

Technology Services Board

Portfolio-Policy Subcommittee Meeting

October 12, 2023

9:00 am – 11:00 am

Current TSB Members

Industry Members

Butch Leonardson – Retired CIO
Paul Moulton – Retired CIO
Tanya Kumar – Oracle

Legislative Members

Sen. Matt Boehnke – Senate R
Rep. Travis Couture – House R
Sen. Joe Nguyen – Senate D
Rep. Chipalo Street – House D

Executive Branch (Agency Directors)

Bill Kehoe – State CIO & TSB Chair
David Danner – UTC
Cami Feek - ESD
Tracy Guerin – DRS

Other Government

Viggo Forde – Snohomish County

Members present
Members absent

Vacancies:

Labor Union Representative

TOPIC	LEAD	PURPOSE	TIME
Welcome Agenda review	Deanna Brocker	Introductory remarks	9:00 a.m.
Review and approve July 13 meeting minutes	Deanna Brocker	Approval of minutes	9:10 a.m.
Kickoff			
<ul style="list-style-type: none"> Review the core function and intent of the subcommittee <ul style="list-style-type: none"> Discussion: what should TSBs role in Oversight be? Decision point: Charter the subcommittee? (Yes/No) <ul style="list-style-type: none"> Member discussion 	Deanna Brocker	Member discussion	9:15 a.m.
Planning ahead			
<ul style="list-style-type: none"> Subcommittee project review <ul style="list-style-type: none"> Discussion: Oversight project discussion Strategic Advisory Services and WaTech's CIO Portfolio When should a project come before the subcommittee? 	Diana Martin Amy Pearson	Member discussion	10:00 a.m.
What's next?			
<ul style="list-style-type: none"> Agenda planning for the year ahead Continued engagement 	Deanna Brocker	Update/Board feedback	10:45 a.m.
Public comment			10:55 a.m.

Review 7/13/23 Minutes

Core Function and Intent of the TSB Portfolio/Policy Subcommittee

43.105.285 Technology Services Board – Created – Composition

- 13 members
- 3-year terms
- CTS (WaTech) provides staff support to the board

43.105.287 Technology Services Board - Powers and duties

- Review and approve standards and policies
- Review, approve, and provide oversight of major information technology projects, including review of:
 - Total cost of ownership
 - Major technical options and alternatives analysis
 - Project technical and financial justification for and alignment with enterprise strategy
- Consider ways to promote strategic investments that result in service improvements and cost efficiency

Decisions and Recommendations Flow



Priority projects and program submissions to the subcommittee



Subcommittee reviews and consults, then provides guidance.



Forward to full TSB for final review, adjustments, and approval

PDF **RCW 43.105.287**

Technology services board—Powers and duties.

The board shall have the following powers and duties related to information services:

- (1) To review and approve standards and policies, developed by the office, governing the acquisition and disposition of equipment, proprietary software, and purchased services, licensing of the radio spectrum by or on behalf of state agencies, and confidentiality of computerized data;
- (2) To review and approve statewide or interagency technical policies and standards developed by the office;
- (3) To review, approve, and provide oversight of major information technology projects to ensure that no major information technology project proposed by a state agency is approved or authorized funding by the board without consideration of the technical and financial business case for the project, including a review of:
 - (a) The total cost of ownership across the life of the project;
 - (b) All major technical options and alternatives analyzed, and reviewed, if necessary, by independent technical sources; and
 - (c) Whether the project is technically and financially justifiable when compared against the state's enterprise-based strategy, long-term technology trends, and existing or potential partnerships with private providers or vendors;
- (4) To review and approve standards and common specifications for new or expanded telecommunications networks proposed by state agencies, public postsecondary education institutions, educational service districts, or statewide or regional providers of K-12 information technology services, and to assure the cost-effective development and incremental implementation of a statewide video telecommunications system to serve: Public schools; educational service districts; vocational-technical institutes; community colleges; colleges and universities; state and local government; and the general public through public affairs programming;
- (5) To develop a policy to determine whether a proposed project, product, or service should undergo an independent technical and financial analysis prior to submitting a request to the office of financial management for the inclusion in any proposed operating, capital, or transportation budget;
- (6) To approve contracting for services and activities under *RCW **41.06.142**(7) for the agency. To approve any service or activity to be contracted under *RCW **41.06.142**(7)(b), the board must also review the proposed business plan and recommendation submitted by the office;
- (7) To consider, on an ongoing basis, ways to promote strategic investments in enterprise-level information technology projects that will result in service improvements and cost efficiency;
- (8) To provide a forum to solicit external expertise and perspective on developments in information technology, enterprise architecture, standards, and policy development; and
- (9) To provide a forum where ideas and issues related to information technology plans, policies, and standards can be reviewed.

Oversight Project Discussion

WaTech's CIO Portfolio & Strategic Advisory Services

CIO Portfolio of Projects & Programs

The objective of the CIO Portfolio Strategic Advisory Services is to bring to bear all the available services and resources in a multi-disciplinary approach to ensure program success.



Enterprise
EHR Program



Strategic Advisory Services

- Procure and deploy expert-level resources
- Participate as formal members of executive steering committees
- Monitor progress, document concerns with recommendations in the form of advisory memos and white papers.
- Conduct extensive deliverable reviews and provide comments and recommendations
- Assist in vendor management including RFP and Statement of work review and negotiations.

Success Factors for Enterprise Projects



SCOPE SPECIFICITY



**LEGACY SYSTEM
REMEDIATION**



**ENTERPRISE
ARCHITECTURE**



SCHEDULING



**PMO
MATURITY**



**PROGRAM
BUDGETING**



**RESOURCE
PLANNING**



**TEST
PLANNING**



QA / IV&V



**VENDOR
MANAGEMENT**



**GOVERNANCE &
SPONSORSHIP**



**PERFORMANCE
MEASURES**



**TRANSFORMATION
METHODOLOGY**



**PROCUREMENT &
CONTRACTING**



**STAKEHOLDER
ENGAGEMENT**

Governance & Sponsorship



**GOVERNANCE &
SPONSORSHIP**

- Executive governance is ultimately accountable for the success of the program
- Executive Sponsors have the confidence and authority to lead
- Executive Sponsors are committed to the cause with a sense of urgency
- Executive sponsors execute on the vision

Enterprise Architecture & Integration



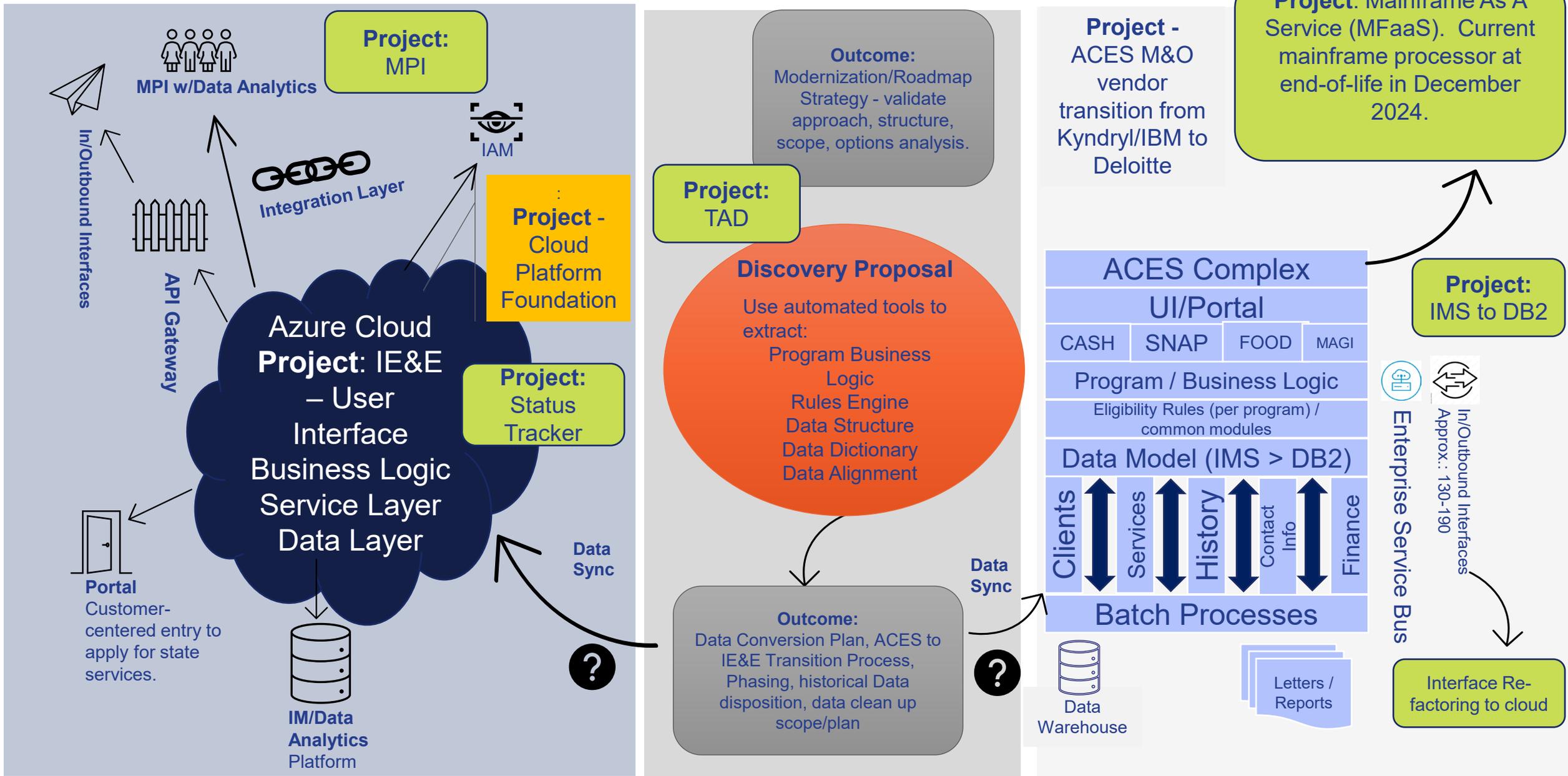
**ENTERPRISE
ARCHITECTURE**



**TRANSFORMATION
METHODOLOGY**

- Integration architecture is a critical component of the solution design and facilitates the iterative development of the new solution.
- Approach enterprise architecture as a Program that guides decision making and design.
- Complete an architecture plan and design that sets the vision for the program and the program projects and workstreams.

Integrated Eligibility and Enrollment Program and Portfolio of Projects



Schedule & Vendor Management



SCHEDULING



VENDOR
MANAGEMENT

- Master integrated schedule and process owned by the State, not the vendor
- The integrated schedule must collectively account for all the work necessary for project success. And is used as a tool to assess risks and issues
- The vendor SOW reflects a clear understanding of deliverables, acceptance criteria, payment and hold back based
- Vendors produce high quality deliverables on time and within budget and are accountable to acceptance criteria before payment

What's next for the subcommittee?



Public Comment