County of Ventura
I.T. Project Assessment Questionnaire
Instruction Sheet
Revised March 13, 2023

- Projects must be for *information processing* technology, not just any form of technology. Technology has become ubiquitous and much of it is very specific. Examples include self-driving vehicles, single purpose medical devices, and wearable technology.

- Any technology requiring a connection to the County network, that is housed in a County-managed data center (cloud or premise), or where County data is stored outside the County network requires ITSD approval for purposes to ensure adequate cybersecurity, backups, business continuity, system support, and disaster recovery.

- Any project with a $200,000 or above five-year Total Cost of Ownership (TCO) requires ITC review and approval.

- The following projects *do not* require ITC approval:
  - Projects adding additional features to existing, approved systems. This recognizes the value of obtaining addon features from the same vendor to minimize integration issues.
    - Note: If the vendor is supplying solutions to a single department only and the addon feature or module could affect multiple departments, the new addon would require ITC review if it meets the cost threshold.
  - Projects to obtain/maintain training regardless of any relationship to technology.
    - However, in-house training systems exceeding the threshold would require ITC review.
  - Expansion of licensing for existing systems (number of users, etcetera).
  - Expansion of infrastructure for existing systems to support existing customers, features, or processing power requirements.
  - Any maintenance or support contract renewals for already-approved systems.
  - Adoption of existing I T C - a p p r o v e d technology by another department.

- Regardless of the aforementioned exceptions, the Board of Supervisors, CEO's Office, and the ITC reserve the right to request any IT project obtain ITC review and approval.

- Project closure reports are due upon the attainment of measurable outcomes (if any) or when there is sufficient data to demonstrate a trend toward the outcomes.

Submission deadline is three weeks prior to the Information Technology Committee Quarterly meeting as published on the ITC Website.
*Project proposals that cannot meet the submission deadline may qualify for emergency consideration at the discretion of the County Chief Information Officer.

Agency/Department:	_____	Project Name:	_____
Project Manager:	_____	Project Sponsor:	_____
Project Manager Contact:	_____	Date:	Click or tap to enter a date.

EXECUTIVE PROJECT DESCRIPTION

Project Description

Provide a brief (250 words or less) description of the project including the overall goal (e.g., what statute, mandate, or business problem you are trying to address), a simple scope description, and the benefits that will be gained from implementing this project.

OBJECTIVES AND OUTCOMES

Measurable Outcomes

What are the measurable outcomes for this project? Measurable outcomes should generally be stated in terms of regulatory, legal, keeping the business open, return on investment, increase efficiency, or public safety. This can be expressed through a relative number (increase by 10%), an explicit number (decrease by 10 labor hours), or can be outlined by a rule needed to be met (Proposition 13 passed in the previous election and we need to make ___ accessible to the public).

What is the baseline measurement(s) that the department is currently running at? The baseline measurement(s) must be measurable. For example, it currently takes the department 40 labor hours a week to file paperwork.

Impacts to Other Departments

What other agencies or departments will be impacted by this automation project? How?

Business Continuity Plan

Describe the Business Continuity Plan (BCP) associated with the proposed project. Business continuity is how the operation will continue to function if the technology is unavailable. Many operations can continue for some period of time; however, no operation can continue indefinitely without impact.

Scope and Deliverables

Please give a description of the project scope and deliverables, including:

a. Scope: provide a detailed explanation of the extent of your scope, clearly identifying what the project will accomplish.

b. Deliverables: clearly list all items being delivered to customers and stakeholders. These include various pieces of software, hardware, interfaces, documentation, and training.

Project Management Methodology

All projects approved by the ITC having a project budget over $200K in total project costs are required to utilize the IT Services project management methodology. An alternate project management methodology may be utilized so long as it adheres to best practices as indicated in the project management institute's Project Management Body of Knowledge (PMBOK) guide. Click on the box which best describes your project methodology.

☐ Yes, we will be using the Project Leadership Academy Project Methodology (based on PMI Best Practices)

☐ We will be using an alternate methodology
   ❖ Alternate Methodology: describe the alternate methodology being used here. If this is a vendor driven project and their proprietary methodology is being used, provide the details.

Project Plan

Please attach the project schedule. This should be in standard Gantt Chart format. Click the box once attached.

Risk Assessment Chart

Complete the following risk assessment chart. Add as many rows as needed.

Risk Description	Probability	Impact	Mitigating action
Indicate what risk will happen during the project. For example, "There is a risk that _____ will occur if _____ happens"	Provide a percentage indicating how likely this risk is to occur. 1% means the risk is extremely unlikely to occur and 100% means the risk will occur.	Indicate if the impact of this risk occur would be low, medium, or high. Low would be a simple inconvenience, medium would be a fixable problem but would delay schedule or increase budget, high would be a detriment and could derail the project.	Which of the four mitigating actions will be taken? 1. Accept: understand that the risk will occur and plan and budget to mitigate the risk. 2. Avoid: do not participate in the action that will cause the risk, forcing the risk to go to 0%. 3. Transfer: Find a third-party to take the responsibility of the risk (i.e. insurance, contractor, etc.) 4. Mitigate: Complete actions to lower the impact or probability of the risk. Explain why you chose that mitigating action and include what actions will be taken to accomplish the mitigating action.

Project Staffing

Describe the planned project staffing by completing the following table. Feel free to add as many lines as needed to accurately depict your project team.

Project staffing

Project Leads	
Title	**Name**
Project Sponsor	
Project Manager	
Vendor Representative	

Internal Project Team	
Number of Staff:	
Vendor Project Team	
Number of Staff:	

Project Management Deliverables

What is the status of each of the following standard project management tasks? Click on the corresponding item for every line item depending if the deliverable is planned, completed, or not applicable. Then, write who is responsible for the item in the "By Whom" column. This can be a broad answer like "IT Services" or "Internal Staff".

*N.B. The first three are always required for all projects.

Significant Project Task	Planned	Completed	Not Applicable	By Whom (Internal Staff, IT Services, Vendor, etc.)
Project Work Plan/Schedule	☐	☐	☐	
Project Scope Definition	☐	☐	☐	
Project Requirements	☐	☐	☐	
System Build or Buy Analysis	☐	☐	☐	
County Tech. Standards Assessment	☐	☐	☐	
Software Procurement List	☐	☐	☐	
Software Development Plan	☐	☐	☐	
Hardware Procurement List	☐	☐	☐	
Equipment Site Preparation Plan	☐	☐	☐	
Equipment Installation/Setup Plan	☐	☐	☐	
Software Install/Implementation Plan	☐	☐	☐	
Hardware Maintenance Plan	☐	☐	☐	
Software Maintenance Plan	☐	☐	☐	
Licensing/Contract	☐	☐	☐	

PROJECT FUNDING: REQUIREMENTS AND SOURCES

*ITC approval of this IPAQ does <u>not</u> include project funding. It is the responsibility of the submitting Department to obtain the funding necessary for the project. *

Costs

What is the total initial cost to implement solution? (Implementation Cost Only): Enumerate the initial implementation cost.

Annual costs: What are the annual on-going costs associated with this project/automation effort?

Five (5) Year Cost: What is the five (5) year estimated cost of the project? (Implementation + Maintenance Costs)

Means of Determination: What means were used to determine the above estimated costs?

Available Funding: Describe what project funding is currently available and what additional project funding is needed. Include the source for each.

Estimated Savings

- What are the total annual estimated savings that will result from this automation project? (Note: These savings can take the form of either real dollars savings or cost avoidance. In either case, the savings or cost avoidance must be measurable.)
- What are the individual components which make up the above annual savings and the amount of each? (Note: These savings can take the form of either real dollars savings or cost avoidance. In either case, the savings or cost avoidance must be measurable.)
- How many years will these savings continue to be realized?
- What accounting or reporting mechanisms are in place or will be put in place to verify such savings or cost avoidance is realized.

Project Assessment Spreadsheet

What are the individual components, by fiscal year, which make up the above estimated total cost? (i.e. software, hardware, IT Services staff and services, third party professional services, internal staff, etc.)

Complete the "Project Assessment Questionnaire Cost Estimates" sheet on the next page.

Item Category	Quantity/Description	Total $ Amount (Break out by FY in following columns)	FY 1 Cost	FY 2 Cost	FY 3 Cost	FY 4 Cost	FY 5 Cost	Ongoing/ Replace-ment Costs
Project Assessment Questionnaire Cost Estimates								
Hardware - PCs								
Hardware - Network Srvcs	wiring, hubs, cabling, etc.							
Hardware - Printers								
Hardware - Database Servers								
Hardware - Novell File Servers								
Hardware - Installation								
Software - PC Admin s/w	Word, Excel, GroupWise, etc							
Software - DB Server s/w	Oracle, etc							
Software - Application	Procurement or development							
Misc. Services								
Hardware - Maintenance or Replacement								
Network Services - Port Charges	$275/port/year							
Software - Annual Maintenance or Licensing	All IT Services staff, department staff, or vendor support							
New PC/LAN Support Staff								
IT Services Data Center Charges								
Project Totals		0	0	0	0	0	0	0