

- Allows project managers the ability to manage project resources.
- Ensures information technology project budgets are managed effectively.

Intended results:

- Ties funding of information technology projects to specific funding sources.
- Where appropriate, transfers budget limitation/authority from Cluster budgets to the OIS budget.
- Establishes project budgets and provides reporting of actual expenditure versus budget.

Implementation/Transition Instructions:

- Finance, Policy, and Analysis (FPA) and Office of Information Services (OIS) are collaborating to establish the business case/justification forms and the steps necessary to approve information technology projects, through the Information Technology Governance Council (ITGC) and Department Cabinet, resulting in identified funding sources and transfer of budget limitation/authority from Cluster budgets to the OIS budget (where appropriate).
- Forms and procedures will be transmitted to DHS managers when complete and will be posted on the website with links from the policy.
- FPA and OIS will help Cluster Managers prepare required documents as needed.
- Roles and responsibilities for Cluster Managers, DHS Cabinet, FPA Budget Administrators, Office of Financial Services, OIS Business Manager, and Information Technology Project Managers are outlined in the policy.

Training/Communication Plan: This policy transmittal provides formal announcement of the policy. No formal training is planned. Questions should be directed to the policy contacts.

Local/Branch Action Required: Inform appropriate staff of policy contents and requirements. Establish any local steps needed to coordinate with program management regarding information technology project proposals.

Central Office Action Required: Inform appropriate staff of policy contents and requirements. Ensure policy and process is followed for all projects with an information technology component.

Field/Stakeholder review: Yes No

If yes, reviewed by: DHS Information Technology Governance Council and DHS Cabinet

Filing Instructions: No paper copies are distributed for filing. Department-wide support services policies are located on the DHS web site at <http://www.dhs.state.or.us/policy/admin/>

If you have any questions about this policy, contact:

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