DES IT Project Prioritization Process Oversight

**The People**
- **Point people**
  - Enter ideas into tracking system
  - Assist in ranking and prioritizing IT projects
  - Assist with getting IT projects through process
  - May provide business analysis or project mgmt skills (especially if a business analyst)
- **DES Staff**
  - Generate IT ideas
  - Contribute to business plan specifications for a project
  - Test applications
- **Lean Process**
  - Can be source of IT ideas
  - All projects should incorporate the ideals of Lean even if don't go through formal Lean process

**The Tools**
- **IT Steering Committee**
  - Reviews and comments on draft prioritized IT project list
  - Reviews projects taking longer than expected to determine next steps
  - Reviews list of projects for dedicated resources to determine if duplicative efforts etc.
- **Senior Leadership Team (SLT)**
  - Final approval of prioritized IT project list
  - Provide overall direction and support for process
  - Resolve financial issues for high priority unfunded projects
- **IT Project Tracking System**
  - Track IT ideas and status
  - Can hold project documents which will aid in developing a library of business plan documents for easy access by others
- **DES Program IT Plans**
  - Provides planning direction for IT development for a bureau/group
  - Provides sneak peek at upcoming IT projects for DoIT and DES planning
  - Equalizes IT planning across the dept.
- **DES Strategic Plan**
  - Can be source of IT ideas
  - Provides direction for agency and its IT resources
- **Business Plans**
  - Defines what will be built and why
  - Obtains sign off by affected parties
  - Assists staff in standardizing applications and examining alternatives
  - Contract between DES and DoIT staff
- **“After Care” Team**
  - Monitors processes to determine if effective and meeting goals of task teams
  - Suggests improvements/alterations
- **DoIT**
  - Participate in sifting process
  - Provide time estimates for IT projects
  - Review and comment on business plans
  - Assist in development of draft list of prioritized projects and related scheduling
  - Assist with standardizing IT applications across dept
  - Provide some business analysis support
- **The “Sifters”**
  - Composed of Point people and DoIT staff
  - Review, sift in action categories, and rank IT projects based on criteria
  - Develop draft list of prioritized projects

**The Process**
- **DES IT Project Prioritization Process Oversight**
- IT Steering Committee
- Senior Leadership Team (SLT)
- IT Project Tracking System
- DES Program IT Plans
- DES Strategic Plan
- Business Plans
- “After Care” Team
- DoIT
- The “Sifters”
- Lean Process
- DES Staff
- Point people

For more information about the process, please see the related SOPs.