

Information Technology Capital Investment Fund Request System

Instruction Guide

Version 1.0
As of 11/23/2012

Table of Contents

Need to Know3

Link to form.....4

Creating a new form.....5

Opening a saved form.....6

Instructions for filling out the form.....7

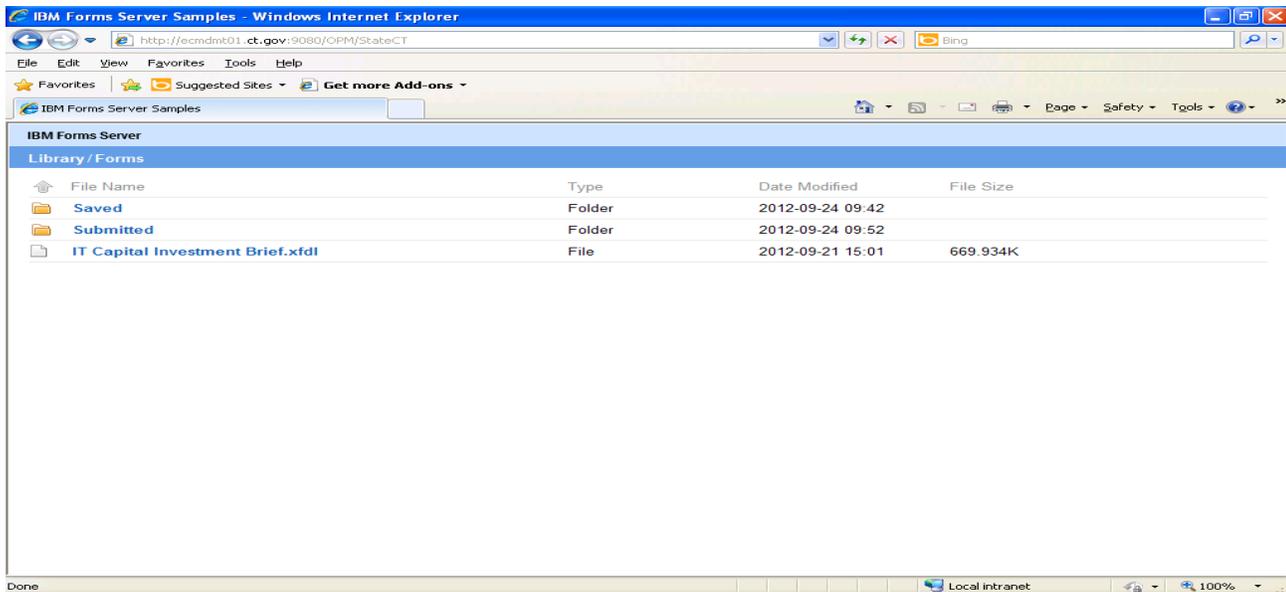
Need to Know

Important things you need to know when using the Capital Investment Form

1. **Internet Explorer v 8** – Version 8 of IE or greater is required to run the application
2. **Authorization** - Submission of the “Information Technology Capital Investment Fund Request” confirms approval and certifies the agency head approval(s) have been received and that all appropriate finance and budget areas have been informed.
3. **Password** – When creating a new form you will be provide a numeric password. Please note and record the password. It will be needed for opening the form for future use.
4. **Form Name** – A unique form name is generated from the input of your project name and agency name fields in the first section of the form. Please provide a clear and concise project name. Once the project name and agency name have been entered and the form saved they should not be changed. Changing them and saving the changes will generate an addition form.
5. **Printing the form** – Once the form has been submitted you will not be allowed to access the form. If you would like a print of the form it needs to be done prior to the submission of the form. When a print of the form is requested, the print dialog box is hidden behind the form. The form needs to be minimized to see the print dialog box. The user can then enter ok to have the form printed.
6. **Saving the form** - The form will time out after one (1) hour of inactivity. If the form times out, you will lose all data entered into the form since the last save. It is HIGHLY recommended that you save your form often.
7. **Mandatory Fields** - All form fields which have a pale yellow background are mandatory fields. These fields MUST be completed before you will be allowed to submit this form. **NOTE:** *You can SAVE the form without all the mandatory fields filled out, but you cannot SUBMIT the form*
8. **IT Capital Investment Fund Financial Spreadsheet** – The spreadsheet should be completed prior to completing the form. Information from the spreadsheet is required in the form.
9. **Browser buttons** - **Do NOT** use the browser back and forward buttons to navigate this form. Using the browser back and forward keys will cause unpredictable behavior and could result in a loss of data from your form. **Use the Form Navigation Buttons.**
10. **Form Navigation** - The Top Navigation menu is available on any page. The Left Navigation menu is available on any page. You may use the Left Navigation Menu to move from section to section without going in order. Use the Previous or Next buttons on the bottom of the screen to navigate in page order.
11. **Help Contacts** - If you have Questions or need help with the form Please Contact:
 - Jim Hadfield at jim.hadfield@ct.gov Phone: 860-418-6438
 - John Vittner at john.vittner@ct.gov Phone: 860-418-6432

Link to the Form - <http://ecmdmp03.ct.gov:9080/OPM/StateCT>

Once the URL is invoked you will receive this screen



There are three items on this page:

- The **“Saved”** folder – This folder will contain any form which you have saved, but NOT submitted for review. To re-open a form you have saved, select this folder.
- The **“Submitted”** folder – This folder contains all forms that have been submitted for review. **NOTE: Once your form has been submitted, you will not be able to access that form.**
- **IT Capital Investment Brief** – This document is a blank version of the form. To start a new form select this item. **Note: Please make note of the numeric system generated password. It will be needed to open the form after it has been saved.**

Creating a New Form

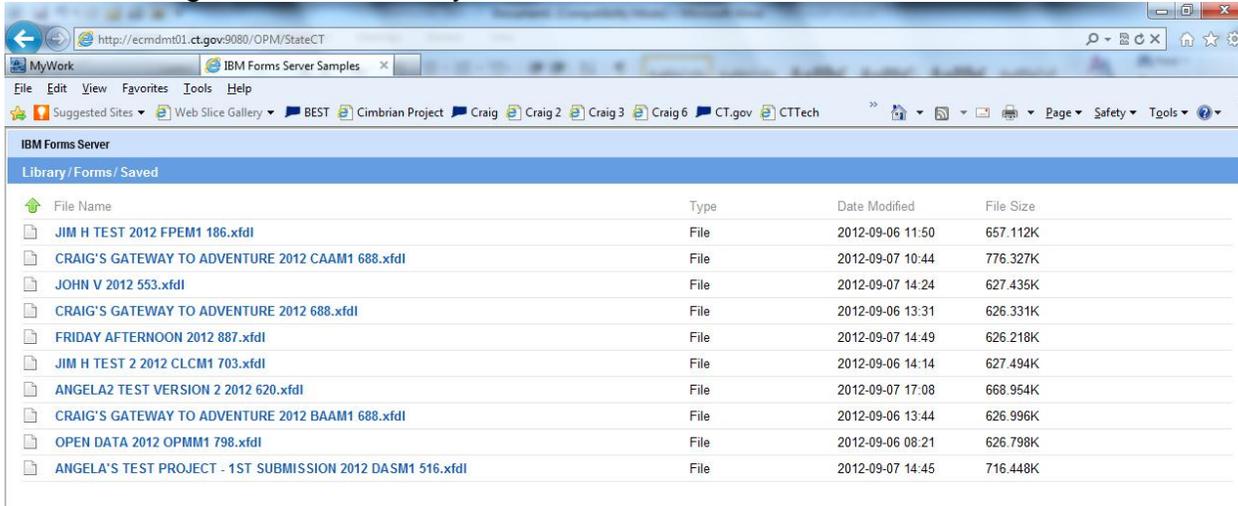
After selecting the **Capital Investment Brief.xfdl** file you will receive this screen to create a new form:



- **Important:** Please note and record the system generated password number. This number is needed to open the form for future use.
- **Open Form** > select this button the generate a new form and to continue the form input

Opening a saved form

After selecting the Saved folder you will receive this screen:



- Each saved form appears in this list. The names of the files are generated as follows:
 <Project Title><Year><Agency Code><Random 3-digit number>.xpdf
- Select your file to open the form

NOTE: Each time you save the same form, it will overwrite the previous version. Only the last saved version is available to update.

After selecting your file (form) you will receive this screen:



- **Enter Password** > Please enter the numeric password that was provided when the form was created.
- Select the **tab** key on your keyboard to submit the password
- Select the **Open Form** button

Instructions for filling out the form

Project Identification

Friday, September 21, 2012
Project Number: 2012 CSLM1 693

OFFICE OF POLICY AND MANAGEMENT
FY 13-17 Investment Brief

<< Previous Print Save Contact Us Next >>

Project Identification

Submission of the "Information Technology Capital Investment Fund Request" confirms approval and certifies the agency head approval(s) have been received and that all appropriate finance and budget areas have been informed.

I. Project Identification

Project Title
PROJECT TITLE

Submitter: Full Name Phone Number e-Mail Address
John Smith (123) 123-1231 jsmith@ct.gov

Participating Agencies

Agency Name Agency Business Unit
Connecticut State Library CSLM1

Select to indicate Primary Agency:

Title	Full Name	Telephone	e-Mail
Agency Head	Mary Smith	(234) 234-2343	msmith@ct.gov
Agency CIO / IT Director	Paul Smith	(345) 345-3453	psmith@ct.gov
Agency CFO	John Patrick	(989) 988-7987	jpatrick@ct.gov
Project Manager	Frank Johnson	(456) 979-9877	fjohnson@ct.gov
OPM Budget Analyst	Sally Rivers	(576) 588-7687	srivers@ct.gov

< Previous Next >

Section I. Project Identification

- **Project Title** > Enter a descriptive project title.
Note: Once the form is saved the project title and agency should not be changed.
- **Submitter:**
 - **Full Name** > enter the name of the person who will be submitting the form **Phone Number** > enter a valid 10 digit phone number
E-mail address > enter a valid e-mail address
- **Agency Name** > Select the agency name from the drop down box **Agency Business Unit** > Value will pre-fill based on the agency name selected
- **Select to indicate primary agency** > Check the box if this will be the primary agency that is requesting the funds. The agency head information will be required if this box is selected.
- **Agency Head** > enter the name of the agency head **Telephone** > enter the agency head's 10 digit telephone number
E-mail > enter the agency head's valid e-mail address
- **CIO / IT Director** > enter the name of the agency CIO or IT Director **Telephone** > enter the 10 digit telephone number
E-mail > enter the CIO or IT Directors valid e-mail address
- **CFO** > enter the name of the agency CFO **Telephone** > enter the CFO's 10 digit telephone number
E-mail > enter the CFO's valid e-mail address
- **Project Manger** > enter the name of the project manager **Telephone** > enter the project manager's 10 digit telephone number
E-mail > enter the project manager's valid e-mail address
- **Add Agency** > select this button if there is another agency that will be associated with this fund request. This is optional. If selected add all required information.
- **Remove Agency** > Select this button to remove a previously entered agency
- **Next** > select this button to navigate to the next screen (do not use the browser to navigate screens)

Project Details

The screenshot shows a web browser window titled "IBM Forms Viewer - IBM_Forms_POC_V7zoom.xfdl". The browser's address bar and menu bar are visible. The page header includes the logo of the Office of Policy and Management, the text "OFFICE OF POLICY AND MANAGEMENT", "FY 13-17 Investment Brief", and the date "Tuesday, September 11, 2012" along with "Project Number: 2012 625". Navigation links include "<< Previous", "Print", "Save", "Contact Us", and "Next >>".

The main content area is titled "II. Project Details" and contains the following sections:

- Project Identification** (left sidebar menu)
- Project Description** (left sidebar menu)
- Project Goals** (left sidebar menu)
- Priority Alignment** (left sidebar menu)
- Preparedness** (left sidebar menu)
- Financial Estimates** (left sidebar menu)
- Project Impact** (left sidebar menu)
- Regulatory Mandates** (left sidebar menu)
- Submit Form** (left sidebar menu)

II. Project Details
This information will be used for listings and report to the Governor and General Assembly on capital funded projects.

A. Proposed Dates
Enter the date as shown in this example: MM/DD/YYYY.
Proposed Start Date: [text box] Expected Completion Date: [text box] Duration (in months): [text box]

B. Project Description
Please enter short description of project.
[text box]

C. Summary
Describe the high level summary of this project in plain English without technical jargon.
[text box]

Purpose
Describe the purpose of the project.
[text box]

Importance
Describe why this project is important.
[text box]

Outcomes
What are the expected outcomes of this project.
[text box]

Approaches and Success Evaluation
Provides details of how the success of the project will be evaluated.
[text box]

Navigation buttons: < Previous, Next >

A. Proposed Dates

- **Proposed Start Date** > enter a date in the format of mm/dd/yyyy or use the date selection box
- **Expected Completion Date** > enter a date in the format of mm/dd/yyyy or use the date selection box
- **Expected Completion Date** > enter a date in the format of mm/dd/yyyy or use the date selection box
- **Duration (in months)** > This value is automatically calculated

B. Project Description

- Enter a brief description of the project
Note: *The project description is included in the e-mail that is created when the form is submitted*

C. Summary

- **Summary** > enter a high level summary of the project that is easy to understand without too much technical jargon
- **Purpose** > explain the purpose of the project
- **Importance** > explain why the project is important
- **Outcomes** > explain the expected outcomes of the project
- **Approaches and Success** > explain how the success of the project will be determined
- **Previous** > select this button to navigate to the prior screen (do not use the browser to navigate screens)
- **Next** > select this button to navigate to the next screen (do not use the browser to navigate screens)

Project Goals

D. Business Goals

Add up to 10 business goals that are expected to be achieved. One goal is mandatory. Please refer to example in the form.

- **Business Goal** > explain the business goal
- **Current Condition** > explain the current condition
- **Expected Result** > explain the expected result
- **Target FY** > select the fiscal year goal is expected to be achieved
- **Remove Business Goal** > select this button to remove any previously entered business goals.
- **Add Business Goal** > select this button to add another business goal

E. Technology Goals

Add up to 10 technology goals that are expected to be achieved. One goal is mandatory. Please refer to example in the form.

- **Technology Goal** > explain the technology goal
- **Current Condition** > explain the current condition
- **Expected Result** > explain the expected result
- **Target FY** > select the fiscal year goal is expected to be achieved
- **Remove Technology Goal** > select this button to remove any previously entered technology.
- **Add Technology Goal** > select this button to add another technology goal
- **Previous** > select this button to navigate to the prior screen (do not use the browser to navigate screens)
- **Next** > select this button to navigate to the next screen (do not use the browser to navigate screens)

Priority Alignment

IBM Forms Viewer - IBM_Forms_POC_V7zoom.xfdl

File Action Help

Tuesday, September 11, 2012
Project Number: 2012 625

OFFICE OF POLICY AND MANAGEMENT
FY 13-17 Investment Brief

<< Previous Print Save Contact Us Next >>

Project Identification
Project Description
Project Goals
Priority Alignment
Preparedness
Financial Estimates
Project Impact
Regulatory Mandates
Submit Form

F. Priority Alignment

*NOTE: The criteria in this section, in concert with other factors, will be used to determine project priorities in the capital funding approval process. Briefly describe how the proposed projects will align with each criterion.

Priority Criterion

Is this project aligned with Governor's key priorities? Yes No
[Governor's key priorities.](#)

Is this project aligned with business and IT goals of your agency? Yes No

Does the project reduce or prevent future increases to the agency's operating budget? Yes No

Will this product result in shared capabilities? Yes No

Is this project being Co-Developed through participation of multiple agencies? Yes No

Has the agency demonstrated readiness to manage a project of this size and scope? Yes No

Is the agency ready to deliver the business value of this project? Yes No

< Previous Next >

F. Priority Alignment

This section asks several questions that will help determine the project priorities in the capital funding approval process. Please answer each question by selecting the yes/no button. If yes is selected please provide an appropriate explanation.

Note: A link is provided in the first question that will provide information on the Governor's key priorities.

- **Previous** > select this button to navigate to the prior screen (do not use the browser to navigate screens)
- **Next** > select this button to navigate to the next screen (do not use the browser to navigate screens)

Preparedness

The screenshot shows a web browser window titled "IBM Forms Viewer - IBM_Forms_POC_V7zoom.xfdl". The browser's address bar and menu bar are visible. The form content includes a header for the "OFFICE OF POLICY AND MANAGEMENT" with the subtitle "FY 13-17 Investment Brief" and the date "Tuesday, September 11, 2012" and "Project Number: 2012 625". A navigation bar contains buttons for "<< Previous", "Print", "Save", "Contact Us", and "Next >>".

On the left side, there is a vertical navigation menu with the following items: "Project Identification", "Project Description", "Project Goals", "Priority Alignment", "Preparedness" (highlighted in yellow), "Financial Estimates", "Project Impact", "Regulatory Mandates", and "Submit Form".

The main content area contains three sections:

- G. Organizational Preparedness.**
Is your agency prepared to undertake this project? Is senior management committed, willing to participate, and willing to allocate the necessary time, energy and staffing resources? How will the project be managed and/or governed and who will make the key project decisions?
A large yellow text input field is provided for the answer.
- H. Project Ramp Up.**
If capital funds are awarded for this project, how long will it take to ramp up? What are the key ramp-up requirements and have any of these already been started? For example, is a project manager been identified? Has an RFI been issued? Is a major procurement required such as an RFP?
A white text input field is provided for the answer.
- I. Organizational Skills.**
Do you have the experienced staff with the proper training to sustain this initiative once it's a production system? Do you anticipate having to hire additional staff to sustain this? What training efforts are expected to be needed to maintain this system?
A white text input field is provided for the answer.

At the bottom of the form, there are navigation buttons: "< Previous" and "Next >".

G. Organizational Preparedness > Please provide an answer to the question

H. Project Ramp UP Time > Please provide an answer to the question

I. Organizational Skills > Please provide an answer to the question

- **Previous** > select this button to navigate to the prior screen (do not use the browser to navigate screens)
- **Next** > select this button to navigate to the next screen (do not use the browser to navigate screens)

The screenshot shows a web browser window titled 'IBM Forms Viewer - IBM_Forms_POC_V7zoom.xfdl'. The page header includes the 'OFFICE OF POLICY AND MANAGEMENT' logo and the text 'FY 13-17 Investment Brief'. The date is 'Tuesday, September 11, 2012' and the project number is '2012 625'. The main content area is titled 'J. Financial Estimates.' and contains several input fields for dollar amounts, each with a label and a value of '\$0.00'. Below these are sections for 'Explanation of Estimates' and 'Key Assumptions', each with a large yellow text area. At the bottom, there is an 'Attach completed Investment Brief Spreadsheet' section with 'Add', 'View', 'Remove', and 'Save' buttons. A navigation bar at the very bottom has '< Previous' and 'Next >' buttons.

J. Financial Estimates

Please use information from the applicable Investment Brief spreadsheet to supply the following dollar estimations:

- **Estimated total development costs**
- **Estimated total capital funding request**
- **Estimated annual operating costs**
- **One time financial benefit**
- **Recurring annual financial benefit**
- **Explanation of Estimates** > enter an explanation of the estimates
- **Key Assumptions** > enter key assumptions used to determine project and implementation costs
- **Attach completed Investment Brief Spreadsheet**
 - **Add** > select this button to add the Investment Brief XL spreadsheet
 - **Browse** > select the Browse button from the "Attach File" dialog box to locate your spreadsheet
 - **Open** > select the Open button once the file has been located and high-lighted
 - **Add** > select the ADD button to attach the XI spreadsheet to the form
 - **Close** > select the close Button
 - Note: A red paper clip is displayed to show there is an attachment*
 - **View** > after a spread has been added, select this button for viewing the spreadsheet
 - **Remove** > select this button to remove a previously attached spreadsheet
 - **Save** > select this button to open and save the spreadsheet to different location
- **Next** > select this button to navigate to the next screen (do not use the browser to navigate screens)
- **Previous** > select this button to navigate to the prior screen (do not use the browser to navigate screens)

Project Impact

The screenshot shows a web browser window titled "IBM Forms Viewer - IBM_Forms_POC_V7zoom.xfdl". The browser's address bar and menu bar are visible. The form content includes a header with the Office of Policy and Management logo and the text "OFFICE OF POLICY AND MANAGEMENT FY 13-17 Investment Brief". The date "Tuesday, September 11, 2012" and "Project Number: 2012 625" are also present. A navigation bar at the top of the form contains buttons for "<< Previous", "Print", "Save", "Contact Us", and "Next >>".

The main content area is titled "III. Expanded Business Case" and contains a sub-section "A. Project Impact." with the following text: "Beyond the top business goals identified in Section II, please provide descriptions for those topics as they apply to your project." Below this text are three bullet points: "What impacts will this project have, if any, in the targeted areas below?", "What would be the impact of not doing this project?", and "How will the project demonstrate benefits are achieved?".

The form then lists three numbered questions under the heading "(1) Impact Area (Vision)":

- Will this project provide efficient and easily accessible services for all constituents? (Yes/No)
- Will this project promote open and transparent government with the citizens of the state? (Yes/No)
- Will this project establish efficient and modern business processes? (Yes/No)
- Will this project increase accuracy and timeliness of data for policy making, service delivery and results evaluation? (Yes/No)

Below these questions are three numbered sections for providing answers:

- (2) What is the expected impact of NOT doing this project?
- (3) How will you demonstrate achievement of benefits?

At the bottom of the form, there are buttons for "< Previous" and "Next >".

A. Project Impact

Along with the previously entered business goals, this section provides the opportunity to present business impact information for your project.

1. **Impact area (Vision)** > answer the 4 questions in this section by selecting yes/no. Please provide an explanation for your answers.
 2. **What is the expected impact of not doing the project?** > Please provide an appropriate answer.
 3. **How will you demonstrate achievement of benefits?** > Please provide an appropriate answer.
- **Next >** select this button to navigate to the next screen (do not use the browser to navigate screens)
 - **Previous <** select this button to navigate to the prior screen (do not use the browser to navigate screens)

B. Statutory/Regulatory Mandates

1. **Mandate** > Please cite and describe any state for federal mandates this project will address
- Impact of non-compliance** > Please describe the impact of not addressing the mandate
- **Remove Mandate** > Select this button to remove a previously entered mandate
- **Add Mandate** > Select this button to add an additional mandate.
- **If available attach any additional supporting documentation**
 - **Add** > select this button to add any supporting documentation
 - **Browse** > select the Browse button form the "Attach File" dialog box to locate your document
 - **Open** > select the Open button once the file has been located and high-lighted
 - **Add** > select the ADD button to attach the document to the form
 - **Close** > select the close Button

Note: A red paper will be displayed to show there is an attachment
 - **View** > after a document has been added, select this button for viewing the document
 - **Remove** > select this button to remove a previously attached document.
 - **Save** > select this button to open and save the spreadsheet to different location

C. Primary Beneficiaries > Please provide an answer to the question

- **Submit Form**
 - Once all mandatory fields are completed use the **Submit Form** button in the left hand navigation box to submit the form.
Note: the navigation box can also be used to navigate back to any of the previous form sections
- **Previous** > select this button to navigate to the prior screen (do not use the browser to navigate screens)

Submission

IBM Forms Viewer - PAGE2

File Action Help

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Friday, September 21, 2012
Project Number: 2012 CSLM1 693

OFFICE OF POLICY AND MANAGEMENT
FY 13-17 Investment Brief

Return to Form to Save or Edit Contact Us

Submission of the "Information Technology Capital Investment Fund Request" confirms approval and certifies the agency head approval(s) have been received and that all appropriate finance and budget areas have been informed.

1. By selecting the button below, you accept the responsibility for final submission of this Form. Once submitted, the Form will be locked and you will no longer be allowed to edit or resubmit the Form.

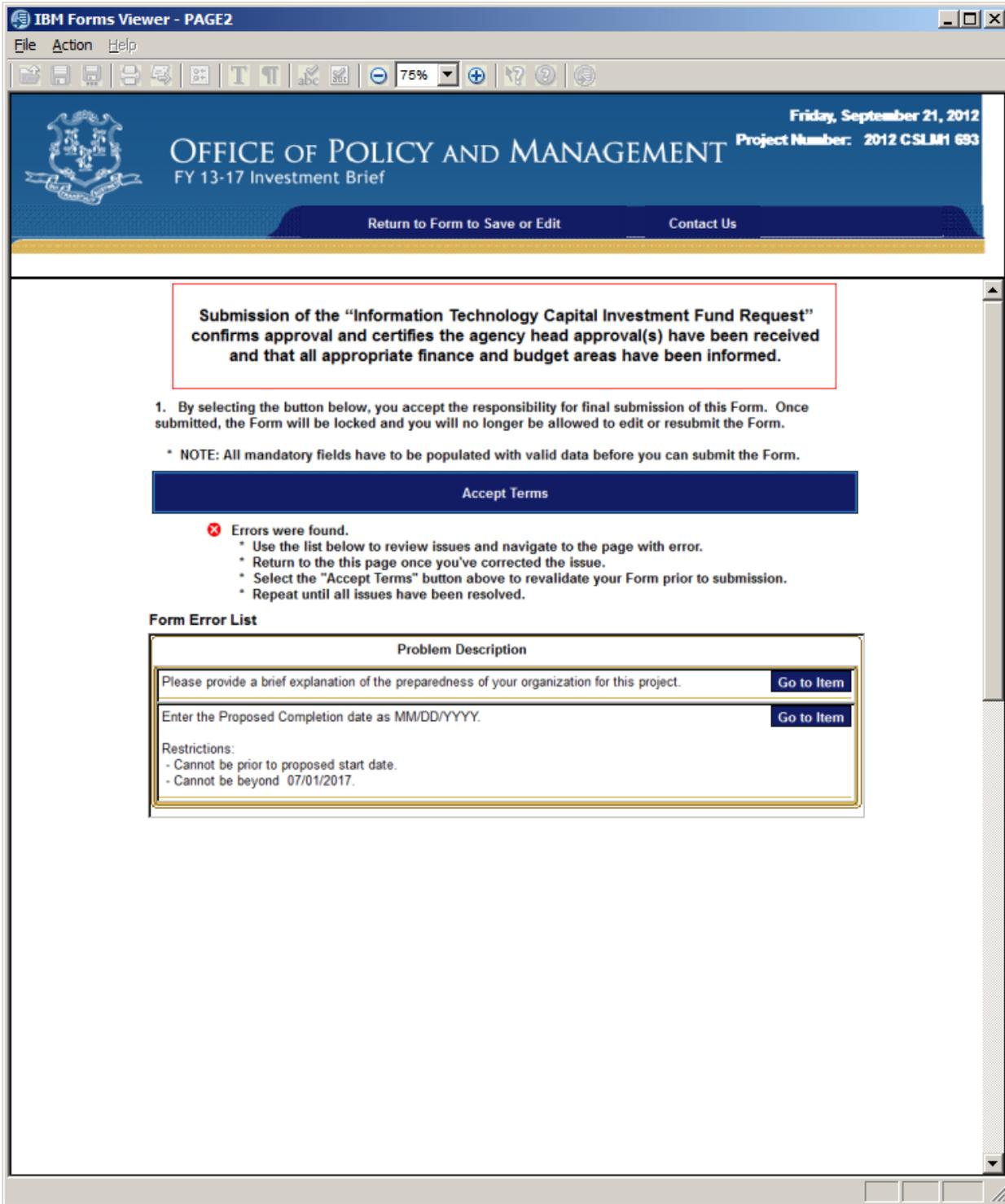
* NOTE: All mandatory fields have to be populated with valid data before you can submit the Form.

Accept Terms

Submit Form Screen

Note: If a print of the form is wanted please print prior to continuing. Once the form is submitted you will not be able to access the form. The print button is located at the top of this form page. Please review the print instructions on page 3 in the "Need to Know Section".

- **Acceptance button** > select this button to accept the terms and to continue



Error Screen:

If all mandatory fields were not fill out correctly you will receive this screen

- **Go to Item** > select this button to go to the field to fix the error
- **Submit form** > after the errors have been fixed select the **Submit Form** button from the left hand navigation menu to return to the submit form screen. Select the **Accept Terms** button to continue to fix errors and to proceed to the **NotifyTeam of Submission** screen

Note: Once all errors are corrected select the *Accept Terms* button to continue to the next screen

IBM Forms Viewer - PAGE2

File Action Help

75%

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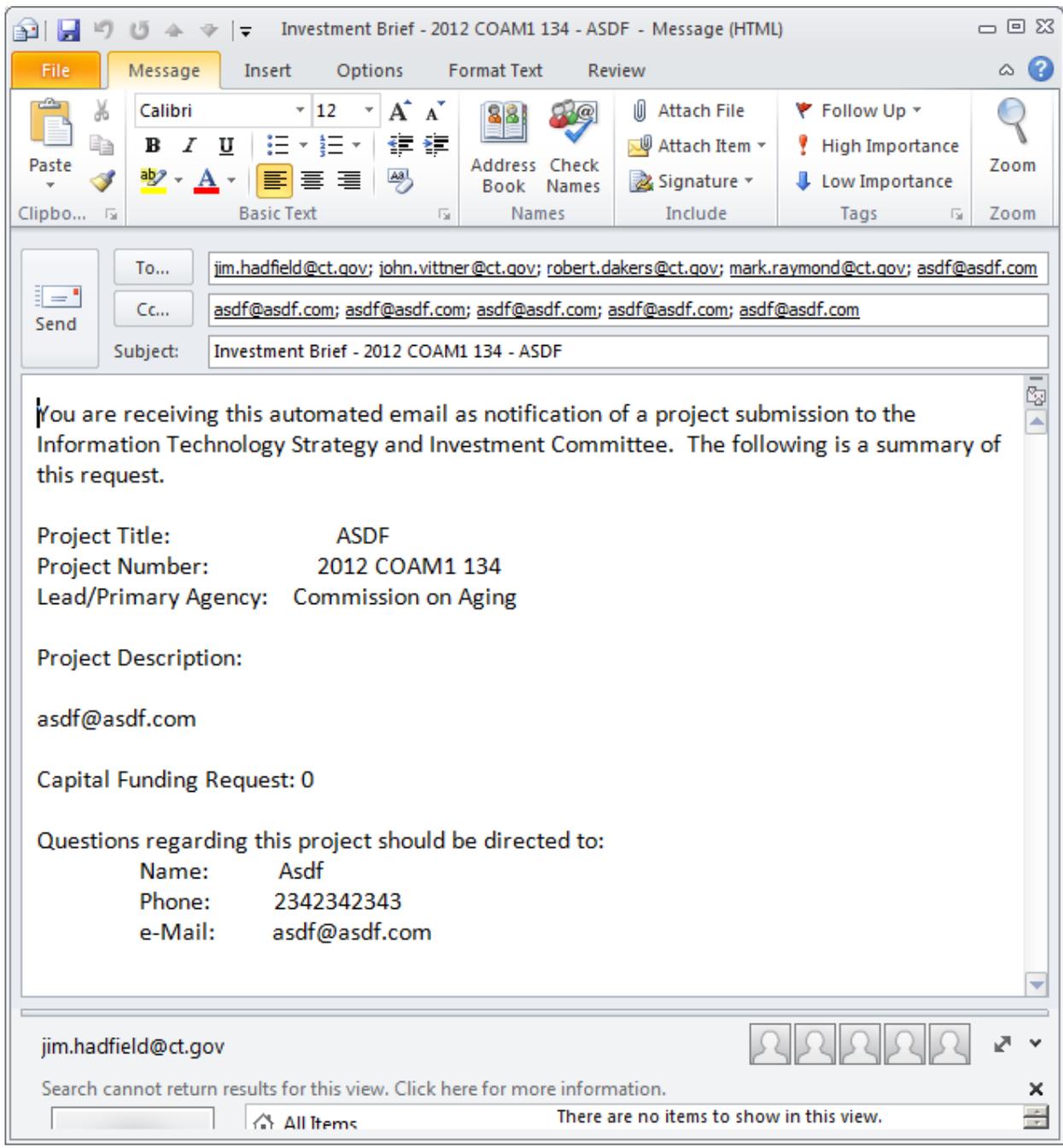
Accept Terms

✔ All requirements have been met. Proceed to Step 2 to notify team of submission.

2. By selecting the button below, you will generate an e-Mail which will launch your local e-Mail client, with a predefined message for your agencies, notifying those agencies and OPM of this submission.

Notify team of submission

- **Notify team of submission** > select this button to send an e-mail notification to OPM and to your agency leads that were identified in the Projects Identification section of the form.



- MS Outlook is launched to send notification.
 - Note:** The e-Mail is populated with information from the form Identification Section
- Select **Send** to send the e-mail. You will then return to the form to complete the last step.

IBM Forms Viewer - PAGE2

File Action Help

75%

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Notify team of submission

3. This is the final step. Once you've selected the submission button below the form will be closed and no further changes can be made.

Submission

- **Submission** > select the submission button to submit the form.
NOTE: you will no longer be able to access this Form once it has been submitted.