

23-25 Biennium DP Criteria & Scoring Scale

Decision Package Criteria			Criteria Scoring Scale			
Parent Criteria	Sub Criteria	Description	Mastery	Competent	Adequate	Insufficient
Agency readiness	Due diligence	Assess the evidence of needs assessment, high-level requirements, and feasibility study, or similar due diligence, to understand business needs and complete market research and select technology solution.	Investment demonstrates complete due diligence with a thorough needs assessment that includes high level requirements, feasibility study or market research analysis to support the investment.	Mostly aligned with Mastery.	Partially aligned with Mastery.	There is limited or non-existent documentation on needs assessment, high level requirements, feasibility study or market research to support the investment.
	Governance and management	For this investment, assess the planned investment's governance and project management approach and resourcing including sponsorship, management and quality assurance. For requests having multiple cross agency activities, the governance structure and information is included.	For this request, agency describes governance processes that include appropriately placed executive sponsor, representative steering committee, resourced vendor/contract management, change control, and incorporating stakeholder feedback into decision making processes. Proposed budget or existing processes includes adequate resources and planning for governance processes.	Mostly aligned with Mastery.	Partially aligned with Mastery.	Decision package has no or insufficient evidence of executive sponsor, representative steering committee, resourced vendor/contract management, change control, and incorporating stakeholder feedback into decision making processes. Agency does not have adequate existing governance processes and/or has only nominally considered incorporating them into this investment.

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	Planning and readiness	Assess the planned investment approach and implementation staffing/resourcing, including assumptions about onboarding/staffing, etc.	Agency readiness is well defined and demonstrates planning of resources including project team, SMEs, other technical resources, and backfilled resources. Organizational change management has been factored into planning and approach. Budget includes independent quality assurance as appropriate.	Mostly aligned with Mastery.	Partially aligned with Mastery.	Investment narrowly targets agency needs and the proposed solution does not demonstrate planning and agency readiness in all areas that would be impacted by the investment.
Technical alignment	Strategic /Technical alignment	Assess agency proposal against state strategic plan including alignment with the goals, objectives and initiatives.	Investment incorporates multiple elements of the state strategic plan -- such as technology reuse, data minimization, security, principles, publishing open data, mobile solutions, cloud technology solution -- over customization. Proposed solution is technically consistent with State vision.	Mostly aligned with Mastery.	Partially aligned with Mastery.	Investment is inconsistent with elements of the state strategic vision and does not incorporate the state's strategic goals, objectives and initiatives.

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	Reuse and inter-operability	Assess degree to which solution uses systems or components that are already in place in this or any agency and how approach plans for interoperation between systems, services or solutions.	Proposed solution supports interoperability and/or interfaces of existing state systems. Reuses an existing technical solution, contract or components of a solution already in use elsewhere across state agencies. For new capability, the investment allows for reuse principles in the future.	Mostly aligned with Mastery.	Partially aligned with Mastery.	Investment does not demonstrate exploration or reuse of existing solutions, contract or components used in the state. The solution is a new proposal and does not allow for reuse by other agencies in the future.
Business alignment	Business driven technology	Assess if there is a clear business purpose for the IT spend. The request includes plans for business transformation or streamlining organization change management activities and approach to keeping customer at the center of the technology investment.	Investment implementation is being driven by business service(s) processes and integrated with this technology. Solution supports and/or improves existing business processes service(s). End users (internal and external) will be involved in governance and implementation activities.	Mostly aligned with Mastery.	Partially aligned with Mastery.	Investment implementation is nominally considering the business processes service(s) impacted by this investment. No evidence showing end user involvement in governance or implementation activities.

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	Measurable business outcomes	Assess the presence of anticipated business outcomes, measures and targets as a result of this investment, (see Decision Package Chapter 2 “Strategic and performance outcomes” and Decision Package Chapter 3 “Performance measure incremental estimates”).	Investment is focused on providing customer value. For public services, the citizen experience is primary. For agency investments, provides tangible and measurable benefits and outcomes to agency users. Investment plan includes input from customer stakeholders and addresses methods to incorporate user experience/feedback.	Mostly aligned with Mastery.	Partially aligned with Mastery.	Investment is being implemented in isolation from customers and end users. There is no demonstrated plan for incorporating citizen or customer feedback. There are no tangible and measurable performance benefits and outcomes identified.

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Parent Criteria	Sub Criteria	Description	Level 4	Level 3	Level 2	Level 1
Urgency	Taken into consideration when ranking request	During the evaluation and ranking process, the OCIO will take into consideration the urgency of the decision package request. Agencies need to describe urgency of implementing the IT investment in this cycle and impacts to business if IT effort doesn't proceed as planned.	Investment addresses a currently unmet, time-sensitive legal mandate or addresses audit findings requiring urgent action. Identify the mandate or audit finding.	Investment addresses imminent failure of a system or infrastructure.	Investment addresses an agency's technical debt of aging systems and provides an opportunity for modernization.	Investment provides an opportunity to improve services or enhanced functionality however does not address imminent risk.