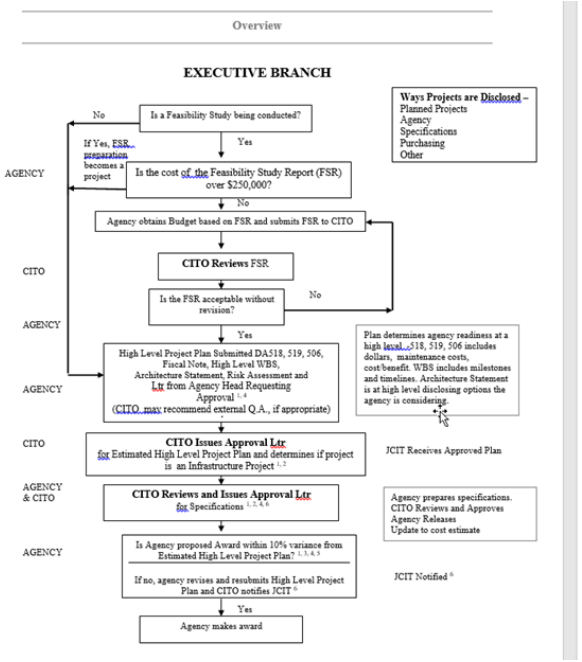
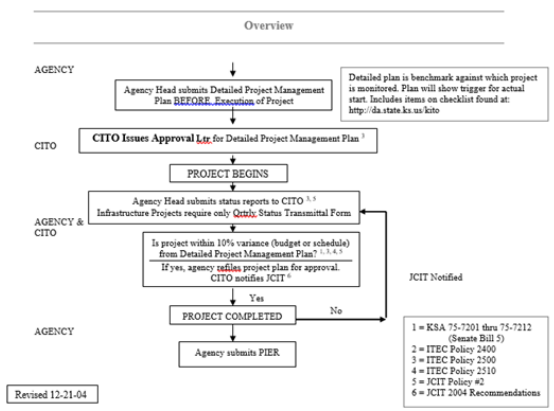
CITO Feasibility Study Report Process

CITO Process Overview





KITO Project Review Considerations

- Alignment with State Mission
- Project Viability
- Justification for Proposal
- Project Management Factors
- Proposed Solution Analysis
- Security, Oversight, and Risk Management Factors

CITO Feasibility Study Report: UI Modernization

FSR Requirement	Notes
1.0 Executive Project Approval Transmittal	• To be completed with submission of the project
2.0 IT Project Summary Package	• Sections A-D (Project Description, Contacts, Relevance Milestones): in work prior to COVID-19. • Sections E-I (Budget, Vendor, Risk Assessment, Profile): to be completed.
3.0 Business Case	• Business Background, Problem & Opportunity, & Objectives: partial work from previous efforts, but needs to be completed and validated. • Business Functional Requirements: need to be completed, documented & validated. Previous work exists in various artifacts & formats, does not reflect changes in business requirements, business environment, or enhancements to systems.
4.0 Baseline Analysis	• Current Methods, Business & System Architectures: Not complete. Using previous work and artifacts from previous efforts. Work prior to COVID using Cameo software to document all levels of architecture.
5.0 Proposed Solution	• Not Started. Some preliminary work with ITSC and benchmarking other states.
6.0 High Level Project Plan	• Project Team members enrolled in KS PMM course for CITO certification. • Project Plan in draft prior to COVID.
7.0 Economic Analysis Worksheets	• Not Started

1.0 EXECUTIVE PROJECT APPROVAL TRANSMITTAL

1.0 Required Elements

1.0 Executive Project Approval Transmittal

Refer to Appendix D: Forms – FSR 01 Approval Transmittal.

A formal signature page will accompany each FSR submitted to the CITO identifying specific information relating to the proposed IT project and containing the signatures of the approving department and agency executives. The following components comprise the Approval Transmittal.

DEPARTMENT NAME: Enter the name of the State department, agency, office, board, commission, or institution that prepared the FSR and is responsible for the proposed project. If an FSR represents a proposed project in which multiple departments will have a role, one department should be designated as owner.

PROJECT TITLE: Enter the official name of the project as determined by the department. A maximum of 75 characters is allotted

PROJECT ACRONYM: Enter the official abbreviation for the proposed project that will be used as a common reference to the project, e.g., the state's Criminal Justice Information System (CJIS).

DEPARTMENTAL PRIORITY: Enter the department-wide priority assigned to the project. The priority assignment is a sequential number where "1" is the highest priority. Departments should assign priority designations irrespective of the fiscal years for which the projects have been proposed

AGENCY PRIORITY: Enter the agency-wide priority assigned to the project. (If the department does not report through an agency, this priority would match the departmental priority.) The priority assignment is a sequential number, where "1" is the highest priority. Agencies should assign priority designations irrespective of the fiscal years for which the projects have been proposed

APPROVAL SIGNATURES: The signatures of executives within the department are required, documenting commitment and appropriate involvement at the departmental level. The required signatures include those of the Chief Information Officer, Budget Officer, Department Director (or Chief Deputy Director), and Agency Head/Secretary (or agency Undersecretary)

Notes

- To be completed with submission of the project

2.0 IT PROJECT SUMMARY PACKAGE

2.0 Required Elements

A: Executive Summary

B: Project Contacts

C: Project Relevance to State &/or Departmental Plans

D: Project Schedule / Milestones

E: Budget Information

F: Vendor Project Budget

G: Risk Assessment Information

I: Project Profile

Notes

- A-D, in work prior to COVID-19
- E-I, to be completed

3.0 BUSINESS CASE

3.0 Required Elements

- Business Program Background
- Business Problem or Opportunity
- Business Objectives
- Business Functional Requirements

Notes:

- Not complete. Partial work on some of the required elements from previous efforts, but not completed and needs validation.
- Business Functional Requirements need to be developed. Previous work exists mostly in old Visio diagrams, but not requirements based on changes or enhancements to systems or changes in business environment

4.0 BASELINE ANALYSIS

4.0 Required Elements

- Current Method
  - Existing system, data, software, interfaces, requirements, performance to functional requirements
- Existing Infrastructure
  - Existing technical architecture such as desktops, servers, networks, app dev, operating system, databases, app dev & project methodologies

Notes:

- Not complete. Started with existing artifacts from previous efforts.
- Work prior to COVID using Cameo software to document all levels of architecture (next slides)

4.0 BASELINE ANALYSIS (cont)

	A	B	C	E	F
1	Extensic	File Name with Hyperlink	Modified	Full Directory Path to F	Root Directory
2	1	Draft 898 Due Diligence.erwin	7/13/2016 16:18	S:\Business Analyst\brot	Business Analyst
3	1	Siebel Logical Tax.erwin	6/24/2016 10:00	S:\Business Analyst\brot	Business Analyst
4	1	Target Customer Interactions.erwin	7/13/2016 16:18	S:\Business Analyst\brot	Business Analyst
5	2	Siebel Logical Tax.erwin	6/24/2016 11:24	S:\Business Analyst\brot	Business Analyst
6	3	Siebel Logical Tax.erwin	6/24/2016 11:25	S:\Business Analyst\brot	Business Analyst
7	~vsd	~$$E2E Concept Document - JHassan	5/4/2015 9:41	S:\Business Analyst\JHas	Business Analyst
8	~vsd	~$$Falcon-Call Center IVR-Siebel-Genesys-SIDES-Mainframe - JHass	5/19/2015 12:45	S:\Business Analyst\JHas	Business Analyst
9	~vsd	~$$Falcon-Call Center IVR-Siebel-Genesys-SIDES-Mainframe - JHass	5/27/2015 11:53	S:\Business Analyst\JHas	Business Analyst
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12	~vsd	~$$Kansas_Ega_DB	4/30/2015 13:04	S:\Business Analyst\JHas	Business Analyst
13	~vsd	~$$Tops Data flows v4	5/22/2019 15:57	S:\Business Analyst\brot	Business Analyst
14	~vsd	~$$UI IVR Call Flow - Draft 1 - 05132015	5/19/2015 12:35	S:\Business Analyst\JHas	Business Analyst
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17	accdb	Database1_Backup	6/5/2015 14:44	C:\Users\mchaffee\Docu	Bill's Local Drive
18	accdb	Database2	7/18/2017 9:02	C:\Users\mchaffee\Docu	Bill's Local Drive
19	accdb	Database3	7/18/2017 13:35	C:\Users\mchaffee\Docu	Bill's Local Drive
20	accdb	Database4	8/10/2017 8:17	C:\Users\mchaffee\Docu	Bill's Local Drive
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22	accdb	Database5	8/16/2017 16:09	C:\Users\mchaffee\Docu	Bill's Local Drive
23	accdb	fraud check	9/12/2018 10:14	C:\Users\mchaffee\Docu	Bill's Local Drive
24	accdb	Message breakout	4/3/2017 11:16	S:\Business Analyst\FTP\	Business Analyst
25	accdb	OIG invest	8/22/2018 15:29	C:\Users\mchaffee\Docu	Bill's Local Drive
26	accdb	test for ASDVQ08P1 KansasBAT	3/27/2017 16:08	C:\Users\mchaffee\Docu	Bill's Local Drive
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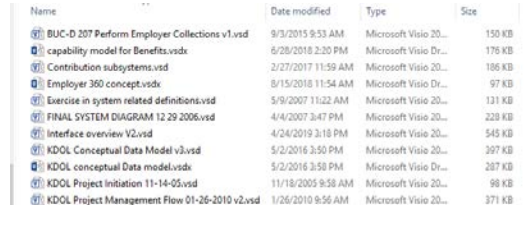
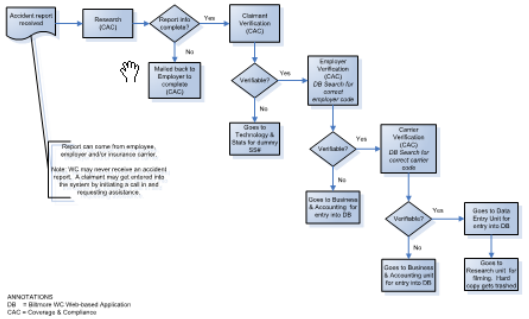
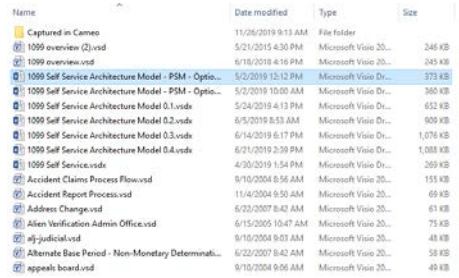
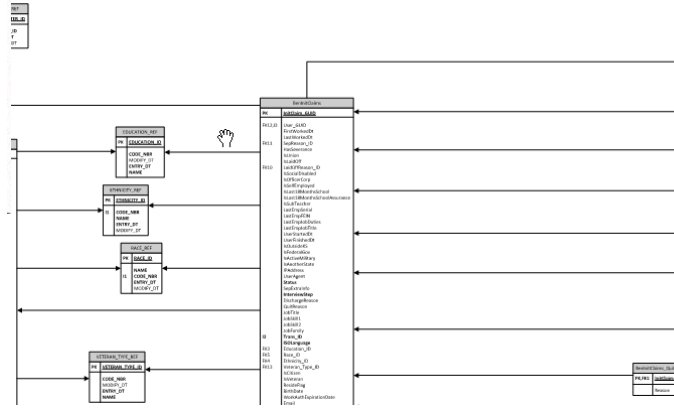
28	AGK5	FDMP.IPTOPUPD.CYYYYCC 2017-03-08	3/6/2017 15:23	S:\IT Project Mgmt\Close	IT Project Mgmt



Accident Report - Business Process Flow





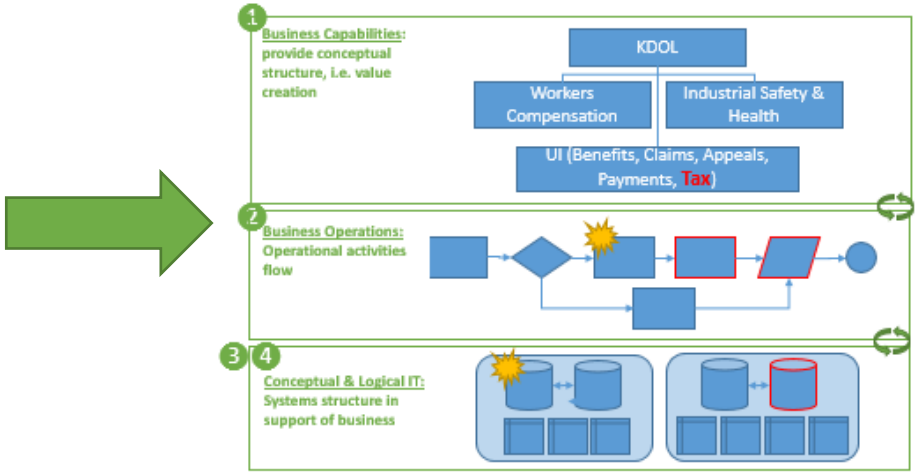


25,000+ artifacts of previous architecture and documentation from previous efforts & activities.
587 system architecture diagrams as starting point. 223 business process diagrams

4.0 BASELINE ANALYSIS

Approach:

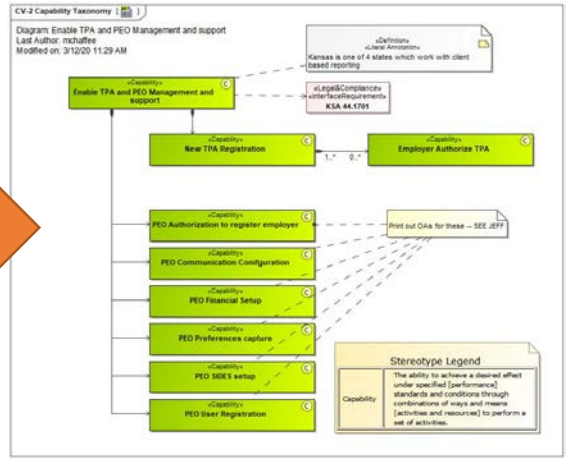
Team is taking architecture-based approach to defining the tiers in the structure from business capability to requirements to supporting system structure and infrastructure

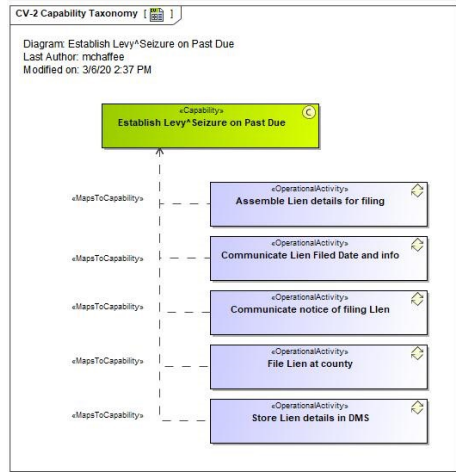


Progress:

Business Models / Tax: Conversion of old models in box format to architecture layers with alignment and sequence of flow:

From - To





5.0 PROPOSED SOLUTION

5.0 Required Elements

- Solution Description: hardware, software, integrations, testing, resource requirements, maintenance, access
- Rationale for Selection
- Other Alternatives Considered
- Describing Alternatives: description, cost, benefit, advantage, disadvantage

Notes

- Not Started

6.0 HIGH-LEVEL PROJECT PLAN

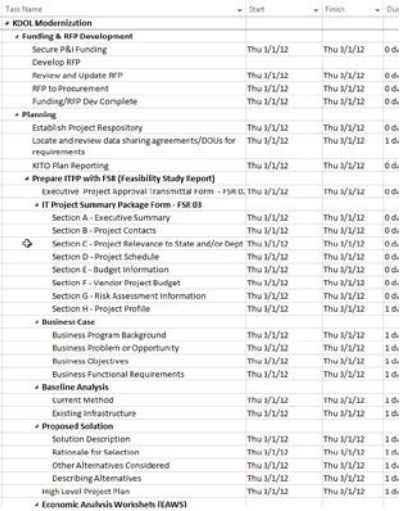
6.0 Required Elements

- Project Management Qualifications: certification in Kansas Project Management Methodology required
- High-Level IT Project Plan

Notes:

- Project Team members pending CITO certification
- Project Plan DRAFT prior to COVID

Typical Milestones	
Requirements Approval	Integration Test Complete
Phase Review Approval	Acceptance Test Complete
Prototype Approval	System Acceptance by User
Design Reviews Complete	Customer Shipment
Code Reviews Complete	Documentation Delivery
Unit Test Complete	Post-implementation Evaluation



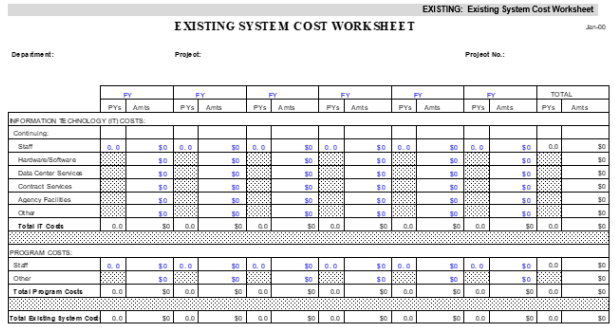
7.0 ECONOMIC ANALYSIS WORKSHEETS

7.0 Required Elements

- Existing System Cost Worksheet
- Alternative System Cost Worksheet / proposed
- Alternative System Cost Worksheet(s) / other alternatives considered
- Economic Analysis Summary
- Project Funding Plan

Notes

- Not Started



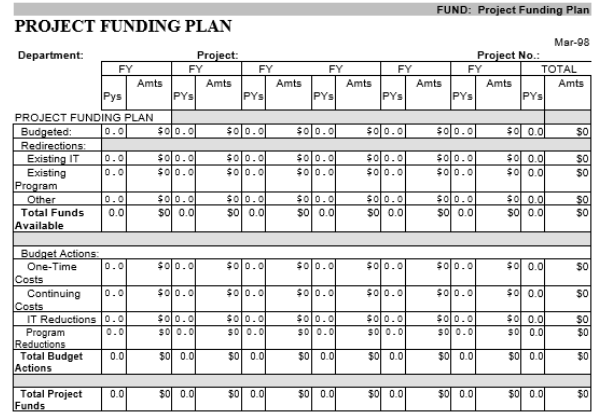
EXISTING: Existing System Cost Worksheet

EXISTING SYSTEM COST WORKSHEET

Jan-00

Department: Project: Project No.:

	FY PYs	FY Amts	FY PYs	FY Amts	FY PYs	FY Amts	FY PYs	FY Amts	FY PYs	FY Amts	FY PYs	FY Amts	TOTAL PYs	TOTAL Amts
INFORMATION TECHNOLOGY (IT) COSTS:														
Continuing:														
Staff	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
Hardware/Software		$0		$0		$0		$0		$0		$0		$0
Data Center Services		$0		$0		$0		$0		$0		$0		$0
Contract Services		$0		$0		$0		$0		$0		$0		$0
Agency Facilities		$0		$0		$0		$0		$0		$0		$0
Other		$0		$0		$0		$0		$0		$0		$0
Total IT Costs	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
PROGRAM COSTS:														
Staff	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
Other		$0		$0		$0		$0		$0		$0		$0
Total Program Costs	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
Total Existing System Cost	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0



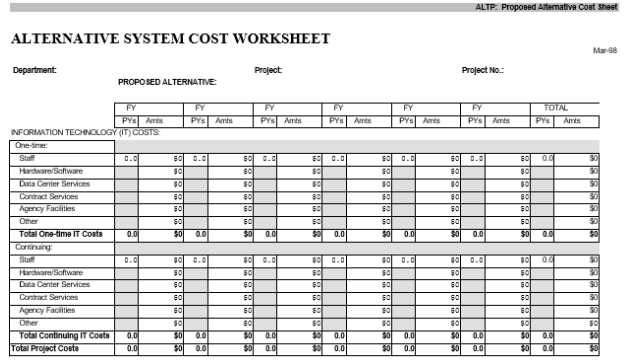
FUND: Project Funding Plan

PROJECT FUNDING PLAN

Mar-98

Department: Project: Project No.:

PROJECT FUNDING PLAN	FY Pys	FY Amts	FY PYs	FY Amts	FY PYs	FY Amts	FY PYs	FY Amts	FY PYs	FY Amts	FY PYs	FY Amts	TOTAL PYs	TOTAL Amts
Budgeted:	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
Redirections:														
Existing IT	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
Existing Program	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
Other	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
Total Funds Available	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
Budget Actions:														
One-Time Costs	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
Continuing Costs	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
IT Reductions	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
Program Reductions	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
Total Budget Actions	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
Total Project Funds	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0



ALTP: Proposed Alternative Cost Sheet

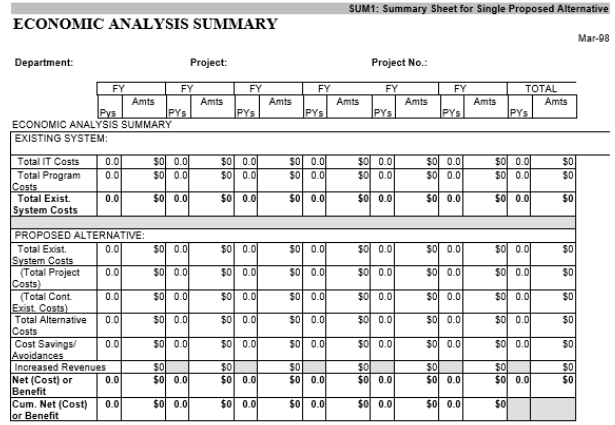
ALTERNATIVE SYSTEM COST WORKSHEET

Mar-98

Department: Project: Project No.:

PROPOSED ALTERNATIVE:

	FY PYs	FY Amts	FY PYs	FY Amts	FY PYs	FY Amts	FY PYs	FY Amts	FY PYs	FY Amts	FY PYs	FY Amts	TOTAL PYs	TOTAL Amts
INFORMATION TECHNOLOGY (IT) COSTS:														
One-time:														
Staff	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
Hardware/Software		$0		$0		$0		$0		$0		$0		$0
Data Center Services		$0		$0		$0		$0		$0		$0		$0
Contract Services		$0		$0		$0		$0		$0		$0		$0
Agency Facilities		$0		$0		$0		$0		$0		$0		$0
Other		$0		$0		$0		$0		$0		$0		$0
Total One-time IT Costs	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
Continuing:														
Staff	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
Hardware/Software		$0		$0		$0		$0		$0		$0		$0
Data Center Services		$0		$0		$0		$0		$0		$0		$0
Contract Services		$0		$0		$0		$0		$0		$0		$0
Agency Facilities		$0		$0		$0		$0		$0		$0		$0
Other		$0		$0		$0		$0		$0		$0		$0
Total Continuing IT Costs	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
Total Project Costs	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0



SUM1: Summary Sheet for Single Proposed Alternative

ECONOMIC ANALYSIS SUMMARY

Mar-98

Department: Project: Project No.:

ECONOMIC ANALYSIS SUMMARY	FY Pys	FY Amts	FY PYs	FY Amts	FY PYs	FY Amts	FY PYs	FY Amts	FY PYs	FY Amts	FY PYs	FY Amts	TOTAL PYs	TOTAL Amts
EXISTING SYSTEM:														
Total IT Costs	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
Total Program Costs	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
Total Exist. System Costs	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
PROPOSED ALTERNATIVE:														
Total Exist. System Costs	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
(Total Project Costs)	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
(Total Cont. Exist. Costs)	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
Total Alternative Costs	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
Cost Savings/ Avoidances	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
Increased Revenues		$0		$0		$0		$0		$0		$0		$0
Net (Cost) or Benefit	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0
Cum. Net (Cost) or Benefit	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0	$0		