

Questions - Decision Package Consults Discussion

General questions:

1. How does this project fit into your overall agency business goals and IT strategic plan?
2. Why is this the right technology investment to make and why now?
3. Have you clearly described the business outcomes of the investment? How will these be measured?
4. What are the consequences of not making this investment?
5. Have you clearly described the due diligence you already have done or will do? Have you conducted a feasibility study?
6. What alternative solutions have you considered, including reuse of existing state resources? Why was this option chosen?
7. How did you arrive at the estimated cost amounts?
8. What are the maintenance costs of the investment?
9. Will you be hiring a project manager? If this resource will be internal, does their experience match the size and complexity of the project and required level of effort? Will they be full or part-time? Whether internal or contracted, be sure to include estimated cost (budgeted or in-kind).
10. Consider all other key resources such as design, development/configuration, testing, training, etc.
11. Have you included quality assurance?
12. How much change will this introduce? Will business process transformation occur as part of the project? Have you included organizational change management?
13. What is the urgency of this investment?
14. If you are proposing on premise hosting in the state data center, have you considered cloud hosting?
15. Is there an administration or financial systems implication of this project (e.g., Does your application collect money or fees? Does it provide information to AFRS?)? You will need a review and disposition from the WaTech enterprise architecture team.
16. Have you clearly addressed all the decision package scoring criteria?
17. Write clearly and concisely for lay readers. Use plain talk and avoid jargon and acronyms.

Additional suggestions:

It is recommended the agency communications and legislative liaison office read the DP to ensure there is a tie to the citizen/constituent health, safety and economic well-being.