



INFORMATION TECHNOLOGY PROJECT REQUESTS

**Guidelines & Instructions
for
Maryland State Agencies**

Revised Two Step PPR/PIR Approval Process

Fiscal Year 2014

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Part 1: Overview

1.1 Introduction

The Information Technology Project Request (ITPR) system has been updated to support a Two-Step Approval process. This new process exists to ensure that Maryland State agencies follow a standardized approach to requesting approval and funding for Major Information Technology Development Projects (MITDP). These two steps are:

Project Planning Request (PPR):

A project planning request defines the initial planning process for the project and estimates total cost and schedule required to complete Phases 1-4 of the State's SDLC methodology (Initiation, Concept Development, Planning and Requirements Analysis). A preliminary estimate for the entire project cost (SDLC Phases 1-9) is also required to determine if the project meets the financial threshold of >\$1M (one of three potential thresholds) to qualify as a MITDP.

A PIR Submission Authorization is issued by the Department of Information Technology's (DoIT's) Office of Project Oversight (OPO) at the completion of the PPR to authorize progression from planning to implementation.

Project Implementation Request (PIR):

After receiving a *PIR Submission Authorization*, the agency completes the ITPR's PIR section, supporting the remaining SDLC Phases 5-9 (Design, Development, Integration & Test, Implementation and Operations & Maintenance). The PIR will contain the initial PPR information for SDLC Phases 1-4 and the new information for SDLC Phases 5-9 gathered during the PIR process.

Submission & Approval Process:

ITPRs must be submitted through the DoIT's Information Technology Advisory Council (ITAC) web site for review by the following agencies:

- DoIT OPO Project Manager (PM) assigned to the agency reviews for any deficiencies.
- Once approved by OPO, they are reviewed by:
 - Department of Budget and Management (DBM) for financial justification.
 - Department of Legislative Services (DLS) for Legislative support consideration.

An agency is not authorized to expend funding for a MITDP prior to receiving Legislative fund approval for either the PPR or PIR phases. These guidelines and instructions apply to all entities subject to Maryland State Finance and Procurement Law, including, but not limited to State Finance and Procurement articles 3A-302-3A-309.

1.2 Purpose

This document provides guidance and instructions for completing agency ITPR requests to support a six-year budget request cycle beginning Fiscal Year (FY) 2014 and ending in FY 2019.

1.3 Goals

The ITPR Two-Step Approval process seeks to accomplish the following goals:

- Allow sufficient time for project planning.
- Enter into project implementation with solid planning documentation and requirements.
- Ability to develop realistic project scope and estimates, based on tangibles.
- Ensure alignment of MITDPs with the State IT Master Plan (ITMP) and the requesting agency's ITMP.
- Provide documentation regarding project detail of an IT project investment.
- Capture status, risk, schedule, funding and cost detail for agency IT project requests.
- Capture procurement information for agency IT projects.
- Provide a consistent and repeatable process in support of the State's IT Project Oversight methodology.
- Ensure uniformity of IT project request submissions.

Complete information is available on the DoIT website at <http://www.doit.maryland.gov/>, Search: IT Project Oversight

1.4 Process

PPR PROCESS

The scope of the PPR is limited to the first four phases of the SDLC:

1. Initiation
2. Concept Development
3. Planning
4. Requirements Analysis

An agency requesting authorization to spend funds to pursue a new project will begin by submitting a PPR. The PPR must be approved via the annual budget process before the agency may begin expending funds, regardless of funding source. Costs in the PPR will include only those necessary to complete SDLC Phases 1-4, ***not the cost of the entire project.*** * Annual oversight costs must be budgeted as 5% of the total estimated annual project cost, with a minimum of \$50K per year. Oversight must be budgeted for both the PPR and the PIR.

***Remember that a project may be designated as an MITDP based on whether or not it is critical to the agency. The project need not necessarily exceed the \$1M threshold to be considered an MITDP. However, when calculating likely project cost, factor in all costs (including oversight) from the beginning of SDLC Phase 1 through one full fiscal year of O&M following completed implementation.**

The initial PPR must include the information necessary for DoIT, DBM and DLS to make a determination about whether or not the initial planning effort should be undertaken. In addition to completing Sections 1A General Information, 1B Project Information, 1C Schedule, and 1D Financial Data of the PPR for SDLC Phases 1-4 only, the agency will submit for review the following SDLC artifacts: **

1. Project Charter
2. Concept Proposal

The Project Charter identifies the stakeholders and represents the agency's internal formal authorization to proceed with the initiative. The Concept Proposal outlines the need or opportunity to improve existing agency business functions and identifies unmet strategic goals or mission performance improvements. These artifacts, submitted with the PPR, will support the decision whether or not to move forward with the completion of SDLC Phases 1-4.

An updated PPR documenting the current status of project planning must be submitted during each annual budget cycle until the SDLC Phase 4 - Requirements Analysis. Agencies intending to complete SDLC Phases 1-4 by using internal, non-contracted resources are not required to submit a PPR annually. However, these agencies will be required to submit their SDLC 1-4 artifacts to DoIT for review and approval, with a PIR, prior to proceeding to SDLC Phase 5 - Design.

SDLC Phase 4 Completion Validation

Once Phase 4 - Requirements Analysis is complete, the agency will notify their DoIT Oversight PM. DoIT will confirm that all SDLC Phase 1-4 requirements have been adequately completed by validating the following:

1. The project artifacts from each of the first four SDLC phases have been created.
2. Those artifacts are effectively documented and adhere to the SDLC, which is based on the Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK) principles.
3. An appropriate cost development methodology has been used and correctly applied to develop and support a sound project cost estimate.
4. The team has developed a project task schedule through implementation that shows each task with resource names and durations of no greater than 80 hours.

Once these requirements have been satisfied, DoIT will provide the agency a *PIR Submission Authorization* document signifying that the agency may proceed with the PIR process.

**** Agencies must often hire consultants or other outside resources to help develop the earliest of SDLC artifacts. Agencies must submit a PPR prior to expending funds for this purpose.**

PIR PROCESS

Prior to submitting a PIR, the agency must have completed all of the first four phases of the SDLC. The scope of the PIR focuses on the next five phases of the SDLC:

5. Design
6. Development
7. Integration and Testing
8. Implementation
9. Operations and Maintenance

An agency requesting approval to proceed from the SDLC Phase 4 – Requirements Analysis to Phase 5 - Design is required to submit a PIR for review and approval before proceeding, regardless of project funding source. Also, agencies already in SDLC Phases 5-9 must submit a PIR annually, regardless of funding source. Although the PIR focuses on Phases 5-9, it must include all costs and schedules from the PPR, including annual oversight budgets equal to 5% of the total estimated annual project value, with a minimum of \$50K per year. An updated PIR documenting the current status of the project must be submitted during each annual budget cycle until the project has completed the first full fiscal year of Operations and Maintenance.

The PIR must include the information necessary for DoIT, DBM and the DLS to make a determination about whether or not the full project design and implementation should be undertaken. This information will have been developed through the completion of the planning processes in SDLC Phases 1-4. Further, the subsequent PIR submissions will provide DoIT, DBM and DLS with information necessary to make a determination about whether or not a project already in SDLC Phases 5-9 should continue.

ITPR BUDGET ALIGNMENT

In addition to the ITPR, agency's seeking to obtain approval and funding for existing and new MITDP's must submit form DBM-DA21 *Over-the-Target Request* for the project in the agency's FY14 budget submission. All data in the DBM-DA21 form must align with the ITPR. During the process of reviewing the agency's overall budget request, DoIT will work closely with the DBM Office of Budget Analysis (OBA) to validate the project's business case and technical solution, assess the agency's capacity to manage a major project and consider the affordability of the project.

PROJECT FUNDING APPROVAL

At the close of the legislative session DoIT will provide notice of each agency project for which a funding request was approved for the following fiscal year. No expenditure or obligations of these funds are authorized before the beginning of the new fiscal year on July 1st, unless otherwise indicated.

Part 2: PPR/PIR Instructions & Format

2.1 General Preparation Instructions

These instructions are divided into the following five sections, corresponding with the MS WORD template attachment in Part 5:

- Section 1 defines the status of the two-step approval for the project.
- Section 1A provides general agency information.
- Section 1B provides specific project information.
- Section 1C documents the project schedule.
- Section 1D identifies project costs in the following tables:
 - Summary of Project Funding, including Project Oversight
 - Summary of Project Spending, including Project Oversight
 - Summary of Project Spending by Comptroller Object

2.2 Agency ITPR Format and Content

The following section provides instruction for completion of the PPR/PIR forms.

Section 1 – ITPR (PPR/PIR) Format and Content

Select the ITPR Approval Status of PPR until DoIT OPO has provided the project with a ***PIR Submission Authorization***.

Section 1A – General Information

- A. Agency: Enter the full agency name.
- B. Project Title: Provide the same title provided on the project summary of the ITMP.
- C. Executive Business Sponsor: Enter the full name of the Executive Business Sponsor(s) of the project.
- D. Chief Information Officer: Enter the full name of the Chief Information Officer (CIO).
- E. Chief Financial Officer: Enter the full name of the Chief Financial Officer (CFO).
- F. IT Project Manager: Enter the full name of the IT Project Manager.
- G. IT Project Manager Phone: Enter the phone number of the IT Project Manager.

- H. Agency Senior Management Review: DoIT requires that the PPR/PIRs be reviewed and approved by the Executive Business Sponsor, the agency CIO and the agency CFO prior to submission to DoIT. Please indicate that this review was completed by checking the appropriate boxes accordingly. The three senior management reviewers should evaluate the project for support of internal and external drivers affecting the agency's operation.
- I. Budget:
1. Appropriation Code: Enter the eight-digit RSTARS appropriation code.
 2. Sub-Program Code: Enter the four-digit RSTARS appropriation code.
 3. PCA Code: Enter the five digit RSTARS program cost account code.
- J. Over Current Services Budget (CSB) – Yes/No? Indicate with a “Yes” if the project is over the CSB (i.e., unfunded) or “No” if the project is part of the agency CSB.
- K. Project Level: Indicate whether the project level is “New” or “Ongoing” by marking the appropriate check box.
- L. Project Plan Number: Provide a two-digit Project Plan Number to be the unique identifier of the project (e.g., 01, 02 or 03). This identifier must correlate to the agency project numbering scheme cited in the agency ITMP.
- M. Project Type: Indicate whether the project is New Development, System Enhancement, IT Infrastructure or Other.
1. New Development: Projects that involve the planning, design, development and/or deployment of a system to support a new or enhanced business function, to replace an existing legacy system that can no longer fulfill business needs, or to automate functions being done manually. New development includes any commercial-off-the-shelf (COTS) packages that will be procured as an IT solution and configured for the agency's business needs.
 2. System Enhancement: Projects that involve modifications to an existing system.
 3. IT Infrastructure: Projects that involve the installation of new or replacement hardware, cabling, or system software products.
 4. Other: If the project is none of the preceding types or a hybrid of them, indicate the project type as “Other” and explain the type of project.
- N. Project Classification:
1. Major (Y/N): Indicate whether the project qualifies as an MITDP, which is defined as an IT project that meets any one of the following criteria:
 - The total cost of development equals or exceeds \$1 million

- A project undertaken to support a critical business function
- A project designated as an MITDP by the Secretary of DoIT
- 2. Cross Cutting (Y/N): Indicate by selecting “Yes” or “No” if the project impacts multiple agencies, federal/local government or involves the sharing of information across those entities.

Section 1B – Project Information

A. Project Description: Describe the project in general and detail the following:

1. Purpose for the project
2. Scope of the project
3. Expected benefits at project completion
4. If applicable, future costs associated with contractual services

Projects should be defined in terms that can be understood by managers and elected officials. The description should include details of the agency’s business functions and processes supported by the project and how these were evaluated to validate the project request.

B. Project Status: Provide a summary of the current status of the project including:

1. Project phase in the System Development Life Cycle (SDLC)
2. Project status for each phase relative to:
 - Time
 - Budget
 - Scope
3. Overall project assessment

Complete SDLC information is available on the DoIT website at <http://www.doit.maryland.gov>, Search: SDLC.

C. IT Solution: This heading is divided into the following eight sub-sections which are determined during a project’s planning phase:

1. Technology: Provide a summary of the technology (e.g. COTS software, platform, programming language, development suite, database, etc.) that this system will use to satisfy the agency’s business need. Do these technologies already exist statewide?

If the products **do exist** Statewide, answer the following questions:

- Are the products classified as Current, Twilight, Sunset, Emerging or Other?
- Does the agency already have these products in its existing environment?
- If not, what other agencies are using this technology?
- How will the products be acquired?

If the products **do not exist** Statewide, answer the following questions:

- Why is the new technology required?
 - How much will it cost?
 - How will it be acquired?
 - Are there any other issues to be considered?
2. Program Strategic Goals: Summarize how this investment supports your agency and program mission, goals and objectives, as defined in the agency *Managing for Results* (MFR). Describe what business processes are being supported by this proposed project and how they have been analyzed prior to determining the project's necessity?
 3. Critical Success Factors: Identify the three most important technical and/or business factors critical to the success of this project and how they will be measured. This response should answer the question, "How will this project enhance supported business processes and functions?"
 4. Major Stakeholders: Identify the major stakeholders of the project. Stakeholders are those who have a vested interest and will be impacted by the outcome of the project.
 5. Major Customers: Identify the major customers of the implemented system. Customers are direct recipients of the project's products or services.
 6. External Dependencies: Identify the external dependencies and issues (IT and non-IT) that must be resolved before major milestones can be achieved. External dependencies are any items outside of the scope of the project that may impact project completion. External dependencies should be viewed as relationships and managed as risks. Also, identify any special requirements to implement the project, such as network connections (e.g. LAN/WAN), software and/or hardware.
 7. Acquisition Strategy: Provide a summary of the acquisition strategy that will be used to acquire the goods or services needed to implement the project (e.g. Request for Proposal).
 8. Authority/Mandate: Select "Yes" or "No" if there is a legal or regulatory authority that requires the agency to pursue the project. If "Yes", cite the authority and provide an explanation of the legislation, mandate, authority, etc.

For projects under development, the following information can be extracted from the project's System Boundary Document, Functional Requirements, or System Design Document as defined in the SDLC.

- D. Business Need Justification: Provide a summary of the business need and supporting justification for investment in this project. The narrative should clearly indicate why the project is being undertaken. Likewise, there should be discussion of the business processes being supported or automated by this project. Specifically, to what extent are those processes documented and how have they been analyzed for what should be done first to improve the business process before considering how technology can support it. Also address whether the project supports the overall statewide priorities? Does the project

support the State IT Master Plan's Perpetual Objectives of Consolidation, Interoperability and Standards?

E. Benefits:

1. External: Provide a summary of the anticipated or realized external benefits of the project when implemented. An external benefit is one that is realized by a stakeholder or customer of the system outside the agency. The benefits should be quantifiable, where possible (e.g. reducing transaction turnaround time from 15 to 10 days).
2. Internal: Provide a summary of the anticipated or realized internal benefits of the project when implemented. An internal benefit is one that is realized within the business unit that owns the system. The benefits should be quantifiable, where possible (e.g. business process savings and staff efficiencies).
3. Return on Investment (ROI): Identify the anticipated ROI when the project is implemented. The ROI evaluates the investment by calculating the cost in relation to the profit. A primary component of ROI is benefit, or payback. Benefits are typically identified as either tangible or intangible and should be linked to performance measures. Tangible benefits are those benefits that are capable of being appraised at an actual or approximate value. Intangible benefits are those benefits that cannot be assigned a dollar value. An example of an intangible benefit is "flexibility". This could be defined as a proposed system that may allow a manager to have two or three people perform the same job without significant training expense.

F. Major Risks:

1. Risk Factor and Risk Level: Provide an overall rating for each risk factor. Risks can be categorized as high, medium, low or not applicable (N/A). Risk rating information is consistent with what is used in the MITDP quarterly report. Summary definitions of risk factors and risk levels are shown below on Figure 1.
2. Risk Description: Provide any additional information for each risk factor or any other risks. Explain mitigation strategies for all high and medium risks.

G. Security, Privacy and Disaster Recovery Requirements: Provide a summary that addresses security, privacy and disaster recovery for this project. If this is an existing system, indicate whether the security/privacy/disaster recovery plan is in place. If a plan has not been developed, describe when and how a plan will be implemented to address these critical requirement areas.

H. Architecture and IT Policy Conformance: Provide a summary of key agency architectural standards and policies applicable to this project.

Figure 1. Risk Factor and Risk Level Definitions

Risk Factor	Risk Level Definition
Objectives Progressive elaboration of scope specifications	High: Requirements, scope and objectives not reasonable or clearly defined Med: Requirements, scope and objectives partially met Low: Requirements, scope and objectives are reasonable or clearly defined
Sponsorship Financial and political support	High: Not clearly defined and committed Med: Defined, not committed Low: Clearly defined and committed
Funding Project costs	High: Not allocated Med: Allocated with constraints Low: Allocated without constraints
Resource Availability Person or material	High: External resources needed & internal availability uncertain or constrained Med: External resources needed, Internal available Low: No external resources needed, Internal available without constraints
Interdependencies Work packages and/or projects	High: Critical project dependencies Med: Non-critical project dependencies Low: No project dependencies
Technical Software, hardware, architecture	High: Technology unproven and/or new expertise needed Med: Technology proven and internal/external expertise needed Low: Technology proven and no internal or external expertise needed
User Interface Front end application interface	High: Poorly defined user interface Med: Partially defined user interface Low: Well-defined user interface
Organizational Culture Business processes, procedures and policies of the organization	High: Major changes required to organizational culture, business processes, procedures or policies Med: Moderate changes required Low: Minor changes required
Supportability Cooperation, collaboration, assistance	High: Significant support & updating required Med: Moderate support & updating required Low: Future support easy & no major updating required
Implementation Completion, effort and user acceptance	High: Major uncertainties and/or user resistance Med: Moderate uncertainties and/or user resistance Low: Minor uncertainties and/or user resistance
Flexibility Elasticity of any component impacting the project	High: Project components not easily adaptable Med: Project components partially adaptable Low: Project components easily adaptable

Section 1C – Schedule

Figure 2 is a completed sample of the input table that is part of the ITPR form. Agencies must list the major lifecycle milestones as well as planned contract and procurement activity, by SDLC phase, for the project. Up to nine milestones can be input for each phase. If an iterative development approach or multi-phase task orders are employed for the project, where detailed plans or requirements are subsequently defined with each phase, multiple ITPRs are required to

maintain independent cost and schedule for the planning and implementation phases of each “project”. Consult your DoIT OPO PM for further guidance.

Figure 2. Sample IT Project Major Milestones by SDLC Phase

Phase	Major Milestones	Planned Start Date	Actual Start Date	Planned End Date	Actual End Date
PPR: Complete or update SDLC Phases 1-4 milestone deliverables.					
Initiation	Concept Proposal				
	Project Charter				
Concept Development	Project Scope Statement				
Planning	Project Management Plan				
	Risk Management Plan				
	Change Management Plan				
	Communication Plan				
	Staffing Management Plan				
Requirements Analysis	Functional Requirements				
	Test Master Plan				
PIR: Complete or update SDLC Phases 5-9 milestone deliverables, but only after receiving <i>PIR Submission Authorization</i>					
Design	System Design Document				
	Conversion Plan				
	Implementation Plan				
	Operations Manual				
	System Administration Manual				
	Maintenance Manual				
	Training Plan				
	User Manual				
	Security Plan				
	Data Retention Plan				
	Disaster Recovery Plan				
Development	Software Development Document				
	Integration Document				
	Test Analysis Report				
	System Application Document				
	Test Data				
	Release Notes				
Integration and Test	Test Analysis Approval Determination				
	Test Problem Report				
Implementation	Version Description Document				
	Post-Implementation Review Report				
Operations & Maintenance	One full Fiscal Year of operation				
Disposition (optional)	Retire system				

Section 1D – Financial Data

Project Financial Data: In this section, the full project lifecycle financial data is captured, including project oversight costs. Data should be entered in numeric format as whole dollars with no commas.

- A. Table 1: Summary of Project Funding, is a completed sample of the input table that captures total project funding by funding source; General, Special, Federal, Reimbursable and MITDP Fund. Annual project oversight funding of 5% of total estimated annual project value, with a minimum of \$50K per year should be budgeted for each MITDP in Phases 1-8 of the SDLC.

TABLE 1: SUMMARY OF PROJECT FUNDING

For PPR, define the funding needed to complete only SDLC Phases 1-4 in the table below. For PIR, complete the actual funding used in PPR and what is needed to complete SDLC Phases 5-9, including one-full FY of Operations & Maintenance.

Fund Type	Approp Prior to FY 12	FY 12 Approp	FY 13 Approp	Actual Funding Thru FY13	FY 2014 Budget Request	FY 14 Gov Allow	FY 14 Actual Approp	Planned FY 2015 Funding Request	Planned FY 2016 Funding Request	Planned FY 2017 Funding Request	Total Projected Funding
General	0	1,000,000	2,000,000	3,000,000	2,000,000	0	0	1,000,000	2,000,000	0	8,000,000
Special	0	0	0	0	0	0	0	0	0	0	0
MITDPF	0	0	0	0	0	0	0	0	0	0	0
Federal	0	0	0	0	0	0	0	0	0	0	0
Reimbursable	0	0	0	0	0	0	0	0	0	0	0
Oversight	0	50,000	100,000	150,000	100,000	0	0	50,000	100,000	0	400,000
TOTAL ALL FUNDS	0	1,050,000	2,100,000	3,150,000	2,100,000	0	0	1,050,000	2,100,000	0	8,400,000

Total All Funds Projected Funding = Actual Funding Thru FY2013 + FY2014 Funding + Planned FY2015 Funding Request + Planned FY2016 Funding Request + Planned FY2017 Funding Request

NOTE: All expected funding required for project completion should be combined with Year 4 for FY 2017 in order to project funding requests in accordance with the six year budget request cycle.

Column Definitions: Information should be entered for each applicable funding source. (General, Special, MITDPF, Federal, Reimbursable and Oversight funding)

- **Appropriation (Approp) Prior to FY12-** all actual project appropriations prior to FY12
- **FY12 Approp** - all actual project appropriations for FY11
- **FY13 Approp** – all actual project appropriation for FY12
- **Actual Funding Thru FY13** - automatically calculated as the sum of the first three columns
- **A. FY14 Budget Request** – This is the amount that the agency expects to spend. This amount should be based on when the actual invoices will be paid since projects are budgeted on a cash flow basis. The agency's schedule should support

the time phased expenditures (invoice pay dates). Prior FY carry forwards should be factored into the amount being requested.

- **B. FY14 Gov Allow** – the Governor’s Allowance is the amount requested in the Governor’s budget submission for FY14. This column will be filled in by DoIT and will appear in the Budget Book.
- **C. FY14 Actual Approp** – the actual amount appropriated by the legislature as presented in the budget bill. This amount will be filled in by DoIT after the budget bill is released.
- **Planned FY15 Funding Request** – estimated amount of funding to be requested in FY14, based on project spending plan (assume that the amount requested in previous FYs is received).
- **Planned FY16 Funding Request** – estimated amount of funding to be requested in FY15, based on project spending plan (assume that the amount requested in previous FYs is received).
- **Planned FY17 Funding Request** – estimated amount of funding to be requested in FY16, based on project spending plan (assume that the amount requested in previous FYs is received). Since the form is limited to only four years, all expected funding required for project completion should be combined with Year 4 for FY 2017 in order to project funding requests in accordance with the six year budget request cycle.
- **Total Projected Funding** – Estimate of total project funding. This field is automatically calculated as the sum of Actual Funding Thru FY13, FY14 funding amount and planned out-year funding through FY17. FY14 funding amount will automatically change columns from A to B to C as the ITPR moves thru the budget approval process.

B. Table 2: Summary of Project Spending captures a summary of project spending by SDLC phase.

Complete SDLC information is on the DoIT web site at <http://www.doit.maryland.gov/>, Search: SDLC.

Contracted project management costs for each phase must be included in the total project costs. This includes costs for all contracted project team members. Project oversight costs are also part of each MITDPs cost. Each MITDP must include 5% of the total estimated annual project value, with a minimum of \$50K per year for project oversight for each year prior to the first full fiscal year of O&M.

Operations & Maintenance (O&M): Include the *total cost of ownership* after implementation for one full Fiscal Year following the fiscal year in which implementation is completed.

TABLE 2: SUMMARY OF PROJECT SPENDING BY SDLC PHASE

For PPR, define the spending estimates to complete only SDLC Phases 1-4 in the table below. For PIR, complete the actual spending for PPR and what is needed to complete SDLC Phases 5-9, including one-full FY of Operations & Maintenance.

SDLC Phase	Total Planned Cost	Cost To Date	FY 2013 Estimate to Complete	FY 2013 Estimate at Completion	FY 2014 Projected Spending	FY 2015 Projected Spending	FY 2016 Projected Spending	FY 2017 Projected Spending	Estimate at Completion
PPR: Complete or update SDLC Phases 1-4 milestone deliverables.									
Initiation	250,000	250,000	0	250,000	0	0	0	0	250,000
System Concept Development	250,000	250,000	0	250,000	0	0	0	0	250,000
Planning	250,000	250,000	0	250,000	0	0	0	0	250,000
Requirements Analysis	250,000	0	250,000	250,000	0	0	0	0	250,000
PIR: Complete or update SDLC Phases 5-9 milestone deliverables, but only after receiving PIR Submission Authorization									
Design	1,000,000	0	0		1,000,000	0	0	0	1,000,000
Development	1,500,000	0	0		1,500,000	0	0	0	1,500,000
Integration and Test	2,000,000	0	0	0		2,000,000	0	0	2,000,000
Implementation	2,000,000	0	0	0			2,000,000	0	2,000,000
Operations and Maintenance	500,000	0	0	0	0	500,000	0	0	500,000
Disposition (optional)	0	0	0	0	0	0	0	0	0
Oversight (required for both PPR & PIR)	400,000	50,000	100,000	150,000	100,000	50,000	100,000	0	400,000
TOTAL ALL PHASES	8,400,000	800,000	350,000	1,150,000	2,600,000	2,550,000	2,100,000	0	8,400,000

Total All Phases Estimate at Completion: FY2013 Estimate at Completion + FY2014 Projected Spending + FY2015 Projected Spending + FY2016 Projected Spending + FY2017 Projected Spending.

Total All Phases, Estimate at Completion from Table 2 must equal Total All Funds Total Projected Funding Table 1.

Column Definitions: Information should be entered for each applicable phase (Initiation, System Concept Development, Planning, Requirements Analysis, Design, Development, Integration and Testing, Implementation, O&M and Disposition).

- **Total Planned Cost** – Original amount estimated by the agency of how much the total project is to cost
- **Cost to Date** - All actual spending to date, including costs from previous years. Please account for invoices actually paid; not encumbrances
- **FY13 Estimate to Completion** – Costs planned to be expended, invoices actually paid, on the project for the remainder of the current fiscal year

- **FY13 Estimate at Completion** - Costs spent to date on the project, plus expenditures planned on the project through the remainder of the current fiscal year. Automatically calculated as sum of “Cost to Date” and “FY12 Estimate to Complete” columns.
- **FY14 Projected Spending** – Estimate to complete for FY13
- **FY15 Projected Spending** - Estimate to complete for FY14
- **FY16 Projected Spending** - Estimate to complete for FY15
- **FY17 Projected Spending** - Estimate to complete for FY16. Since the form is limited to only four years, all expected spending required for project completion should be combined with Year 4 for FY 2017 in order to project spending estimates in accordance with the six year budget request cycle.
- **Total All Phases Estimate at Completion** – Current estimate by the agency of how much the total project is to cost. Includes total project costs for all phases and years of projected project spending. This is automatically calculated as the sum of “FY13 Estimate at Completion” and all out year projected spending columns.

Note: Total All Phases Estimate at Completion from Table 2 must equal Total All Funds Total Projected Funding Table 1. These calculations are performed for you when the source fields are entered into the online ITPR system.

- C. Table 3: Summary of Project Spending by Comptroller Object is a sample of the input table that captures total project cost by Comptroller Object Code.

TABLE 3: SUMMARY OF PROJECT SPENDING BY COMPTROLLER OBJECT

COMPTROLLER OBJECT CODES	Total Planned Cost	Cost to Date	FY 2013 Estimated to Complete	FY 2013 Estimate at Completion	FY 2014 Projected Spending	FY 2015 Projected Spending	FY 2016 Projected Spending	FY 2017 Projected Spending	Estimate at Completion
01. Salaries, wages	0	0	0	0	0	0	0	0	0
02. Technical & fees	0	0	0	0	0	0	0	0	0
03. Communications	0	0	0	0	0	0	0	0	0
04. Travel	0	0	0	0	0	0	0	0	0
06. Fuel & Utilities	0	0	0	0	0	0	0	0	0
07. Motor Vehicle Oper. & Maint.	0	0	0	0	0	0	0	0	0
08. Contractual Services	8,400,000	800,000	350,000	1,150,000	2,600,000	2,550,000	2,100,000	0	8,400,000
09. Supplies & Materials	0	0	0	0	0	0	0	0	0
10. Equipment Replacement	0	0	0	0	0	0	0	0	0
11. Equipment Additional	0	0	0	0	0	0	0	0	0
12. Grants, Subsid.& Contrib.	0	0	0	0	0	0	0	0	0
13. Fixed Charges	0	0	0	0	0	0	0	0	0
14. Land & Structures	0	0	0	0	0	0	0	0	0
TOTAL ALL OBJECT CODES	8,400,000	800,000	350,000	1,150,000	2,600,000	2,550,000	2,100,000	0	8,400,000

Total All Object Codes Estimate at Completion: FY2013 Estimate at Completion + FY2014 Projected Spending + FY2015 Projected Spending + FY2016 Projected Spending + FY2017 Projected Spending.

Total All Object Codes Estimate at Completion on Table 3 = Total All Phases Estimate at Completion on Table 2.

Column Definitions: Information should be entered for each applicable Comptroller Object Code.

- **Total Planned Cost** – Original amount estimated by the agency of how much the total project is to cost.

- **Cost to Date** - All actual spending to date, including costs from previous years. These are invoices actually paid; not encumbrances.
- **FY13 Estimated to Complete** – Costs planned to be expended, invoices actually paid, on the project for the remainder of the current fiscal year
- **FY13 Estimate at Completion** - Costs spent to date on the project, plus expenditures planned on the project through the remainder of the current fiscal year. Automatically calculated as sum of “Cost to Date” and “FY13 Estimate at Completion” columns.
- **FY14 Projected Spending** – Estimate to complete for FY14
- **FY15 Projected Spending** - Estimate to complete for FY15
- **FY16 Projected Spending** - Estimate to complete for FY16
- **FY17 Projected Spending** - Estimate to complete for FY17
- **Estimate at Completion** – Current estimate by the agency of how much the total project is to cost. Includes total project costs for all object codes and years of projected project spending (automatically calculated as sum of “FY14 Estimate to Completion” and all out year projected spending columns).

Note: Total All Object Codes Estimate at Completion from Table 3 must equal Total All Phases Estimate at Completion from Table 2.

Part 3: Submission Requirements

3.1 Rollover Parameters

All FY13 ITPRs that have a status of ‘Submit to DoIT’ or ‘Allowance’ will be rolled over to create new FY14 PPR/PIRs. All information must be validated by the agency and updated as needed.

3.2 Submission Procedure

All projects that were copied into the FY14 ITPR system must be reviewed by the agency and updated to reflect the current status, prior to agency Executive Sponsor, CIO and CFO approval and submission to DoIT. All ITPRs are to be submitted to DoIT with your agency’s budget submission to DBM.

Part 4: Review & Approval

Upon submission, ITPRs will be reviewed by DoIT, DBM OBA and the Department of Legislative Services. ITPRs will be evaluated for consistency with the agency’s ITMP, adherence to the State ITMP, the agency’s budget request and State IT policy, standards and procedures. ITPRs that are found to be incomplete or have superficial entries in their content will be returned to the agency for improvements.

PIR Submission Authorization

DoIT has assessed the required documentation for the _____ project and has determined that it meets the standard of completion in accordance with the requirements of the State of Maryland Systems Development Life Cycle (SDLC) guidelines.

DoIT Authorization:

Project Manager, OPO

Date

Stacia Cropper
Chief Operating Officer

Date