

Information Technology Policy

Business Proposal

ITP Number OPD-BUS001A	Effective Date April 6, 2020
Category Business	Supersedes None
Contact RA-ITCentral@pa.gov	Scheduled Review February 2022

Proposal Title: *Enter title here*

Submission Type: *Identify if the submission is the initial project request, major change request or a procurement request.*

Business Owner: *Provide personnel and/or program area designated Business Owner*

Cost: *What is the total anticipated cost? Please provide a breakout by funding source.*

Mandated Completion Date: *Click here to enter a date*

Only add a date if it was defined within the new law or mandate.

Opportunity/Purpose:

Describe why this new project is necessary or what problem it will solve., Is there an existing solution within the enterprise or is a new solution required? If existing solution, does it require significant redesign or modernization?

Business Background:

Detail the background and current environment.

1. When did the agency become aware of the opportunity or problem (s) this project will address?
2. What steps has the agency taken to address or mitigate the problem(s)?
3. Does the agency want to modernize or replace an end-of-life system?
 - a. If yes, what system will be modernized or replaced?
4. Is the solution custom or an off-the-shelf product?
 - a. If custom, why does an off-the-shelf product not a feasible option?
5. If applicable, did the agency reach out to the Governor’s Chief Digital Officer, through its Digital Director, in terms of potential solutions?
6. If not a newly identified opportunity or problem(s), what are the past costs relative to this ongoing project or problem?

Vision, Goals and Objectives:

What is the vision and supporting goals and objectives of the initiative?

Guiding Principle Alignment:

1. Which Commonwealth guiding principle is this related to?

Select the guiding principle this aligns to.		Include the name of mandate, initiative, priority this aligns to.
	Legislative Mandate (Federal/State)	<i>Only select this guiding principle if the new law or mandate has a defined date. This is a date outlined in the mandate, not a target completion date.</i>
	Governor Priority	<i>If yes, does it align to Customer Service Transformation, for example, or other initiatives? Please specify.</i>
	Program Priority	
	Other, please explain	

2. Did you consult with IT to determine if there is another solution that may exist and in use within state government?
 - Yes
 - No
3. If yes, what IT organization(s) did you consult with?
4. If yes, what was the result of your search?
5. If yes, and not planning to use the existing solution, why is the existing solution that being leveraged not being used for this effort?

Alignment Details:

Describe how this proposal supports the selected Guiding Principle(s). What outcomes are to be achieved? What are the Critical Success Factors (CSFs) that will be used to measure the success?

Customer Experience:

Will this initiative improve customer experience? (Significant value, Moderate value, minimal value) Provide justification for expected customer experience.

Approach:

Describe the approach to solve the opportunity or business problem including frameworks used (e.g., Design Thinking, FEAF, ITIL, DevOps) and alternatives that may be under consideration, and how should it be executed.

Approvals

(A wet signature not required, documented approval such as email is acceptable)

Role	Signatory	Date
Agency Head or Designee		