Draft process for cataloguing, reviewing, and assigning resources to IT ideas

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1. Idea proponent generates idea & discusses it w/ point person.
2. Point person determines whether idea meets criteria for entry to tracking system.
3. "Idea Sifters" review ideas and assign status in tracking system.
4. Request moved to next step in process and set to "Active - Unassigned".
5. Determine estimated time frame to do project.
6. "Idea sifters" rank ideas in tracking system based on criteria.
7. Get final times estimates from likely developers for top ranked projects and see if related project teams are ready to move forward.
8. "Idea Sifters" give draft list of proposed projects with time frames and suggested developer to decision team.
9. Decision team makes final determination of which projects move forward at that time.
10. IT project is assigned to appropriate staff, necessary resources from DES and DoT are allocated, and status is updated in tracking system.

General Notes:

1) For step 4, a project concept document (PCD), business plan, or any other type of information needed to understand and be able to determine the status and/or rank of the request or its completeness could be requested. Not all IT projects will require these additional documents.

2) A business analyst could be involved at several places in the process or possibly none at all depending on the scope of the project or if the point person/idea proponent can do the work.

3) The "Idea sifters" are a group of people (to be developed/determined) that would periodically review ideas and develop a draft list of projects to move forward at that time based on rank and available developer/team resources (scheduling/timing). At least 1 IT developer should be on the team to develop the estimated time frame per a project. This time frame may be very general (< week, < month, etc.)

4) The "Decision team" are a group of people that will make the final decision as to what projects move forward at that time.

5) This is a draft process and is still under review and revision.