Nebraska Information Technology Commission

Guidance on Information Technology Related Budget Requests
Project Proposal Form Requirements

Issue:

Does an information technology project in your agency's budget request require the completion of a Project Proposal Form?

Background:

The Nebraska Information Technology Commission ("NITC") is required by statute to "make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel, for which new or additional funding is requested." Neb. Rev. Stat. §86-516(8)

The NITC developed the Project Proposal Form to aid in the review and prioritization of information technology funding requests. The Statewide Technology Plan provides that "[a]ll state agencies and public higher education institutions requesting state appropriations for information technology must prepare a project proposal for each information technology project."

Some, but not all, information technology budget requests will require the completion of the Project Proposal Form. This document is intended to provide guidance on which projects require completion of this form.

Definitions:

Information technology is defined as "computing and telecommunications systems, their supporting infrastructure, and interconnectivity used to acquire, transport, process, analyze, store, and disseminate information electronically." Neb. Rev. Stat. § 86-507. Supporting infrastructure includes both the physical infrastructure such as computers or networks and non-physical components such as personnel, training, customer support, and software.

A **significant project**, for the purposes of this document, means a project which: 1) costs more than $250,000; OR 2) costs more than $25,000 AND has a major effect on a core business function OR has an impact that affects multiple agencies. This definition does not include on-going operational costs of information technology such as replacement of computers, operating system upgrades, routine data processing costs, existing support personnel, or application maintenance.

Guidance:

A Project Proposal Form is required for all significant information technology projects. Review the definitions above and complete the Worksheet on the following page to determine if your project requires a Project Proposal Form.

ALL requests for funding, whether or not a Project Proposal Form is completed, must still be provided for in the standard agency budget requests submitted to the DAS Budget Division.

Agencies should contact their budget analyst with any questions about whether specific projects require the completion of a Project Proposal Form. The Budget Division will consult with the Office of the CIO / NITC on these questions.

References:

Nebraska Information Technology Commission - http://www.nitc.state.ne.us/
Project Proposal Form - http://www.nitc.state.ne.us/forms/
Statewide Technology Plan - http://www.nitc.state.ne.us/stp/
DAS Budget Division - http://www.budget.state.ne.us/

WORKSHEET

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1. Is this an information technology related funding request?   YES or NO

   If YES, continue.
   If NO, STOP. A project proposal form is not required.

2. Is the funding request for on-going operational costs such as replacement
   of computers, operating system upgrades, routine data processing costs,
   existing support personnel, or application maintenance?   YES or NO

   If YES, STOP. A project proposal form is not required.
   If NO, continue.

3. Is the cost of the project more than $250,000?   YES or NO

   If YES, STOP. A PROJECT PROPOSAL FORM NEEDS TO BE
      COMPLETED.
   If NO, continue.

4. Is the cost of the project more than $25,000?   YES or NO

   If YES, continue.
   If NO, STOP. A project proposal form is not required.

5. Does the project have a major effect on a core business function?   YES or NO

   - OR -

6. Does the project have an impact that affects multiple agencies?   YES or NO

   If you answered YES to either question 5 or 6, A PROJECT PROPOSAL
      FORM NEEDS TO BE COMPLETED.
   If you answered NO to both questions 5 and 6, a project proposal form is
      not required.