



City and County of San Francisco ICT PLAN

Project Proposal Ratings & Criteria

PROJECT CATEGORIZATION

1. Type

Software application - Software systems used to support specific end-user operations within departments

Infrastructure - Protocols, computing equipment, data centers, and networks that bind the computing enterprise together and facilitate efficient data flows

Operating Systems – Software and hardware used to support specific IT operations within departments

2. Functional Category

Maintenance – Invest in an existing system to maintain current functions

Enhancement – Invest in an existing system to add new or substantially improve capabilities

Replacement – Invest in new system rather than maintain existing system

New system – Invest in a new system for functions that currently do not exist

Critical Project Development – Invest in planning of potential future systems

PROJECT CRITERIA (Each criterion scored from 0 to 3)

1. Project's Range of Impact (60%)

Scope – Project's range of impact within the City

Core Business Support – Extent that project supports the main functions upon which a business is built or operates; Supports essential duties of City government

Compliance – Project keeps business in accordance with established standards, regulations, or laws

Innovation – Advances or transforms provision of core services through use of innovative technology

Priority – Project is the department's highest priority

2. Support of ICT Plan Goals (40%)

GOAL 1

Efficiency – Project improves operational and financial efficiencies that lead to a return on investment (ROI), Cost Reduction and/or Cost Avoidance

GOAL 2

Access – Project improves public access to information or government services

Transparency – Project improves transparency of government

GOAL 3

Security – Project reduces the risk of ICT systems and information being misused, destroyed or modified

Disaster Recovery – Project supports or prepares for the recovery or continuation of ICT infrastructure critical to business functions after a natural or human-induced disaster

GOAL 4

Infrastructure – Project supports and/or replaces equipment, systems, software, or services used in the department or in a common citywide program or project (e.g. the fiber network, telephone and radio systems)



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COIT RATINGS WORKSHEET

High <----- Medium -----> Low					
Scale (Points)		3	2	1	0
RANGE OF IMPACT (60%)					
	Scope	Project has citywide impact.	Project has major service area impact.	Project has department-only impact.	N/A
	Core Business Support	Project provides key core department and city business support.	Project provides core city business support.	Project provides some core department business support.	N/A
	Compliance	Project addresses mandatory standards, specifications, or laws.	Project addresses optional compliance guidelines.	Project keeps businesses in line with common business practices.	N/A
	Innovation	Project significantly advances/transforms core citywide services.	Project significantly advances/transforms core department services.	Project somewhat advances/transforms core services.	N/A
	Priority			Project is department's highest priority	N/A
ICT PLAN GOALS (40%)					
GOAL 1	Efficiency	Project generates (>\$250k annually) operational efficiencies and savings/income.	Project generates (\$100k to \$250k annually) operational efficiencies and savings/income.	Project generates (<\$100k annually) operational efficiencies and savings/income, or cost avoidance.	N/A
GOAL 2	Access	Project significantly improves public access to information or government services.	Project improves public access to information or government services.	Project somewhat improves public access to information or government services.	N/A
	Transparency	Project significantly improves government transparency.	Project improves government transparency.	Project somewhat improves government transparency.	N/A
GOAL 3	Security	Project significantly reduces security risks.	Project addresses security risks.	Project reduces some security risks.	N/A
	Disaster Recovery	Project significantly addresses disaster recovery needs.	Project addresses disaster recovery needs.	Project addresses some disaster recovery needs.	N/A
GOAL 4	Infrastructure	Project improves both department and City key infrastructure.	Project improves City infrastructure.	Project improves some department infrastructure.	N/A