



# Technology Budget User Guide

June 3, 2025 | Washington Technology Solutions

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## Technology budget overview

### What is a technology budget?

Washington Technology Solutions (WaTech) provides a standardized [technology budget template](#) in an Excel workbook format that describes the project's funding and spending plan. For gated funding projects, this workbook ties those spending plans to deliverables that demonstrate the delivery of business value for each gate throughout the life of the project and measure progress of the project. All information technology (IT) projects under WaTech oversight use this standardized template allowing for transparency and consistency of reporting statewide.

Pursuant to Section 701 of the 2025-27 operating and transportation budgets, every project must have a technology budget that details the spending plan by fiscal months for the 2025-27 biennium and by fiscal year for all future years. The budget must identify project costs and funding sources at each stage, including at least five fiscal years of maintenance and operations (M&O) costs and funding sources, as well as the historical budget and spending by fiscal year. Both gated and non-gated funded projects are required to include M&O.

For gated projects, WaTech must evaluate the project at each gate and certify whether the project is planned, managed and meeting deliverable targets as defined in the project's approved technology budget and project charter. The technology budget also informs the Office of Financial Management (OFM) of the spending plan and the amount of funding to be released at each gate of the project.

The technology budget tells the project's story of how the investment will deliver real value and benefit to Washingtonians.

### How is the technology budget used by WaTech, OFM, and the Legislature?

The spending plan data contained in the technology budget is published on the [Washington State IT Project Dashboard](#) for monthly financial reporting and transparency. Actual expense data is pulled from Agency Financial Reporting System (AFRS) (or other agency reporting for non-AFRS agencies) and published on the Washington State IT Project Dashboard. The spending plan in your technology budget and the actual expense data form a picture of your project's progress toward meeting scope, schedule and budget, and meets statutory mandates outlined in the operating and transportation budgets.

For gated projects, amendments to scope, schedule, and budget must be reviewed and approved by WaTech and the OFM. This review and approval include validation of planned spend with deliverables expected, analysis of any changes that have occurred, and project progress against planned deliverables. The technology budget (initial and

amended) is reviewed by the legislators, and informs OFM of the funding needed at each gate.

For non-gated projects, an amendment or update to the technology budget is required when there are changes to scope, schedule, or budget and is reviewed and approved by WaTech.

All technology budgets are viewable by the public on the Washington State IT Project Dashboard.

## Technology budget submission process

### Submitting the initial technology budget

Before signing any contracts or committing project funds, you must have an approved technology budget. Additionally, you must have a Project Charter and, for projects requiring Quality Assurance (QA), a QA Readiness Assessment and your response to any recommendations and findings. The oversight consultant will help you and your agency complete the technology budget template, with assistance from the OFM advisor assigned to your agency. You will need to work with your agency finance and budget staff to gather the data needed for the first technology budget such as identifying discrete cost center code unique to each project (AFRS codes).

You will submit the technology budget workbook to WaTech Oversight consultant s Pool inbox (oversight consultant s@watech.wa.gov) and your OFM budget advisor. An updated list of OFM advisors can be found on the [OFM budget advisor List](#).

Projects with estimated costs greater than \$100,000,000 may be advised to be divided into subprojects. Work with your WaTech oversight consultant if you think this may be the case for your project, and they will provide guidance.

### ***Where to submit and file name conventions***

We recommend the filename of your tech budget Excel workbook include the following information: agency acronym, project acronym, the words "TechBudget", Amendment, the date and version number (if needed). WaTech receives several technology budgets over the course of a project, and this file name convention will help everyone with version control.

For example:

WaTech\_NGFW\_TechBudget\_Amendment\_20250612\_v1.xlsm.

Which represents:

A technology budget update for Washington Technology Solutions (WaTech) State Network Firewall Replacement NextGen Firewall (NGFW) project dated June 12, 2025, version 1.

## Submitting technology budget updates and amendments

Over the project lifecycle, spending plans, scope, vendors, requirements, etc. can change and you'll need to submit an amended or updated technology budget. The process for submitting technology budget updates or amendments is the same as the first technology budget submission. Updates and amendments are made using the same template, and we advise using the last approved technology budget as a starting point each time.

### IMPORTANT

Please do not insert or remove lines or columns in any section of the workbook. We have formulas that are looking for information to be in certain cells that are critical for the successful upload of data to the Washington State IT Project Dashboard. We have provided extra lines where applicable that you can unhide if needed.

### ***Updates***

When the project spending plan, schedule, scope and deliverables remain the same, but the technology budget details need to be updated, an update is appropriate. For example, some agencies use different project codes for each fiscal year. Adding the new code without changing any other costs is an update to the technology budget.

### ***Amendments***

When the project schedule, scope or deliverables change significantly creating a change to the spending plan, deliverables timeline or project scope from the last approved technology budget, an amendment will be necessary. For example, after contract negotiations, you could find that you would need to redistribute planned spending between contractors, or you may find that your plan to hire a state employee didn't work out and you'll have to hire contracted professional services. An amendment is also required if the spend plan adjustments moves budget across months or across cost categories, even if the gate or project totals remain the same. Change must be documented in the Amendment Log tab.

# Completing the technology budget template

## Inputs tab

The Inputs tab sets up your technology budget with unique project data that ties everything together. You will only enter data in the yellow highlighted cells:

Select Agency...		2025-2027 Biennium		Approved Technology Budget for Oversight Projects Version 7.0		Color Legend: Yellow highlighted cells require input. Grey highlighted cells are pre-filled, or formula driven.		AFRS Code		AFRS Field	
Enter Project Name								(insert code)		Expenditure authority codes	
Agency Name		Select Agency...		What Expenditure authority codes (EA codes) will this project be budgeted under?				(insert code)		(select from dropdown)	
Project Name		Enter Project Name		Unique AFRS cost center code and field only used by this project				(insert code)		(select from dropdown)	
Project Type		Gated		Click here to view list of existing Agency Coding Combinations.							
Project Start Date		July 1, 2025		Provide Gate title and number this biennium forward							
Project End Date		June 30, 2027		Gate Title		Gate #		AFRS Code		AFRS Field	
Gated Funding for Current Biennium				Gate 1		1		(insert code)		(select from dropdown)	
Amount subject to proviso		\$0		Gate 2		2		(insert code)		(select from dropdown)	
Other Budgeted non-appropriated		\$0		Gate 3		3		(insert code)		(select from dropdown)	
Total Gated funding (Current Biennium)		\$0		Gate 4		4		(insert code)		(select from dropdown)	
Total Planned Spend (from initiation through close-out)				Gate 5		5		(insert code)		(select from dropdown)	
Budgeted Resources - Historical Budget Funded		\$0		Gate 6		6		(insert code)		(select from dropdown)	
Budgeted Resources - Historical Actual Expenditures		\$0		Gate 7		7		(insert code)		(select from dropdown)	
Budgeted Resources - Current Biennium Planned Spend		\$0		Gate 8		8		(insert code)		(select from dropdown)	
Budgeted Resources - Future Planned Spend		\$0		Non Gated Project		0					
Subtotal - Total Budgeted planned spend		\$0		Employee Benefits		% of Salary		Monthly Rates (\$)			
In-kind Resources - Historical Actual Expenditures		\$0		Social Security (OASDI)		6.20%		N/A		FY26 Employer Contribution Rate (PERS)	
In-kind Resources - Current Biennium		\$0		Retirement		5.30%		N/A			
In-kind Resources - Future		\$0		Medicare		1.45%		N/A			
Subtotal - In-kind planned spend		\$0		Paid Family Medical Leave		0.26%		N/A			
Total Planned Spend		\$0		Health Insurance		N/A		1333		FY26 PEBB Rate per budget bill	
Gated Funding Holdback		15%		Workers Comp Rate		N/A		33		2025 Base Rate (Risk Class 4902)	
Maintenance & Operations (M&O) Start Date		July 1, 2027		General Wage Increase		% of Salary		Increases State Employee Staffing Costs sections by fiscal year.			
Estimated Annual M&O Amount (average of first 3 years)		\$1,500,136		FY2027		2.00%					
				Other Staff Costs (Populates column H "Other" in State Employee Staffing Cost sections)		Monthly Rates (\$)		Leave blank if adding indirect costs to the Other category.			
				Travel							
				Equipment							
				Other							

Figure 1: Inputs Tab Overview

## Project name, Amount Subject to Proviso, Other Budgeted non-appropriated.

Select your agency from the drop-down list for cell D4. The project name is free-form text for you to enter the information. The first time you select a project name, it appears in cell C2. The start and end date should match the project charter and will also be shown on the Washington State IT Project Dashboard.

The Amount Subject to Proviso and Other Budgeted non-appropriated are manually entered by the project.

## Amount Subject to Proviso

The portion of the project budget to be gated and is subject to the provisions of section 701 of the 2025-27 operating budget and Section 701 of the 2025-27 transportation budget. Work with your budget office or OFM Budget Advisor to confirm this amount.

## Other Budgeted non-appropriated

Non-appropriated funds refer to accounts that can be expended without legislative appropriation. The spending authority for these funds is often granted directly to state agencies through statutory provisions rather than through the legislative budget process. Budgeted non-appropriated funds are subject to OFM allotment approval. While not many projects have non-appropriated funding, some do have this.

The screenshot shows the 'Inputs' tab of the Washington State Information System. The spreadsheet on the left contains the following data:

Agency Name	Project Name	Project Type	Project Start Date	Project End Date
Select Agency...	Enter Project Name	Gated	July 1, 2025	June 30, 2027

The dashboard on the right shows the following information:

- Agency: Department of Corrections
- Project: DOC Electronic Health Records
- Total Planned Spend: \$6,701,105
- Actual Spend: \$2,143,584
- NGFO Spend Subtotal: \$734,533
- Start Date: 01-Nov-19
- End Date: 30-Jun-28
- # of Fiscal Years: 9

A red arrow points from the 'Total Planned Spend' field in the spreadsheet to the 'Total Planned Spend' field in the dashboard.

Figure 2: Inputs Tab tied to Dashboard

## Total Planned Spend

This section is automatically calculated from details found on other tabs of the technology budget.

**You won't enter any data in these grey fields**, but we're including an explanation here for understanding.

Total Planned Project Spend (TPPS) is the sum of values in column D, rows 17 through 26

TPPS must equal the project charter or investment plan total project spend and be the same as what's on the Washington State IT Project Dashboard.



Example From Technology Budget Inputs Tab

A	B	C	D
1	Select Agency...		
2	Enter Project Name		
3	2025-2027 Biennium		Approved Technology Budget for Oversight Projects Version 7.0
4	Agency Name		Select Agency...
5	Project Name		Enter Project Name
6			
7	Project Type		Gated
8	Project Start Date		July 1, 2025
9	Project End Date		June 30, 2027
10			
11	Gated Funding for Current Biennium		
12	Amount subject to proviso		\$0
13	Other Budgeted non-appropriated		\$0
14	Total Gated funding (Current Biennium)		\$0
15			
16	Total Planned Spend (from initiation through close-out)		
17	Budgeted Resources - Historical Budget Funded		\$0
18	Budgeted Resources - Historical Actual Expenditures		\$0
19	Budgeted Resources - Current Biennium Planned Spend		\$0
20	Budgeted Resources - Future Planned Spend		\$0
21	Subtotal - Total Budgeted planned spend		\$0
22			
23	In-kind Resources - Historical Actual Expenditures		\$0
24	In-kind Resources - Current Biennium		\$0
25	In-kind Resources - Future		\$0
26	Subtotal - In-kind planned spend		\$0
27			
28	Total Planned Spend		\$0
29	Gated Funding Holdback		15%
30			
31	Maintenance & Operations (M&O) Start Date		July 1, 2027
32	Estimated Annual M&O Amount (average of first five years)		\$1,500,136
33			

Screen Shot Example from WaTech IT Dashboard

Washington State Information System  
Building Trust in Washington

STATEWIDE DASHBOARD PROGRAM DATA

RESOURCES AND BUDGET

Select Project then press Go (List filtered by Project Status - click here to modify)

DOC Electronic Health Records Go

Filters Financial Biennium (All)

Agency: Department of Corrections  
Project: DOC Electronic Health Records

\$6,701,105 Total Planned Spend	\$2,143,584 Actual Spend	\$734,533 NGFO Spend Subtotal
01-Nov-19 Start Date	30-Jun-28 End Date	9 # of Fiscal Years

Figure 3: Total Project Planned Spend

## AFRS Codes

Your internal agency budget or accounting lead should be able to assist. For agencies reporting through AFRS, there are OFM guides on how an agency can create an AFRS code. [See OFM Agency Financial Reporting System Project Control Table](#) for more information. There are a few agencies who do not report financial information through AFRS. Please work with your OFM budget advisor and agency team

### AFRS Code, AFRS Field

As part of the IT project oversight process, agencies must identify the Expenditure authority code(s), and a dedicated AFRS cost center code to track the project expenditures within AFRS in the field of their choosing. For projects subject to gated funding, each gate must also be tracked discretely within AFRS, using a dedicated AFRS field and code of their choosing.

NOTE: Some agencies do not use AFRS for their financial system. These agencies must provide a single monthly Excel file containing all their projects' expenditures to be loaded to the WaTech Dashboard.

Changes to any AFRS Code or AFRS Field on the Inputs tab require the updated or amended technology budget be approved by WaTech.

**Example from Technology Budget Inputs Tab**

	G	H	I	J	K	L
1		<b>Color Legend:</b> Yellow highlighted cells require Input.				
2		Grey highlighted cells are pre-filled, or formula driven.				
3			<b>AFRS Code</b>	<b>AFRS Field</b>		
4	What Expenditure authority codes (EA codes) will this project be budgeted under?	(insert code)	Expenditure authority codes	Please coordinate with your budget/accounting team to complete the AFRS code/AFRS field.		
5						
6	Unique AFRS cost center code and field only used by this project	(insert code)	(select from dropdown)			
7			(select from dropdown or type)			
8			Expenditure authority codes			
9			Program			
10	<a href="#">Click here to view list of existing Agency Coding Combinations.</a>		Budget Unit			
11	Provide Gate title and number this biennium forward					
12	<b>Gate Title</b>	<b>Gate #</b>	<b>AFRS Code</b>	<b>AFRS Field</b>		
13	Planning & Requirements	1	01	Sub-Project		
14	Development Sprints	2	02	Sub-Project		
15	Deployment Go Live	3	03	(select from dropdown or type)	Gate agencies must use specific and unique account coding to identify and track each of their project.	
16		4	(insert code)	Expenditure authority codes		
17		5	(insert code)	Program		
18		6	(insert code)	Budget Unit		
19		7	(insert code)	Program Index		
20		8	(insert code)	Organization Index		
21	Non Gated Project	0		Allocation Code		
22				Project		
23				Sub-Project		
24	<b>Employee Benefits</b>	<b>% of Salary</b>	<b>Monthly Rates (\$)</b>			
25	Social Security (OASDI)	6.20%	N/A			

Figure 4: Inputs Tab AFRS Codes

### Gated funding projects - Gate Title and AFRS Code

The gate titles entered in these cells will carry forward to the technology budget Deliverables tab and will appear on the Washington State IT Project dashboard when actual expenses are pulled from AFRS (or your agency's expense reporting process). Note that it is important that the titles be unique and that you are limited to 36 characters. The gate numbers should begin at 1 and increase sequentially by 1 for each gate. These numbers will also correspond with the Budgeted Resources and Agency In-Kind Resources tabs.

Projects that are not gated are required to select 0 as the gate number for the entire project duration.

## AFRS Fields limitations

Agencies are limited to using only two combinations of AFRS fields to designate overall project spend and gate specific spend. [Check the most recent list](#) of agency coding combinations. Please check this list to confirm the correct combination.

*Example from Technology Budget Inputs Tab*

	F	G	H	I	J	K	L	M
9								
10		<a href="#">Click here to view list of existing Agency Coding Combinations.</a>						
11		Provide Gate title and number this biennium forward						
12		Gate Title	Gate #	AFRS Code	AFRS Field			
13		Planning & Requirements	1	01	Sub-Project	State agencies must use specific and unique AFRS account coding to identify and track each gate of their project.		
14		Development Sprints	2	02	Sub-Project			
15		Deployment Go Live	3	03	Sub-Project			
16			4	(insert code)	(select from dropdown)			
17			5	(insert code)	(select from dropdown)			
18			6	(insert code)	(select from dropdown)			
19			7	(insert code)	(select from dropdown)			
20			8	(insert code)	(select from dropdown)			
21		Non Gated Project	0					
22								

*Example from Deliverables Tab of Technology Budget*

	A	B	C	D	E	
1		Select Agency...			FOR GATED FUNDING USE ONLY	
2		Enter Project Name				
3		2025-2027 Biennium				
4		PURPOSE: Section 701 (2) and Section 701(4)(b)(v) of the 2025-27 enacted budgets requires that "current technology budget...includes updated milestone deliverables with start dates and estimated completion dates for each deliverable to include, but not limited to, request for proposals release dates, go-live dates, and software demonstration dates through each stage of the entire project"				
5						
6						
7		Gate 1 - Gate 1			7/1/2025	
8		Description			Start Date	Estimated Completion Date
9		Deliverable 1			7/15/2025	8/15/2025
10		Deliverable 2			8/15/2025	9/15/2025
11		Deliverable 3			9/15/2025	10/15/2025
12		Deliverable 4			10/15/2025	11/15/2025
13		Deliverable 5			11/15/2025	12/15/2025
14		Deliverable 6			12/15/2025	1/15/2026
15		Deliverable 7			1/15/2026	2/15/2026
29		<-- Unhide to add more rows				
30		Gate 2 - Gate 2			3/1/2026	
31		Description			Start Date	Estimated Completion Date
32		Deliverable 1			3/15/2026	4/15/2026
33		Deliverable 2			4/15/2026	5/15/2026
34		Deliverable 3			3/15/2026	6/15/2026

<

>

...

Budgeted Resources

Agency In-kind Resources

M&O

447 Fund Sources

Assumptions

Deliverables

Amendment Log

+

...

Example from WaTech Dashboard


Budget vs. Actual Spend 					Funding Source	Gate Name	Cost Pool Spending Category
(Displaying by Fiscal Month with Gate Name, Funding Source and Cost Pool Spending Category)					[All]	[All]	[All]
Fiscal Year	Period	Gate Name	Funding Source	Cost Pool Spending Category	Budget	Total Spend	Budget Variance
FY 2022	Jul-21	Planning & Initiation	001-1 - General Fund - State	Internal Labor	\$0	\$1,411	(\$1,411)
			001-7 - General Fund - Private/Local	Internal Labor	\$0	\$1,411	(\$1,411)
			-	Internal Labor	\$4,135	\$0	\$4,135
	Aug-21	Planning & Initiation	001-1 - General Fund - State	Internal Labor	\$0	\$1,015	(\$1,015)
			001-7 - General Fund - Private/Local	Internal Labor	\$0	\$1,015	(\$1,015)
			-	Internal Labor	\$4,135	\$0	\$4,135
	Sep-21	Planning & Initiation	001-1 - General Fund - State	Internal Labor	\$0	\$2,184	(\$2,184)
			001-7 - General Fund - Private/Local	Internal Labor	\$0	\$2,184	(\$2,184)
			-	Internal Labor	\$4,135	\$0	\$4,135
	Oct-21	Planning & Initiation	001-1 - General Fund - State	Internal Labor	\$0	\$2,184	(\$2,184)
			001-7 - General Fund - Private/Local	Internal Labor	\$0	\$2,184	(\$2,184)
			-	Internal Labor	\$4,135	\$0	\$4,135
	Nov-21	Planning & Initiation	001-1 - General Fund - State	Internal Labor	\$0	\$2,184	(\$2,184)
			001-7 - General Fund - Private/Local	Internal Labor	\$0	\$2,184	(\$2,184)
			-	Internal Labor	\$0	\$2,184	(\$2,184)

Figure 5 Gate Titles and AFRS Code Illustration

## Other Staff Costs

After entering State Employee resources in the Budgeted Resources and Agency In-Kind Resources tabs, agencies can adjust other costs. To do so, coordinate with your agency's accounting and budget staff to obtain the appropriate monthly rates. Then, enter these rates in the yellow section of the Inputs tab, as shown below. This section covers other staff-related costs, such as general wage increases, travel, and equipment.

	E	F	G	H	I	J	K
29							
30			<b>General Wage Increase</b>	<b>% of Salary</b>	Increases State Employee Staffing Costs sections by fiscal year.		
31			FY2027	2.00%			
32							
33			<b>Other Staff Costs (Populates column H "Other" in State Employee Staffing Cost sections)</b>				
34				<b>Monthly Rates (\$)</b>	Leave blank if adding indirect costs to the Other category.		
35			Travel	-			
36			Equipment	-			
37			Other	-			
38							

Figure 6: Staff Assumptions Illustration

## Multi-agency Appropriated Funding

If you have a program or project with funding at more than one agency, the lead agency will combine the details from all individual project / subproject technology budgets in one file. The lead agency will identify a unique AFRS cost center or Program index field and code for all projects and subprojects, and list the agency and project name for each on the Inputs tab in the designated section. This roll-up tech budget is required in addition to the individual project / subproject technology budgets.

	F	G	H	I	J
39					
40		<b>For program and projects with appropriated funding at more than one agency</b>			
41				<b>AFRS Code</b>	<b>AFRS Field</b>
42		Identify unique AFRS cost center or Program index field and code for all projects and subprojects		(insert code)	(select from dropdown)
43					
44		Agency for project / subproject 1	Select Agency...	Project Name	Enter Project Name
45		Agency for project / subproject 2	Select Agency...	Project Name	Enter Project Name
46		Agency for project / subproject 3	Select Agency...	Project Name	Enter Project Name
47		Agency for project / subproject 4	Select Agency...	Project Name	Enter Project Name
48		Agency for project / subproject 5	Select Agency...	Project Name	Enter Project Name
49		Agency for project / subproject 6	Select Agency...	Project Name	Enter Project Name
50		Agency for project / subproject 7	Select Agency...	Project Name	Enter Project Name
51		Agency for project / subproject 8	Select Agency...	Project Name	Enter Project Name
52					

Figure 8: Multi-agency appropriated funding on Inputs Tab

## Summary tab

The summary tab provides a summary of data from the Budgeted Resources, and Agency In-kind Resources tab, and shows the estimated budget and fund sources by fiscal year, and gate (for gated funded projects). The review process will use these calculations to cross-check the details in other workbook tabs.

**All cells are formula driven and should not be altered. There is no data entry required. FALSE readings under the "OFM - rounding check on release amount by fund" will be handled by OFM and can be ignored.**

## Historical Budget & Actuals tab

This tab is used for projects that have any project spending from fiscal years (FY) prior to the 2025-27 biennium. Section 156(13)(x)(C)(xiii) requires the WaTech to maintain an information technology project dashboard that provides "Historical project budget and expenditures through fiscal year 2025."

If you are just starting your project at the beginning of the fiscal year, you can skip this tab.

## Budgeted Resources tab

To complete the Budgeted Resources tab, you will detail your project's spending plan by fiscal month through the biennium or until the end of your project if it ends prior to the end of the biennium. For fiscal years after this biennium, you will need to capture the fiscal year (FY) amount for each line item, not by fiscal month (FM). The data entered here will be displayed on the Washington State IT Project Dashboard for transparency.

- Gated funding projects will use this tab for all estimated expenditures that are funded through legislated appropriation. Any additional expenditure covered through agency operating budgets need to be reflected on the agency in kind resources tab.

- All planned spend on this tab must not exceed the total amount stipulated by the proviso that you entered on the Inputs tab.
- Non gated funding projects will use this tab for all of project estimated expenditures, and will not use the agency in kind resources tab.

**Completed periods of the technology budget should be updated with Actual spend. .**

The technology budget represents your estimated total cost of the project and the entries for concluded time periods should align with actual expenditures to ensure transparency of the overall project cost – whether it was higher or lower. The difference between estimates and actual expenditures should be reconciled when a gate certification or funding request is submitted. If you have used contingency, these should be allocated to the appropriate cost category, and the contingency from prior fiscal periods must be cleared.

Note that actual expenditure data is also captured through the state’s official system of record, AFRS (or other reporting process for non-AFRS agencies) and uploaded to the Washington State IT Project Dashboard.

**IMPORTANT**

Please do not insert or remove lines or columns in any section of the worksheet. There are formulas expecting information to be in certain cells that are critical for the successful upload of data to the Washington IT Project Dashboard. We have provided extra lines where applicable that you can unhide if needed.

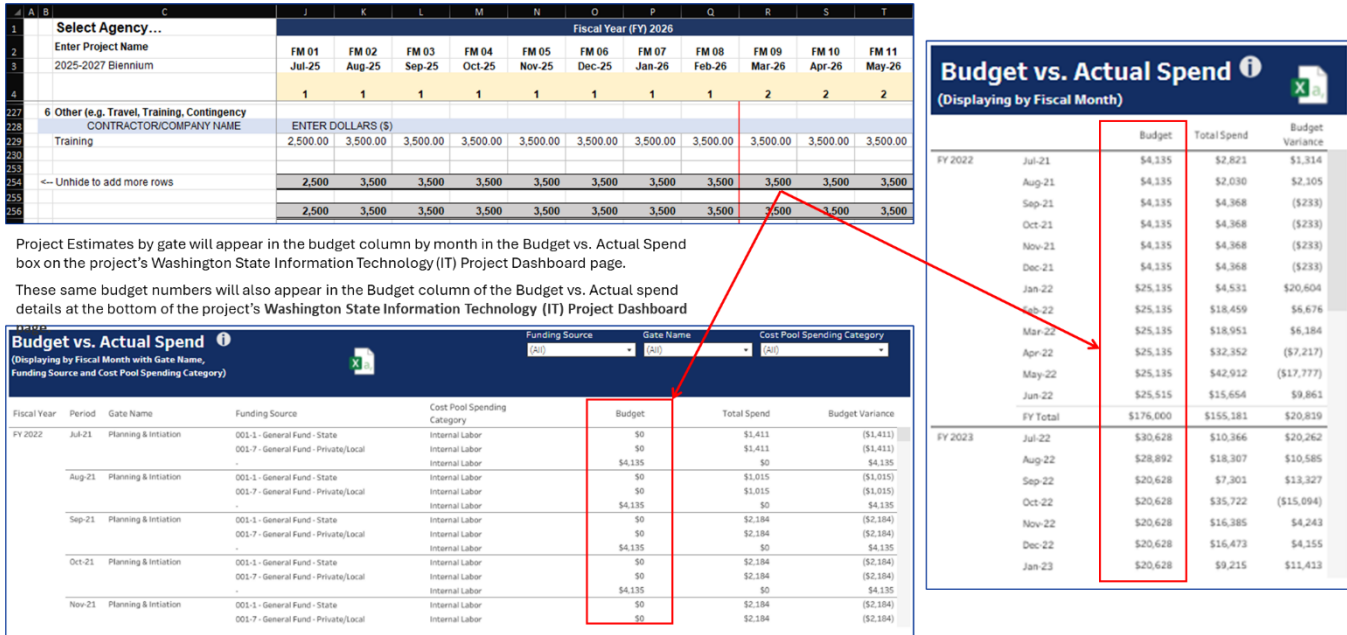


Figure 7: Budgeted Resources Dashboard view

You must enter the planned spend with details about the expected expense for each fiscal month in one of six categories:

1. State Employee Staffing Costs

- You will need the **Position Title/Classification, Range, and Step** for each state employee resource. This will look up the salary, benefits and other costs and calculate the total annual employee cost.
- If your agency salary and / or benefits are different from the standard values, you can manually overwrite as needed.
- Staff salaries will automatically increase each fiscal year based on the general wage increase entered on the Inputs tab.
- If you cannot find the appropriate position title in the list, you can type the position title, range and step, and manually fill the salary, benefits and other costs as appropriate.
- For each fiscal month for that line item, you will indicate the amount of time that employee will be spending on your project. Entering 1.0 means that the employee is working 100% of their time on your project, entering .50 means that the employee will be working 50% on your project, etc. This detail for an employee can vary over the life of the project. For example, in the early period of the project your development resource will only be participating at a level of 25% and their time will increase to 100% as the project progresses.



- Please check with your OFM Budget advisor regarding how many FTEs were authorized or planned, or what has been approved by the Legislature for the use of your funds for employee resources.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1			Agency											
2			Tech Budget Training Project						Fiscal Month (FM)	FM 01	FM 02	FM 03	FM 04	FM 05
3			2021-23 Biennium						Calendar Month	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21
4									GATE	1	1	1	1	2
5			1 State Employee Staffing Costs						ANNUAL AMOUNTS PER EMPLOYEE					
6			POSITION TITLE/CLASSIFICATION	Range	Step	SALARY	BENEFITS	OTHER	TOTAL	ENTER STAFF POSITIONS (FTE)				
7			IT BUSINESS ANALYST - JOURN	05IT	D	79,524	26,958	1,200	107,682	0.5	0.5	0.5	1.0	1.0
8			IT APP DEVELOPMENT - JOURN	05IT	C	77,592	26,591	1,200	105,383	0.3	0.3	0.5	1.5	1.0
9			IT ARCHITECTURE - JOURNEY	04IT	A	68,700	24,906	1,200	94,806					0.5

Figure 8: State Employee Staffing Costs Example

## 2. Non-State Employee Staffing Costs

- You'll need the contractor/company name and a **sub-object code** for each line with a contractor or external labor that will be needed to complete the scope of the project. You will indicate how much you expect to spend in each fiscal month.
- You'll need to provide the contract start date, end date, and the total contract amount. Ensure that the total contract amount covers all planned costs for the line item. If it does not, the total contract amount will be highlighted with a different background color.

## 3. Contracted Professional Services (e.g. programmers, quality assurance, consulting, project management, organizational change management)

- You will need the name of each contracted professional service and a sub-object Code for each line item. You will indicate by fiscal months (FM) how much you expect to spend.
- Included in this section are amounts that are planned or budgeted for contracted resources, regardless of how they are acquired (e.g., request for proposals, direct buy, agency convenience contract, inter-agency agreement); this applies to all planned consulting.
- You'll need to provide the contract start date, end date, and the total contract amount. Ensure that the total contract amount covers all planned costs for the line item. If it does not, the total contract amount will be highlighted with a different background color.

## 4. Software Licenses and Subscriptions

- You will need the contractor or company name, and a sub-object code for each line item.



- Included in this section are amounts expended for purchased software or licenses of commercially available software with a useful life of one year or less, including upgrades and/or maintenance agreements. Software licensing includes, but is not limited to, the right to use the software, support for the software, and upgrades.
- You'll need to provide the contract start date, end date, and the total contract amount. Ensure that the total contract amount covers all planned costs for the line item. If it does not, the total contract amount will be highlighted with a different background color.

## 5. Hardware and Equipment

- You will need the contractor or company name and a **sub-object code** for each line item.
- You'll need to provide the contract start date, end date, and the total contract amount. Ensure that the total contract amount covers all planned costs for the line item. If it does not, the total contract amount will be highlighted with a different background color.

## 6. Other

- You can use this section to estimate other costs like travel, training and contingency.
- If there is an adjustment needed for underspend in prior fiscal periods, that underspend can be added to this section as a negative number.
- You'll need to provide the contract start date, end date, and the total contract amount. Ensure that the total contract amount covers all planned costs for the line item. If it does not, the total contract amount will be highlighted with a different background color.

Sections 2 through 6 are the same in functionality. For each category you will enter the resource name, a description of what they will be doing, and contract information. You **MUST** include a **sub- object code** for each of these detailed line items, choosing from the drop-down choices. Your technology budget will be returned if these are missing.

	A	B	C	E	F	G	H	I	J	K	L	M	N	O
1			Select Agency...											
2			Enter Project Name					Fiscal Month (FM)	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06
3			2025-2027 Biennium					Calendar Month	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25
4								GATE	1	1	1	1	1	1
227			6 Other (e.g. Travel, Training, Contingency)											
228			CONTRACTOR/COMPANY NAME	DESCRIPTION	SUB OBJECT	BEGIN	END	AMOUNT	ENTER DOLLARS (\$)					
229			Training	Development of training	CA - Managemer	Jul 2025	Dec 2025	\$ 30,500	2,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
230														
253														
254			<-- Unhide to add more rows					Subtotal Other	2,500	3,500	3,500	3,500	3,500	3,500
255														
256								Total Budgeted Cost: Project Estimate	2,500	3,500	3,500	3,500	3,500	3,500
257														

Figure 9: Budgeted Resources Data Example

## Gates (for gated funding projects)

Across row 4 in the Budgeted Resources tab, you will see gate numbers starting in column J. You will update the gate numbers by selecting from the drop-down list for each cell in row 4. The drop-down list is populated from the gate numbers on the Inputs tab. Gate numbers in row 4 will determine what fiscal months will be in each gate, and when gates start and end. Each fiscal month will be part of a gate. As your numbers change, you will see the red vertical line move delineating the gate end/start.

The length of your gates will be specific to your project. Some general guidelines:

1. No gate can cross a biennium end. Projects where funds are available by the fiscal year, gate cannot cross fiscal year.
2. We recommend gates be somewhere between four and eight months in length. You should work with your assigned oversight consultant and OFM budget advisor for guidance.
3. Each gate should be long enough to demonstrate the delivery of business value for the dollars allocated.
4. You need to identify a tangible deliverable for each gate representative of business value delivered.
5. When setting a date for the deliverables, ensure there is sufficient time allocated for thorough review and approval.

The gate start dates from this tab will automatically be carried to the Deliverables tab, where you will list the deliverables that will be completed within the gate. For more information on the Deliverables tab, see that section below.

Example for the Budgeted Resources Tab

	A	B	C	F	G	H	I	J	K	L	M	N	O
1		Select Agency...											Fiscal Year
2		Enter Project Name					Fiscal Month (FM)	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06
3		2025-2027 Biennium					Calendar Month	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25
4							GATE	1	1	1	2	2	2
5	1	State Employee Staffing Costs					ANNUAL AMOUNTS PER EMPLOYEE						
6		POSITION TITLE/CLASSIFICATION	SALARY	BENEFITS	OTHER	TOTAL		ENTER STAFF POSITIONS (FTE)					
7		IT DATA MANAGEMENT - ENTRY	68,736	27,314	-	96,050		0.50	0.50	0.50			
8		IT BUSINESS ANALYST - SENIOR MAN	103,728	33,857	-	137,585		0.25	0.50	0.50		0.30	0.30
9		IT PROJECT MANAGEMENT - MANAGE	111,696	35,347	-	147,043		0.50	0.50	0.50		1.00	1.00
10			-	-	-	-						0.50	0.50
11			-	-	-	-							
12			-	-	-	-							

Gate 1: Jul 25-Sep 25

Example of Deliverables Tab

	A	B	C	D	E
1			Select Agency...	FOR GATED FUNDING USE ONLY	
2			Enter Project Name		
3			2025-2027 Biennium		
4			PURPOSE: Section 701 (2) and Section 701(4)(b)(v) of the 2025-27 enacted budgets requires that "current technology budget...includes updated milestone deliverables with start dates and estimated completion dates for each deliverable to include, but not limited to, request for proposals release dates, go-live dates, and software demonstration dates through each stage of the entire project"		
5					
6					
7			Gate 1 - Gate 1		7/1/2025
8			Description	Start Date	Estimated Completion Date
9			Deliverable 1	7/15/2025	8/15/2025
10			Deliverable 2	8/15/2025	9/15/2025
11			Deliverable 3	9/15/2025	10/15/2025
12			Deliverable 4	10/15/2025	11/15/2025
13			Deliverable 5	11/15/2025	12/15/2025
14			Deliverable 6	12/15/2025	1/15/2026
15			Deliverable 7	1/15/2026	2/15/2026
29			<-- Unhide to add more rows		
30			Gate 2 - Gate 2		3/1/2026
31			Description	Start Date	Estimated Completion Date
32			Deliverable 1	3/15/2026	4/15/2026

Target Dates  
fall within  
Gate 1

Target Dates  
fall within  
Gate 1

Figure 8: Gates and deliverables by gate

Note: Non-gated projects must select 0 (default value) in row 4 for the entire duration of the project.

## Fund Source

Lines 263 through 291 provide space in the technology budget for your project to document the fund sources that will be used to cover the expenses outlined in the detailed lines above. For each fund source you will add the dollar amount needed for each fiscal month from each fund source. Additional rows have been provided for you to enter Fund Sources not already in the template.

Row 294 provides a validation check that your planned expenses per fiscal month equal the funding plan each fiscal month. This check compares cells in row 256 with cells in row 291, a value of TRUE or FALSE will automatically be generated, as illustrated below. The value of TRUE indicates the planned expenses match the Total Budgeted cost. The value of FALSE indicates they do not. Each column must indicate TRUE.

Row 295 will show the difference between estimated project cost (row 256) and total funds (row 291).

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	Clark College								Fiscal Year (FY) 2026							
2	Systems Integrations								Fiscal Month (FM)	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06	FM 07
3	2025-2027 Biennium								Calendar Month	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26
4									GATE	1	1	1	1	1	2	2
253																
254	<-- Unhide to add more rows								Subtotal Other	11,458	11,458	11,458	11,458	11,458	11,458	11,458
255																
256	Total Budgeted Cost: Project Estimate								13,871	13,871	20,684	20,684	29,961	69,435	69,435	
257																
258																
259																
260																
261																
262																
263	Fund Source								3 digit fund	type of fund						
264	General Fund State								001	1						
265	IT Revolving Account								447	6						
266	Fair Start fund for Kids								25H	A						
267	Education Legacy Trust Account								08A	1						
268	Washington Opportunity Pathways								17F	1						
269	General Fund Federal								001	2						
270	General Fund Medicaid								001	C						
271	Personnel Services Account								415	1						
272	Account/Fund Title								—	—						
273	<-- Unhide to add more rows															
274																
275																
276																
277																
278																
279																
280																
281																
282																
283																
284																
285																
286																
287																
288																
289																
290																
291																
292																
293																
294																
295																
									Check	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	
									Difference (Cost to Funds)	(13,871.41)	(13,871.41)	(20,684.41)	(20,684.41)	(29,961.41)	(69,435.09)	(69,435.09)
Budgeted Resources																
Agency In-kind Resources																
M&O																
447 Fund Sources																
Assumptions																
Deliverables																

## 5. Hardware and Equipment

## 6. Other

The estimated costs are entered by fiscal month for current biennium, and by fiscal year for duration past current biennium through the end of the project. Note that you do not need to include fund sources information.

Note: In Rows 263-290 of the Agency In Kind Tab, you must identify the fund sources for all Agency In Kind spends.

## Maintenance and Operations tab (M&O tab)

The 2025-27 operating and transportation budgets require that “each project must have a technology budget... identify... at least five years of maintenance and operations costs.” Please fill out the M&O tab with the following information for at least five full fiscal years after full system go-live:

1. Identify the fiscal year of full M&O. This will highlight the columns representing the five years requiring M&O estimates.
2. Estimated number of annual M&O FTEs.
3. Estimated annual M&O costs by cost category (i.e. state employee staffing costs, non-state employee staffing costs, contracted professional services, software licenses and subscriptions, hardware and equipment, and other.)
  - These are the same categories you have seen on the Budgeted Resources and In-kind Resources tabs.
  - Estimated annual M&O fund sources. If M&O expenses are covered by additional fund sources, please unhide the rows to include additional fund sources.
  - Do not add new rows or columns to this tab.

You can confirm whether funding sources are available to cover the planned costs in row 50 where you will see the value of TRUE or FALSE. All of these need to be TRUE before submitting the technology budget.

	C	D	E	F	G	H	I	J	K
1	Select Agency...								
2	Enter Project Name								
3	2025-2027 Biennium								
7	Enter First fiscal year of Full M&O	2028							Unhide columns to view
8	Maintenance & Operations (M&O)	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033
9									
10	Estimated number of annual M&O FTEs	-	-	-	-	-	-	-	-
11									
12	State Employee Staffing Costs	-	50,000.0	150,000.0	150,000.0	150,000.0	150,000.0	150,000.0	-
13	Non-State Employee Staffing Costs	-	-	-	-	-	-	-	-
14	Contracted Professional Services	-	-	-	-	-	-	-	-
15	Software Licenses and Subscriptions	-	200,000.0	200,000.0	200,000.0	200,000.0	200,000.0	200,000.0	-
16	Hardware and Equipment	-	-	-	-	-	-	-	-
17	Other	-	-	-	-	-	-	-	-
18	Estimated Annual M&O Total	-	250,000	350,000	350,000	350,000	350,000	350,000	-
19									
20									
21	Fund Sources	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033
22	001-1: General Fund State	-	250,000.0	350,000.0	350,000.0	350,000.0	350,000.0	350,000.0	-
23	447-6: IT Revolving Account	-	-	-	-	-	-	-	-
24	25H-A: Fair Start fund for Kids	-	-	-	-	-	-	-	-
25	08A-1: Education Legacy Trust Account	-	-	-	-	-	-	-	-
26	17F-1: Washington Opportunity Pathways	-	-	-	-	-	-	-	-
27	001-2: General Fund Federal	-	-	-	-	-	-	-	-
28	001-C: General Fund Medicaid	-	-	-	-	-	-	-	-
29	415-1: Personnel Services Account	-	-	-	-	-	-	-	-
30	Account/Fund Title	-	-	-	-	-	-	-	-
49	Account/Fund Title	-	-	-	-	-	-	-	-
50	Estimated Annual M&O Total by Fund Source	-	250,000	350,000	350,000	350,000	350,000	350,000	-
51									
52	check	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE
53									

Figure 11: M&O Tab Example

## 447 Fund Sources tab (worksheet) (applies to gated projects only)

The 2025-27 operating and transportation budgets require that “if the project is funded from the information technology revolving account, the technology budget must include a worksheet that provides the fund sources that were transferred into the account by fiscal year.”

The information technology investment revolving account (IT investment revolving account, “IT Pool”) created in [RCW 43.41.433](#), is a state fund where allocated money is held before it is allotted to specific IT projects. Currently, the IT Pool is held in state fund 447. For a list of projects that are funded from the IT Pool (fund 447), please see the [LEAP Omnibus Document IT - 2023](#).

This requirement captures the original fund sources of projects funded by the IT pool, including percentage funded by the state General Fund and other Near General Fund accounts.

For questions on completing this tab, please reach out to your agency budget staff or OFM budget advisor.

	A	B	C	D	E	F	G	H	I
1			Select Agency...						
2			Enter Project Name	FOR GATED FUNDING USE ONLY					
3			2025-2027 Biennium						
4			PURPOSE: Section 701 (4)(b)(i)(A) of the 2023-25 operating budget (ESSB 5187) requires that "If the project is funded from the information technology revolving account, the technology budget must include a worksheet that provides the fund sources that were transferred into the account by fiscal year."						
5			INSTRUCTIONS: Provide Fund 447 source funds by fiscal year. A list of Fund 447 projects can be found online at https://fiscal.wa.gov/statebudgets/2023proposals/Documents/co/coLEAPOmnibusDocIT-2023.pdf. If you have questions completing this tab, please reach out to your budget office or OFM.						
6									
7			Fund Source	3 digit fund	type of fund	FY1	FY2	Total biennial amount	% of total
8									
9			General Fund State	001	1	-	-	-	0%
10			Fair Start Fund for Kids	25H	A	-	-	-	0%
11			Education Legacy Trust Account	08A	1	-	-	-	0%
12			Washington Opportunity Pathways	17F	1	-	-	-	0%
13			General Fund Federal	001	2	-	-	-	0%
14			General Fund Medicaid	001	C	-	-	-	0%
15			Personnel Services Account	415	1	145,698	249,396	395,094	100%
16			Account/Fund Title	---	-	-	-	-	0%
35			Account/Fund Title	---	-	-	-	-	0%
36			← Unhide to add more rows		Total	145,698	249,396	395,094	100%
37									
38			Double check to 447 Fund total on Budgeted Resources tab		FALSE	FALSE			
39									
40			<a href="#">Back to Inputs</a>						
41									

Figure 12: 447 Tab Example

## Assumptions tab (worksheet)

Every project makes assumptions along the way that they would like to explain to the reader of the worksheet. The Assumptions tab is provided for you to provide additional context regarding project scope, schedule, and budget. Please use this tab to explain any assumptions made in each of the tabs: Budgeted Resources, M&O, In Kind Resources, and Deliverables. One suggestion would be to include any assumptions that appear in the decision package your agency put forth when requesting funding, or details of a fiscal note for your project. Your oversight consultant and OFM budget advisor can help determine what to include in this tab.

## Deliverables tab (worksheet) (applies to gated projects only)

Key to any project lifecycle and the gated funding process is setting expectations for measuring progress and demonstrating business value early and often. The deliverables tab is where the project tells the story of milestones it intends to reach and sets expectations for the future.

A certification to proceed with a gate will require completion of the previous gate's deliverables and ensure that the deliverables are posted on the WA State IT Dashboard. You

will work with your oversight consultant to review those deliverables and their completion at the end of each gate.

The gate titles, gate numbers will be automatically populated from the data you entered on the Inputs tab in cells G11-18. The gate start date is pre-populated using data you entered on the Budgeted Resources tab and is always on the first of the month.

NOTE: If you need to change the gate names and start dates, please make changes to the Inputs tab and notify your oversight consultant. This updated technology budget will require re-approval by WaTech.

### ***Deliverables details table***

For each deliverable line in this table, there are three key data points:

**Description:** The title of the deliverable that fits your project. Common descriptions are "Project Management Plan," "QA Readiness Assessment," "Go-Live Readiness Assessment," etc. Documentation of the deliverable will be posted to the [Washington State IT Project Dashboard](#) and the document name should match the Description.

**Start Date:** The start date of your deliverables. The start of the deliverable does not have to be within the duration of the gate start.

**Target Date:** The target completion date of your deliverables. This must be within the duration of the gate. This column will highlight with a different background color if the date is outside of the gate duration.

A few guidelines as you begin to create your deliverables plan:

- It is recommended that there be enough deliverables to show progress, but not so many that your gate is too lengthy or there is an unreasonable amount of work to be accomplished.
- Procurement, iterative software demonstrations and go-live readiness are valid deliverables. Activities like status reports, project health assessments, technology budget updates are not suitable deliverables here.
- When setting a date for the deliverables, ensure there is sufficient time allocated for thorough review and approval.
- Your Budgeted and Agency In-Kind Resources spending plan should align with project phase, and the time and funding needed for each gate's deliverables. For example, if Gate 1 is Project Planning, expenses should primarily reflect project management resources, not solution vendor costs.
- If you have deliverables that you are concerned about posting on the publicly available Washington State IT Project Dashboard, consider a substitute artifact that could be



posted. For example, if one of your deliverables is a security network diagram, consider posting a memo of acceptance of the deliverable rather than the diagram itself. Work with your oversight consultant for acceptable substitutes.

- This tab is not intended to be a replacement for a project plan, nor is it intended to be a copy of your project plan's milestones

	A	B	C	D	E
1			Select Agency...	FOR GATED FUNDING USE ONLY	
2			Enter Project Name		
3			2025-2027 Biennium		
4			PURPOSE: Section 701 (2) and Section 701(4)(b)(v) of the 2025-27 enacted budgets requires that "current technology budget...includes updated milestone deliverables with start dates and estimated completion dates for each deliverable to include, but not limited to, request for proposals release dates, go-live dates, and software demonstration dates through each stage of the entire project"		
5					
6					
7			Gate 1 - Gate 1		7/1/2025
8			Description	Start Date	Estimated Completion Date
9			Deliverable 1	7/15/2025	8/15/2025
10			Deliverable 2	8/15/2025	9/15/2025
11			Deliverable 3	9/15/2025	10/15/2025
12			Deliverable 4	10/15/2025	11/15/2025
13			Deliverable 5	11/15/2025	12/15/2025
14			Deliverable 6	12/15/2025	1/15/2026
15			Deliverable 7	1/15/2026	2/15/2026
29	<-- Unhide to add more rows				
30			Gate 2 - Gate 2		3/1/2026
31			Description	Start Date	Estimated Completion Date
32			Deliverable 1	3/15/2026	4/15/2026
33			Deliverable 2	4/15/2026	5/15/2026
34			Deliverable 3	3/15/2026	6/15/2026

Figure 13: Deliverables Tab Example

## Changes to the deliverables

As your project progresses and the project team learns more about the solution and its implementation, the deliverables may need to be adjusted. You can change the deliverables of future gates, with review and approval of your Oversight consultant and OFM Budget advisor. This would be accomplished through a technology budget amendment.

## Amendment Log tab

The intention of the amendment log is to capture changes from the last approved technology budget to the amended technology budget. Each technology budget amendment is reviewed and approved by WaTech. Additionally, amendments to gated funding projects' technology budget are reviewed and approved by OFM and sent to legislative committee staff. The technology budget Amendment is uploaded to the Washington State IT Project Dashboard with narrative descriptions of what has changed, and the impacts of that change on the project's scope, schedule and budget. Additionally, the technology budget amendment's financial data are re-uploaded to the Washington State IT Project Dashboard.

In the amended technology budget contingency amounts used should be allocated to the appropriate cost category and should be removed from prior fiscal periods. Actual

expenditures will be updated through AFRS or your agency's expenditure reporting and visible on the statewide IT dashboard.

### Section A: Summary of Changes

Amendment Date - enter the date the amendment to the tech budget in cell D8.

Prior tech budget Budgeted and Agency In-Kind planned spend will be entered in rows 11 and 12.

Rows 13 and 14 will calculate the current tech budget's planned spend from data entered on the Budgeted Resources and Agency In-Kind tabs.

The total in cell G13 should match D21 on the Inputs tab. The total in cell G14 should match the total in cell D26 in the Inputs tab. If these are different, work with your oversight consultant to complete an investment plan amendment if needed.

The net change to the total planned project spend will be calculated in row 15.

	A	B	C	D	E	F	G	H
1			Select Agency...					
2			Enter Project Name					
3			2025-2027 Biennium					
7								
8			Amendment Date					
9								
10			<b>Section a. Summary of Changes</b>	<b>Prior Biennia</b>	<b>Current Biennium</b>	<b>Future Biennia</b>	<b>Total</b>	
11			Prior tech budget - Budgeted planned spend	\$ -	\$ -	\$ -	\$0	
12			Prior tech budget - Agency In-Kind planned spend	\$ -	\$ -	\$ -	\$0	
13			New tech budget - Budgeted planned spend	\$0	\$395,094	\$0	\$395,094	
14			New tech budget - agency in-kind planned spend	\$0	\$0	\$0	\$0	
15			Net Change - Budget variance (Prior - New)					
16								
17			<b>Section b. Technology Budget Amendment Summary Narrative</b>					
18			1. What Changed?					
19		2. Why was there a change?						
20		3. How does this impact scope?						
21		4. How does this impact schedule?						
22		5. How does this impact budget?						
23								
24								
25			<a href="#">Back to Inputs</a>					

Figure 14: Amendment Log Section

### Section B: Technology Budget Amendment Summary Narrative

When technology budget amendments are posted to the Washington State IT Project Dashboard, there are five questions we must answer. In section B, we are asking the agency to complete the answers using less than 256 characters.

Keep in mind the audience viewing your project details include the Legislature, the authorizing environment, and the public -- all of whom may or may not have been present in your project team or steering committee discussions. Your oversight consultant can assist with this section.


Summary of Technology Budget Amendments 						
(Click on amendment name to download document)						
Date Received	What changed?	Why was there a change?	How does this impact scope?	How does this impact schedule?	How does this impact budget?	Download Full Amendment
10/17/2023	Project duration extended and total planned spend increased. Project is no longer gated.	Project transitioned into implementation phase.	Project scope increased to include implementation phase.	Project schedule extended by 24 months.	Project budget increased by \$1,809,506.	<a href="#">CRGC_ADR_crctd_amend_TechBu...</a>
2/15/2022	Rebased actual spend through January in order to account for contracted vendors newly estimated costs based on the ex...	Balanced the overall budget: State staff cost estimates were slightly lower and vendor cost estimates were slightly higher t...	No impact to scope.	No impact to overall schedule. Gate 1 extended by one month due to delays in procuring the project management and feasibi...	No overall impact to budget. Planned spend shifted between categories and gates.	<a href="#">CRGC_ADR_amend_TechBudget_2...</a>

Figure 15: Tech Budget Amendment Posting Details

## Central Service Model (CSM) Fund Sources addendum

Central service agencies that provide core services to support agency operations and missions are required to provide a statewide impact by agency and by fund as a worksheet in the technology budget file. (Section 701(4)(b)(i)(B) of the 2025-27 operating budget). The worksheet will capture the original fund sources of projects funded by the central service model, including percent funded by the state General Fund and other Near General Fund accounts. These agencies include:

- Washington Technology Solutions
- Secretary of State
- State Auditor's Office
- Attorney General's Office
- Office of Administrative Hearings
- Department of Enterprise Services
- Office of Financial Management
- Department of Labor and Industries

NOTE: Only the CSM agencies listed above must complete this addendum for their major IT projects under WaTech oversight . If you are an agency receiving CSM services, you do not have to complete the addendum. CSM addendum is a separate standardized excel workbook available on the [IT Project](#)

[Oversight](#) page of our website. This file includes an Instructions tab on how to complete different sections of the file.

	A	B	C
1	Approved Technology Budget for Gated Funding Projects Addendum Version 7.0		
2	Central Service Model (CSM) Statewide Impact by Agency by Fund		
3			
4	Purpose		
5	Section 701(4)(b)(i)(B) of the 2023-25 operating budget (ESSB 5092) requires that "if the project is by a central service agency, and funds are driven out by the central service model, the technology budget must provide a statewide impact by agency by fund as a worksheet in the		
6			
7	Instructions		
8	Yellow highlighted cells require input.		
9	Grey highlighted cells are pre-filled or formula driven and do not require input.		
	Inputs		
10	Enter project contact and gate information or copy/paste from your Technology Budget Inputs tab.		
	Project Budget & NGFO by Month		
11	Enter amount by fund by month from technology budget. This data is located at the bottom of the Budgeted Resources tab of your project's Technology Budget (Rows 263-290).		
	Statewide Impact by Agy by Fund		
12	There is no data entry required on this tab. This tab shows biennial funded amounts in "NGFO breakout of CSM Funds" in cells F8-F16. This number is coming from the budget amount entered into the Project Budget tab in the worksheet.		
13			
14	Budget Terms and Concepts		
	Central Service	Core services that almost all state agencies need to support their operations and mission provided by a central service provider, such as legal services, statewide financial systems, administrative hearings, information technology, worker's compensation, auditing services, as well as some financial, human	
15	Central Service Agency	Agencies that are central service providers, including Consolidated Technology Services, Secretary of State, State Auditor's Office, Attorney General's Office, Office of Administrative Hearings, Department of Enterprise Services, Office of Financial Management and Department of Labor and Industries.	
16	Central Service Model (CSM)	Methodology and estimate used by the Governor and legislative budgets to distribute funding to agencies for changes in central services billings.	
17	Fund Split	Central service funded costs allocated by the Office of Financial Management and the Legislature among agencies, and their different agency funds to distribute funding for central services.	
18			
<div><div>&lt;&gt;</div><div>Instructions</div><div>Inputs</div><div>Project Budget &amp; NGFO by Month</div><div>Statewide Impact by Agy by Fund</div><div>CSMFundSplits</div></div>			

Figure 18: CSM Addendum Instructions Tab

## CSM Inputs tab

The data on this tab must match exactly the data you have on the Inputs tab of the project's technology budget. For descriptions of these required fields, please see the Inputs tab section of this User Guide.

## CSM Project Budget & NGFO by Month tab

The data on this tab represents your monthly planned spend on CSM funds. You can copy the values from the Budgeted Resources tab of your project's technology budget Budgeted Resources tab (Rows 263-290) or enter the data manually. Be sure to only copy/paste the values of the cells, not the formulas or references.

Note: Row 7 of the CSM Project Budget tab requires the gate# to align with gates from the technology budget.

Select Agency...		INSTRUCTIONS												
Project Name		Enter or copy/paste planned spend by month for CSM funds. This data is located at the bottom of the Budgeted Resources tab of your project's technology budget (Rows 263-290). If copying the data from your technology budget, be sure to paste as values. Enter or copy/paste gate # from the Budgeted Resources tab of your project's technology												
2025-27 Biennium														
Gate #		Fiscal Year (FY) 2026												
Fiscal Month (FM)		1	2	3	4	5	6	7	8	9	10	11	12	13
Calendar Month		FM 01	FM 02	FM 03	FM 04	FM 05	FM 06	FM 07	FM 08	FM 09	FM 10	FM 11	FM 12	FM 13
Budgeted Amount by CSM Fund		Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26
Fund Title	Fund													
Public Records Efficiency, Preservation and Acc	006-1													
State Vehicle Parking Account	045-1													
Thurston County Capital Facilities Account	289-1													
Legal Services Revolving Account	405-1													
Personnel Services Account	415-1													
Enterprise Services Account	422-6													
Washington Tech Solutions Revolving Acct	458-1													
Washington Tech Solutions Revolving Acct	458-6													
Gov Central Service Account	458-1													
Statewide Information Technology System Devel	466-1													
Office of Financial Management Central Service	468-1													
Statewide Information Technology System Maint	472-6													
Auditing Services Revolving Account	483-1													
Administrative Hearings Revolving	484-1													
Risk Management Administration Acct	546-6													
Liability Account	547-6													
Accident Account	608-1													
Medical Aid Account	609-1													
TOTAL		-	-	-	-	-	-	-	-	-	-	-	-	-
Applied NGFO % to Project Budget														
NGFO %	Fund	2024 01	2024 02	2024 03	2024 04	2024 05	2024 06	2024 07	2024 08	2024 09	2024 10	2024 11	2024 12	2025 13
49.81%	006-1	0	0	0	0	0	0	0	0	0	0	0	0	0
58.48%	045-1	0	0	0	0	0	0	0	0	0	0	0	0	0
54.19%	289-1	0	0	0	0	0	0	0	0	0	0	0	0	0
51.03%	405-1	0	0	0	0	0	0	0	0	0	0	0	0	0
62.73%	415-1	0	0	0	0	0	0	0	0	0	0	0	0	0
54.67%	422-6	0	0	0	0	0	0	0	0	0	0	0	0	0
58.26%	458-1	0	0	0	0	0	0	0	0	0	0	0	0	0
45.72%	458-6	0	0	0	0	0	0	0	0	0	0	0	0	0
54.19%	458-1	0	0	0	0	0	0	0	0	0	0	0	0	0
60.46%	466-1	0	0	0	0	0	0	0	0	0	0	0	0	0
54.19%	468-1	0	0	0	0	0	0	0	0	0	0	0	0	0

Figure 169: CSM Workbook Project Budget & NGFO by Month Example

## CSM Statewide Impact by Agency by Fund tab (worksheet)

No data entry is required for this tab. This tab shows biennial funded amounts in "NGFO breakout of CSM Funds" in cells F8-F16. This number comes from the budget amount entered into the Project Budget tab in the worksheet.

## Contacts and additional resources

Additional resources can be found on [the IT Project Oversight](#) and [IT Project Dashboard Resources](#) pages on the WaTech website. These include:

- [Technology Budget Template](#)(Find the Template on the Page)
- [Technology Budget FAQ](#)
- [Agency Coding Combination](#)
- [Glossary](#)

For more information and general inquiries, please contact the WaTech oversight consultants or the OFM budget advisor assigned to your agency.

- WaTech Oversight Consultant Pool Inbox ([oversightconsultants@watech.wa.gov](mailto:oversightconsultants@watech.wa.gov))
- [OFM Budget Staff Agency Assignment](#)

## Version history

Date	Updates	By Whom
July 1, 2021	Original user guide. All instructions apply to version 5.0 of the technology budget template created for the 21- 23 Biennium. The technology budget template for non- gated projects can also use this user guide for sections that are applicable.	Erika Anderson, WaTech
July 1, 2023	Updated user guide for version 6.0.	Richelle Glascock, WaTech
June 3, 2025	Updated user guide for version 7.0	Kera Zamora, WaTech