DES IT Project Prioritization Process Oversight

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

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

"After Care" Team
- Monitors processes to determine if effective and meeting goals of task teams
- Suggests improvements/ alterations

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.

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

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

The People

DES IT Project Prioritization

The Tools

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

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 Strategic Plan
- Can be source of IT ideas
- Provides direction for agency and its IT resources

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.

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

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