WaTech
Washington Technology Solutions

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:

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.

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

Screen Shot Example from WaTech IT Dashboard

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

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

Click here to view list of existing Agency Coding Combinations.

Provide Gate title and number this biennium forward

Gate Title	Gate #	AFRS Code	AFRS Field
Planning & Requirements	1	01	Sub-Project
Development Sprints	2	02	Sub-Project
Deployment Go Live	3	03	Sub-Project
	4	(insert code)	(select from dropdown)
	5	(insert code)	(select from dropdown)
	6	(insert code)	(select from dropdown)
	7	(insert code)	(select from dropdown)
	8	(insert code)	(select from dropdown)
Non Gated Project	0		

State agencies must use specific and unique AFRS account coding to identify and track each gate of their project.

Example from Deliverables Tab of Technology Budget

Select Agency…

Enter Project Name

2025-2027 Biennium

FOR GATED FUNDING USE ONLY

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"

Gate 1 - Gate 1		7/1/2025
Description	Start Date	Estimated Completion Date
Deliverable 1	7/15/2025	8/15/2025
Deliverable 2	8/15/2025	9/15/2025
Deliverable 3	9/15/2025	10/15/2025
Deliverable 4	10/15/2025	11/15/2025
Deliverable 5	11/15/2025	12/15/2025
Deliverable 6	12/15/2025	1/15/2026
Deliverable 7	1/15/2026	2/15/2026

<-- Unhide to add more rows

Gate 2 - Gate 2		3/1/2026
Description	Start Date	Estimated Completion Date
Deliverable 1	3/15/2026	4/15/2026
Deliverable 2	4/15/2026	5/15/2026
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

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.

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.

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.

- o 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.

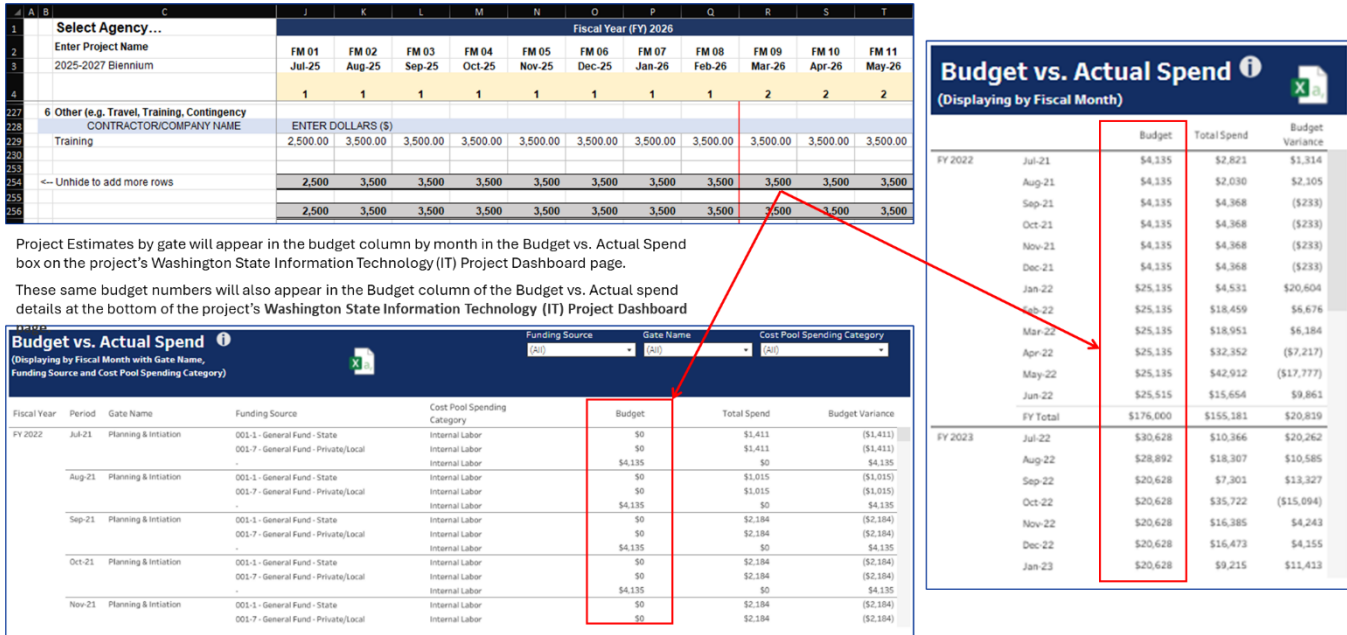| IMPORTANT |
| --- |
| Please do not insert or remove lines or columns in any section of the worksheet. There are formulas expecting information to be in certain cells that are critical for the successful upload of data to the Washington IT Project Dashboard. We have provided extra lines where applicable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

	Agency								FM 01	FM 02	FM 03	FM 04	FM 05
	Tech Budget Training Project						Fiscal Month (FM)		FM 01	FM 02	FM 03	FM 04	FM 05
	2021-23 Biennium						Calendar Month		Jul-21	Aug-21	Sep-21	Oct-21	Nov-2
							GATE		1	1	1	1	2
	1 State Employee Staffing Costs			ANNUAL AMOUNTS **PER EMPLOYEE**									
	POSITION TITLE/CLASSIFICATION	Range	Step	SALARY	BENEFITS	OTHER	TOTAL		ENTER STAFF POSITIONS (FTE)				
	IT BUSINESS ANALYST - JOUR	05IT	D	79,524	26,958	1,200	107,682		0.5	0.5	0.5	1.0	1.0
	IT APP DEVELOPMENT - JOUR	05IT	C	77,592	26,591	1,200	105,383		0.3	0.3	0.5	1.5	1.0
	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.

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

Example of Deliverables Tab

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).

Figure 10: Fund Source Validation Example

Future Fiscal Years

If your project continues past the current biennium, you will need to add planned spending for each line item, but only the annual amount you expect to need. Beginning FY2028, you are only required to enter estimates by fiscal year.

Agency In-kind Resources tab (applies to gated projects only)

The Agency In-kind Resources tab is used only by gated funding projects and represents planned spending within the agency's base budget (beyond the Budgeted Resources tab.) It is important to capture the true cost of a project, including dollars spent on full-time employees who spend part or all their time on a project.

The gate numbers in row 4 are auto populated from the Budgeted Resources tab and are not editable.

The sections of the In-kind Resources tab function the same as they do for the Budgeted Resources tab:

1. State Employee Staffing Costs

2. Non-State Employee Staffing Costs

3. Contracted Professional Services

4. Software Licenses and Subscriptions

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 vi
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.

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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

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.

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.

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

page of our website. This file includes an Instructions tab on how to complete different sections of the file.

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.

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)
- 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