WaTech
Washington Technology Solutions

TECHNOLOGY PORTFOLIO FOUNDATION –
APPLICATION STANDARD

See Also:
RCW [43.105.054](#) WaTech Governance
RCW [43.105.205](#) (3) Higher Ed
RCW [43.105.020](#) (22) "State agency"

Attributes	Description	Change Log for 2024
Agency Name	Name of agency	None
Agency Number	(4-digit agency number)	None
Unique Identifier	(Unique identifier - ID)	None
Name	(Name of the application)	None
Description	(Description of the item)	None
Business Criticality	(Agency self-defines application [criticality](#) to the organization)	None
	Business Essential (If unavailable there is direct negative customer satisfaction; compliance violation; non-public damage to organization's reputation; direct revenues impact)	
	Historical (Needed for historical purposes)	
	Mission Critical (If unavailable there is widespread business stoppage with significant revenue or organizational impact; Risk to human health/environment; Public, wide-spread damage to organizations reputation).	
	User Productivity (If unavailable there is impact to employee productivity)	
Core business function	(Identify the core business function the application supports)	Added link to TBM Placemat
	Definitions can be found in the "App Core Business Functions" tab of the Technology Business Management (TBM) placemat.	
	[Link to TBM Placemat](#)	
	Agency Line of Business	
	Civil Engagement & Law	
	Commerce	

	Communications	
	Customer Service	
	Education	
	Finance	
	Fiscal & Revenue	
	Health & Human Services	
	Health, Safety, Security & Environmental	
	Land Management & Conservation	
	Legal	
	Manufacturing & Delivery	
	Marketing & Sales	
	Military	
	Product Management	
	Property & Facility	
	Public Safety	
	Risk, Audit & Compliance	
	Transportation & Infrastructure	
	Vendor & Procurement	
	Workforce	
	IT Delivery Services	
	Development	
	Operations	
	Security & Compliance	
	Strategy & Planning	
	Support	
	IT Infrastructure Services	
	Compute	
	Data Center	
	Network	
	Storage	
	IT Platform Services	
	Application	
	Data	
	IT Workplace Services	
	Client Computing	
	Communication & Collaboration	
	Connectivity	
Business owner	(Item owner or person responsible for this item)	None
	Yes	

	No	
Business owner name	Optional field for agency use.	None
Technical owner	(Technical or service owner responsible for this item)	None
	Yes	
	No	
Technical owner name	Optional field for agency use.	None
Lifecycle status	(Description of the life cycle of the item)	None
	In development or test	
	In production	
	Retirement in progress	
	Retired from inventory	
Date Acquired	(Date the organization took ownership or entered software subscription)	None
In service production date	(Date application went into production. For application that are capitalized, this date is associated with the date used for tracking useful life in agency asset tracking system. (See SAAM 30.20.70 – Depreciation Policy and SAAM 30.50.10.A Subsection 80 – Capital Asset Class Codes and Useful Life Schedule.))	None
Retirement date	(Date removed from production)	None
Type of application	(Description of the application type) Custom/In-House SaaS (Software as a Service) PaaS (Platform as a Service) COTS (Commercial Off The Shelf) Hybrid (Combination of application types) Application on PaaS	None
	Custom/In-House	
	SaaS (Software as a Service)	
	PaaS (Platform as a Service)	
	COTS (Commercial Off The Shelf)	
	Hybrid (Combination of application types)	
	Application on PaaS	
Manufacturer/Vendor	List the manufacturer/vendor name. For custom/in-house applications, list "agency custom built".	None
Cloud Service provider	(If applicable, name of the cloud service provider. Examples: Amazon Web Services (AWS), Azure, Azure Government Cloud, Google Cloud Platform, Oracle, Washington State Cloud, Not applicable.)	None
Source supplier	(Name of the seller of the item)	None
Contract number	(Reference to license or contract number)	None
License number	(Software license number)	None

Version information	(Software version number)	None
Operating system	(If applicable, list operating system name)	None
Operating system version	(If applicable, list operating system version)	None
Key technologies	(List programming language or platform used to develop application, such as C++, COBOL, JavaScript, .NET, Python, Salesforce, etc.)	None
Authentication type	(List authentication used to access the application)	Authentication type "Azure Active Directory (SSO)" updated to "Entra ID (SSO)" due to Microsoft product name adjustment.
	Active Directory Single Sign On (SSO)	
	Active Directory Federated Services (SSO)	
	Anonymous	
	Application/Server Specific Account (not-SSO)	
	Entra ID (SSO) (was Azure Active Directory (SSO))	
	Secure Access Washington (SSO)	
	Multiple SSO authentication solutions	
	Other	
Multi-factor Authentication	(Is multi-factor authentication (MFA) used to access the application?)	None
	Yes	
	No	
Data security category	(What is the highest category level of data that this application processes, stores, shares, and/or transmits?)	Added link to Data Classification Standard: SEC-08-01-S
	(Link to SEC-08-01-S Data Classification Standard)	
	Category 1	
	Category 2	
	Category 3	
	Category 4	
Relationship to other applications (optional)	(This field is used to identify an application family or parent application if reporting at a subsystem/module level. To group applications, input an application family name. If the application is dependent upon another application for its existence, list the unique identifier of the primary application)	None
Does the application constrain a business process or service?	(If the application is a constraint to improving a business process or service and/or presents a business or operational risk to the organization, the answer is yes)	None
	Yes	
	No	
Is on an aging technology?	(Review the dropdown of less modern key technologies and select which applies. If multiple dropdowns apply, please select the most prominent)	None
	Access	

	Adabas	
	C	
	Classic ASP	
	Cobol	
	DB2	
	Delphi	
	Fortran	
	Fox Pro	
	IBM PL/1	
	Pascal	
	PERL	
	Sybase	
	VBA	
	VB.NET	
	No - key technology not on this list	
Has resources available?	(If all required resources are available to run/support the application, the answer is Yes)	None
	Yes	
	No	
Is on an unsupported version?	(If the application is running on unsupported version of technology, the answer is Yes)	None
	Yes	
	No	
Is updatable?	(If the application has all resources to update, the answer is Yes)	None
	Yes	
	No	
Has other risks?	(If the agency has identified other risks related to security, vendor support or contract management, the answer is Yes)	None
	Yes	
	No	
Mainframe application	(If applicable, list the mainframe service)	None
	State enterprise mainframe (on the state shared service mainframe)	
	Agency mainframe (On agency managed mainframe and not on the state enterprise shared service mainframe)	
	Other mainframe (On a mainframe that is not managed by the agency and not on the state enterprise shared service mainframe)	
Estimated user count	(Number of end users accessing the application)	None

Used by the agency	(Identify if used by internal agency end users)	Removed the word "only" from end of instruction for clarity.
	Yes	
	No	
Used by the public	(Identify if used by public end users providing or receiving data)	None
	Yes	
	No	
Used by agency business partner	(Identify if used by agency business partner end users who provide and receive data agency data)	None
	Yes	
	No	
Used across government	(Identify if used by governmental end users such as city, county, state, tribal, education, etc.)	None
	Yes	
	No	
Location data	(Identify if application relies on location-based data GIS data such as X,Y coordinates or mapping functionality)	None
	Yes	
	No	
Mobile	(Identify if this application is intended to deploy to a small-format mobile device like a tablet or smartphone. Some web applications may have been built with adaptive or responsive design web technology that allows the content to scale/display on tablets or smartphones – those should be considered mobile application)	None
	Yes	
	No	
Artificial Intelligence (AI)	(Is this an AI enabled application?)	NEW
	Yes	
	No	
	(For AI enabled applications, does this application leverage generative AI capabilities?	NEW
	Yes	
	No	
Immutable Backup	(Does this application have immutable backup?)	Added link to Data Backup and Recovery Standard SEC-04-01-S
	(Link to SEC-04-01-S Data Backup and Recovery Standard)	
	Yes	
	No	
	Unsure	

Disaster Recovery	(Is there a disaster recovery plan in place for this application?)	Added link to Disaster Recovery Planning Policy SEC-12
	(Link to SEC-12 Disaster Recovery Planning Policy)	
	Yes	
	No	
	Unsure	
Cost Center	This is a new optional field for agencies in the Technology Business Management (TBM) program. Agency self-defines the AFRS code(s) where the application costs reside. Contact the TBM Program Office (OCIOTBMProgramOffice@watech.wa.gov) for more information / training.	None
Weighting Factor	This is a new optional field for agencies in the Technology Business Management (TBM) program. Provide a weighting factor of the application within the cost center. Contact the TBM Program Office (OCIOTBMProgramOffice@watech.wa.gov) for more information / training.	None
Business Unit Category	This is an optional field for agencies in the Technology Business Management (TBM) program. Agency self-defines the highest layer of the TBM taxonomy. The business layer can be represented as Business Units, Business Architecture, or Customers & Partners. See the TBM taxonomy for full definitions and contact the TBM Program Office (OCIOTBMProgramOffice@watech.wa.gov) for more information / training.	None
Business Unit Category	This is an optional field for more granular reporting of business units for agencies in the Technology Business Management (TBM) program. Contact the TBM Program Office (OCIOTBMProgramOffice@watech.wa.gov) for more information / training.	None
Relationships to other infrastructure items	List the unique identifiers (from Infrastructure Inventory tab) of infrastructure associated with the application	None
	Template includes columns for 20 items. Add more columns as needed.	

REFERENCES

1. [Technology Business Management Placemat](#).
2. [SEC-08-01-S Data Classification Standard](#).
3. [SEC-04-01-S Data Backup and Recovery Standard](#).
4. [SEC-12 Disaster Recovery Planning Policy](#).
5. [Definition of Terms Used in WaTech Policies and Reports](#).

CONTACT INFORMATION

- For questions about this policy, please email the [WaTech Policy Mailbox](#).