Committee on Information Technology

COIT New Project Request Form

Please note: You may click 'save & close' to save your work and continue at any time.

PART I: Project Overview

PART II: Project Details

PART III: Funding Request

PART IV: Review & Print

PART V: Form 2

COIT Admin

One Pager

Scoring Rubric

Project Title*

*Project title is required and used to create a file name for this request

Department*

Executive Sponsor

Product Owner / Business Lead

Project Manager

What type of request?   Select...

Theme: Select...

FY Start   FY2018-19   FY Finish   Select...

Calculated Duration (in years)

Finish Year Must be after Start Year

Please contact Lily at lily.liang@sfgov.org to receive a copy of your previous budget submission.

Save & Close   Next

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PART II: Project Details

Description

Is this your Dept.'s Highest Priority Project?   Select Priority... ▾

What is the scale of impact?   Select... ▾

Who will be the <u>primary</u> user of the technology project?

Select... ▾

Using layman terms, what is the objective of this project?

Have you conducted any user research?   Select... ▾

How would this technology project advance **Mayoral Priorities**? Provide an example (1-2 sentences)

☐ Residents and Families that Thrive

☐ Clean, Safe, and Livable Communities

☐ A City that is Diverse, Equitable, and Inclusive

☐ Excellent City Services

☐ A City and Region Prepared for the Future

Select which **ICT Strategic Goal** the technology   Select... ▾
project most supports

How would your technology project support ICT strategic goals (1-2 sentences)

Please identify **Department strategic goals** and how the proposed project would advance department priorities (4-5 sentences)

Have you consulted with Department of   Select... ▾
Technology staff about project requirements?

Save & Close   Next

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PART III: Budget Information

Budget Details

	FY19	FY20	FY21	FY22	FY23
Total Cost	$0	$0	$0	$0	$0
Request To COIT	$0	$0	$0	$0	$0

Matching Funds: In order to support a wider range of projects, COIT encourages departments to help pay for a portion of total project costs. How much of the total project costs is your department willing to support?

	FY19	FY20
Matching Funds		

Total Cost of Ownership

Total Cost (5 Years) $0 + Annual ongoing costs

What are the consequences of not doing this project?

If you would like to provide any additional justifications, please describe below.

Save & Close   Next

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PART V: Form 2 (NEW)

Project Planning

What are some potential risks or issues that may impact the successful implementation of this project?

Have you conducted any user research?

Describe specifically **who** the intended users and beneficiaries of this project.

How do organizations outside the City address this problem? Please describe relevant examples.

Are other departments using the same or similar technologies? Please list any you are aware of.

Are other departments potentially interested in using your technology?

Select...

If yes, please list supporting departments.

Quantifying Project Benefits

Please identify the primary efficiencies you expect to gain

Select...

Describe how you will measure the top ranked efficiency gained (4-6 sentences)

Rate how much this technology will make City services more accessible

Select...

Describe how and which specific groups/populations will gain access

Technical Specifications

Do you anticipate any custom development will be needed to build the product?

Select...

Are any Open Source alternatives available?

Select...

Please list any you are aware of.

Risk Management

Please confirm have read and are compliant with all COIT policies.

Select... ▼

Is this project needed to meet a new legal requirement?

Select... ▼

Please list any policies or regulations that apply to the use of the technology or information contained within the system.

Will the planned project be a critical system in department operations?

Select... ▼

Identify the classes of data your system will contain, according to the City's Data Classification Standard.

Select... ▼

Will any data from the system be available to publish on the Open Data Portal?

Select... ▼

What data do you anticipate publishing to the Open Data Portal?

Save & Close   Next

The Committee on Information Technology (COIT)
Scoring Rubric

Project:

Department:

Criteria	COIT Notes	Score
Strategic Value (Goals, Impact)		0
Project Benefits (Users, Measures)		0
Financial Benefits (Savings, Measures)		0
Regulatory Compliance & Risk Management (Policy, Security)		0
Architecture & Development Plan (Development, Methods, Sharing)		0
Department Capacity (Planning, Staffing)		0

Total: **0**

One Pager	See Full Project	Save & Close

COIT Budget - Structured Scoring Rubric

Criteria	Poor - 1	Mixed - 2	Good - 3	Excellent - 4
Strategic Value (Goals, Impact)	Largely about convenience, not strategic. Not tied to a goal. Project replicates old process, or legacy technology features.	Focused department goals only. Does not consider ICT or Mayoral priorities. Minor transformative value to operations or services.	Mayoral and ICT goals clearly influence project objectives. Project largely promises department specific changes, but could be an example.	Alignment with Mayoral, ICT, department goals. Supports "One City" approach. Project needed to accomplish strategic goals.
Project Benefits (Users, Measures)	End users not clearly defined. Vague notion of how they will benefit. No method to measure benefits. No plan to iteratively improve.	User benefits focused on employees. No clear connection how public will benefit. Basic measures provided, unconvinced measures will be used to improve service.	Project is orientated to address a specific need/problem. End user will clearly benefit. Established methods to incorporate measures and improve.	Project is designed to transform service experience. User issues and journey well understood. Current state measures already being used to inform design.
Financial Benefits (Savings, Fund Match)	No analysis of projected ongoing costs, staffing requirements. 100% COIT supported.	Some backup for cost estimates & ongoing costs. Unclear if there will be savings, if any. Dept will provide 1-50% funds.	Strong project cost estimates and realistic ongoing costs. Projected savings can be captured. Dept will provide 50% of funds.	Project has clear sense of costs and identifiable savings. Savings can be redirected to support future efficiencies. Dept will provide 50% of funds.
Regulatory Compliance & Risk Management (Policy, Security)	No Regulatory Requirement. No consideration for security. Unsure if sensitive data will be on system.	No Regulatory Requirement. Unclear how department will conduct risk assessment. Loose understanding of data sensitivities.	Regulation exists, but satisfied by other means. Security practices established. Working understanding of how to classify and protect data.	Project is required to satisfy regulatory requirement. A leading example of how to incorporate new technology and protect systems and data.
Architecture & Development Plan (Dev Methods, Sharing)	100% custom development. Business separated from IT. Technology to be built by outside the business. Siloed solution for department only.	User research/testing only done to satisfy COIT requests. Unconvincing the "business" will own the project. Data sharing only if asked.	Department consulted DT and designing architecture to align with other departments, and user needs. Will form sharing agreements.	Project is central to promoting shared architecture. Multiple depts actively coordinating. Design will be iterative to meet business needs.
Department Capacity (Planning, Staffing)	Identified the solution before understanding the problem. No dedicated staff to support build, change management. No capacity for another project.	Light understanding of alternative solutions. Did not coordinate with other depts. Has put some thought into promoting adoption.	Conducted thorough scoping of market alternatives, and existing solutions in the City. Have an established practice to manage projects, change management.	Conducted specific user research/testing in the scoping phase. Clear understanding of problem and available solutions. Department already engaging in change management.