**Office of the Chief Information Officer, Washington State**

**Procedure No. 121: IT Investment Approval and Oversight**

**Appendix B: Concept Briefing Document Template**

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| *(See OCIO Policy 121- IT Investment Approval and Oversight)* | ***OCIO Log Number****:* |

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|  | **Email this Document To:** |
|  | [ocioconsultants@wa.gov](mailto:ocioconsultants@wa.gov) |
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| 0 | ***Tentative Project Title:***  ***Will this concept lead to a decision package submittal to OFM for the upcoming budget cycle?***  ***Preliminary Oversight Assessment:* Level** | |
| 1 | ***Agency Name:***  ***Contact Name:***  ***If known:***  ***Project Manager Name/Title:***  ***Executive Sponsor Name/Title:***  ***Business Owner Name/Title:*** | ***Phone No. and E-mail:***  ***Phone No.:***  ***Phone No.:***  ***Phone No.:*** |
| 2 | ***Describe the business problem the agency is trying to solve with this project: (100 word max):*** | |
| 3 | ***Please describe any additional relevant factors that further motivate this project, such as legislation or a financial analysis.*** | |
| 4 | ***Describe likely funding scenarios for this project:*** | |
| 5 | ***Estimated Range of Project Cost:*** More than $      and less than $  ***Estimated 5-year Maintenance Cost:*** More than $      and less than $       ***Estimated Range of Total Lifecycle Cost:*** More than $      and less than $ | |
| 6 | ***If there is a hoped-for Project Start Date, please note it here:***  ***Estimated Project Duration in Months:*** | |
| 7 | ***Describe performance outcomes and how they will be measured.*** | |
| 8 | ***What discovery or market analysis will the agency do to inform the technical solution?***  ***(Survey other agencies/states, RFI, RFQ, Feasibility Study, etc.):*** | |
| 9 | ***Will this project deliver customer-facing value? If so, please describe that value and at approximately what point in the Project Duration that value will be delivered. In your response, please describe who the primary customer is:*** | |
| 10 | ***Describe how this concept aligns with the State IT Strategic Objectives:*** | |
| 11 | ***Agencies are expected to utilize CTS and DES applications and services when appropriate and/or mandated by legislation. What is the status of your consult with CTS? With DES?*** | |
| 12 | ***What are the biggest concerns about the project at this point in time?*** | |

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|  | ***OCIO NOTES Meeting Date:***    /    /  Comments: |