • No 	None
Mobile	(Identify if this application is intended to deploy to a small-format mobile device like a tablet or smartphone. Some web applications may have been built with adaptive or responsive design web technology that allows the content to scale/display on tablets or smartphones – those should be considered mobile application)	None

	<ul style="list-style-type: none"> • Yes • No 	
Automated Decision System (ADS) #1	(Does the application use personal information?) <ul style="list-style-type: none"> • Yes • No 	New
Automated Decision System (ADS) #2	(Does the application make decisions or determinations that affect people?) <ul style="list-style-type: none"> • Yes • No 	New
Automated Decision System (ADS)	<p>(Is this application an Automated Decision System (ADS)?)</p> <ul style="list-style-type: none"> • Yes • No • Unsure <p>ADS Definition/Guidance – ADS <u>is</u> When should a system or application be included in the Automated Decision-Making System (ADS) inventory: If a system makes automated decisions based on algorithms that include an interpretation of specific criteria not set by state or federal law to make a decision, judgment, conclusion, or determine eligibility for a service that affects individuals it should be included in the ADS inventory.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Who is likely to recidivate based on subjective risk criteria • Which households should receive services based on risk of becoming homeless • Assessment of penalties or loss of benefits not based on rules defined in law <p>ADS Definition/Guidance – ADS <u>is not</u> What systems or applications that should not be included in the Automated Decision-Making System (ADS) inventory: If a system is making decisions based on state or federal law that specifies the criteria that should be used in determining eligibility, judgments, and conclusions. In this case automated decisions are based on rules defined by law and there is no discretionary judgment that is performed by the ADS.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Eligibility to title a vehicle or vessel • When a driver’s license can be renewed • Issuance of a business or professional license • Issuance of a fishing license • When fees should be charged for a specific transaction 	Delete and replace with Automated Decision System (ADS) #1 and ADS #2
Immutable Backup	(Does this application have immutable backup?) <ul style="list-style-type: none"> • Yes • No • Unsure 	New
Disaster Recovery	(Is there a disaster recovery plan in place for this application?) <ul style="list-style-type: none"> • Yes • No • Unsure 	New

<p>Cost Center</p>	<p>This is a new optional field for agencies in the Technology Business Management (TBM) program. Agency self-defines the AFRS code(s) where the application costs reside.</p> <p>Contact the TBM Program Office (OCIOTBMProgramOffice@watech.wa.gov) for more information / training.</p>	<p>New</p>
<p>Weighting Factor</p>	<p>This is a new optional field for agencies in the Technology Business Management (TBM) program. Provide a weighting factor of the application within the cost center.</p> <p>Contact the TBM Program Office (OCIOTBMProgramOffice@watech.wa.gov) for more information / training.</p>	<p>New</p>
<p>Business Unit Category</p>	<p>This is a new optional field for agencies in the Technology Business Management (TBM) program. Agency self-defines the highest layer of the TBM taxonomy. The business layer can be represented as Business Units, Business Architecture, or Customers & Partners.</p> <p>See the TBM taxonomy for full definitions and contact the TBM Program Office (OCIOTBMProgramOffice@watech.wa.gov) for more information / training.</p>	<p>New</p>
<p>Business Unit</p>	<p>This is a new optional field for more granular reporting of business units for agencies in the Technology Business Management (TBM) program.</p> <p>Contact the TBM Program Office (OCIOTBMProgramOffice@watech.wa.gov) for more information / training.</p>	<p>New</p>
<p>Relationships to other infrastructure items</p>	<p>(If applicable list all other infrastructure unique identifiers associated with this application)</p>	<p>None</p>