|  |
| --- |
| **Project Investment Justification****Version 03.31.15****A Statewide Standard Document for Information Technology Projects** |

**Project Title:**

|  |  |
| --- | --- |
| **Agency Name:** |  |
| **Date:**  |  |
| **Agency Contact Name:** |  |
| **Agency Contact Phone:** |  |
| **Agency Contact Email:** |  |

**[Hover for Instructions](#Instr" \o "(1) - Hover over each section title for further detailed instructions.                       (2) - An * at the end of a section title denotes a Pre-PIJ requirement.)**

# Project Investment Justification ([PIJ) Type](#PIJType)\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** |  | **No** | Is this document being provided for a Pre-PIJ / Assessment phase? |

If Yes,

|  |  |
| --- | --- |
| Identify any cost to be incurred during the Assessment phase.  | **$** |
| Based on research done to date, provide a high-level estimate or range of development costs anticipated for the full PIJ. | **$** |

Explain:

Click here to enter text.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** |  | **No** | Will a Request for Proposal (RFP) be issued as part of the Pre-PIJ or PIJ? |

# [Business Case](#BusCase" \o "This section is to address the problem and proposed solution in BUSINESS terms - the specific technology will be addressed in the following section.)

## [Business Problem\*](#BusProbOb" \o "Describe the problem the project is intended to solve, or the business need the project will address.  )

Click here to enter text.

## [Proposed Business Solution\*](#BusSolution" \o "Describe the proposed business solution to addressing the identified problem or need.  )

Click here to enter text.

## [Quantified Benefits](#Benefits)\*

|  |  |
| --- | --- |
|  |  Service enhancement |
|  |  Increased revenue |
|  |  Cost reduction |
|  |  Problem avoidance |
|  |  Risk avoidance |

Explain:

Click here to enter text.

# Technology Approach

## [Proposed Technology Solution](#PropTech" \o "Describe each of the technology components (e.g., software, hardware, services that comprise the proposed solution) at a summary level by component.  Vendor provided quotes should be attached in the appendix or as separate files for supporting information.)\*

Click here to enter text.

## [Existing Technology Environment](#TechEnv" \o "Describe how the proposed solution will integrate into or replace your existing technology environment, including the age and/or condition of the technology currently in place.)

Click here to enter text.

## [Selection Process](#SelPro" \o "Describe the discovery process that was used to choose the proposed technology solution, including any other alternatives considered.)

Click here to enter text.

# Project Approach

## [Project Schedule](#ProjSch" \o "Provide estimated schedule for implementing this project, using the embedded calendar control or by entering project start and end dates.  These dates are estimates only; a final project schedule will be required at project start up. )\*

**Project Start Date**: Click for date. **Project End Date**: Click for date.

## [Project Milestones](#ProjMil" \o "Provide a high-level set of major tasks / deliverables for completing the project within the estimated Start and End Dates above, adding more rows if needed.)

|  |  |  |
| --- | --- | --- |
| **[Major Milestones](#MajMil" \o "Press TAB in the last cell of the last row to add a blank row at the end of the table.)** | **Start Date** | **Finish Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## [Project Roles and Responsibilities](#ProjRolResp" \o "Identify key project roles and responsibilities, including the group/division within the agency that is sponsoring the project, the Project Manager, Business Lead, Technical Lead, and vendor resource(s).)

Click here to enter text.

|  |  |
| --- | --- |
|  |  |

# [Risk Matrix, Areas of Impact, Itemized List, PIJ Financials](#Excel)



# Project Approvals

## [Agency CIO/ISO Review and Initials Required](#Review" \o "Indicate a Yes / No response and initial each of the questions below to verify that your agency's Chief Information Officer (CIO) and/or Information Security Officer (ISO) have reviewed the PIJ.)\*

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Management Information** | **Yes** | **No** | **Inits** |
| 1. Is this project for a mission-critical application system? |  |  |  |
| 2. Is this project referenced in your agency’s Strategic IT Plan?  |  |  |  |
| 3. Have you reviewed and is this project in compliance with all applicable Statewide policies and standards for network, security, platform, software/application, and/or data/information located at <https://aset.az.gov/resources/psp>? If **NO**, explain in detail in section **“VIII. Additional Information”** below. |  |  |  |
| 4. Will any PII, PHI, or other Protected Information as defined in the 8110 Statewide Data Classification Policy located at <https://aset.az.gov/resources/psp> be transmitted, stored, or processed with this project? If **YES, the Protected Data section under “VII. Security Controls” below will need to be completed.**  |  |  |  |
| 5. Will this project migrate, transmit, or store data outside of the agency’s in-house environment or the State Data Center? If **YES**, **the Hosted Data section under “VII. Security Controls” below will need to be completed.** |  |  |  |
| 6. Is this project in compliance with the Arizona Revised Statutes and GRRC rules? |  |  |  |
| 7. Is this project in compliance with the Statewide policy regarding the accessibility to equipment and information technology for citizens with disabilities? |  |  |  |

## [Projec](#Values" \o "Complete the section below using information from the embedded Excel spreadsheet (PIJ Financials) and from the PIJ, FTE Hours or Assessment Cost (Pre-PIJ).)[t Values](#Values" \o "Complete the section below using information from the embedded Excel spreadsheet (PIJ Financials) and from the PIJ, FTE Hours or Assessment Cost (Pre-PIJ).)\*

**The following table should be populated with summary information from other sections of the PIJ.**

|  |  |  |
| --- | --- | --- |
| **Description** | **Section** | **Number or Cost** |
| **Assessment Cost(if applicable for Pre-PIJ)** | I. PIJ Type - Pre-PIJ Assessment Cost | **$** |
| **Total Development Cost**  | V. PIJ Financials tab | **$** |
| **Total Project Cost** | V. PIJ Financials tab | **$** |
| **[FTE Hours](#FTE" \o "FTE hours that are required to implement the project, including both IT as well as business unit FTE hours.)** | See Hover text for FTE Hours |  |

## [Agency App](#Approvals" \o "Provide name, contact info and signature for the individuals identified below.  Agency CIO and ISO approval are required for all PIJs. Agency Director approval is required for projects with $1 million or more in development cost.)[rovals\*](#Approvals" \o "Provide name, contact info and signature for the individuals identified below.  Agency CIO and ISO approval are required for all PIJs. Agency Director approval is required for projects with $1 million or more in development cost.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Approver** | **Printed Name** | **Signature** | **Email and Phone** |
| **Project Manager:**  |  |  |  |
| **Agency Information Security Officer:** |  |  |  |
| **Agency CIO:**  |  |  |  |
| **Project Sponsor:**  |  |  |  |
| **Agency Director:**  |  |  |  |

# [Security Controls](#Security" \o "This section only needs to be completed if the project will involve data that is Protected and/or will be hosted outside of the Agency or State Data Center.)

Collaboration with the ADOA-ASET Security, Privacy and Risk (SPR) team may be needed to complete this section, which is only required for those projects that involve data that is Protected or Hosted outside of the Agency or State Data Center. Additional information can be found in the NIST FRAMEWORK section under RESOURCES at <https://aset.az.gov/resources/psp> or you may wish to contact ASET-SPR directly at secadm@azdoa.gov for assistance.

## [Protected Data](#ProData)

Click here to enter text.

## [Hosted Data](#HostedData" \o "Please contact ASET-SPR if you are not sure how to complete the security controls spreadsheet that is required for any data not hosted within the agency or the State Data Center, or how to provide a high-level diagram.)

|  |  |
| --- | --- |
|  |  Check here if the <https://aset.az.gov/arizona-baseline-security-controls-excel>  |

spreadsheet is attached. Otherwise explain below what information/ support is needed to complete the spreadsheet and/or why no sheet is attached:

Click here to enter text.

|  |  |
| --- | --- |
|  |  Check here if a Conceptual Design / Network Diagram is attached. Otherwise  |

explain below what information/support is needed to complete the diagram and/or why no diagram is attached:

Click here to enter text.

# [Additional Information](#AddInfo" \o "Utilize this section to provide additional information regarding non-compliance, or as required to explain other aspects of the PIJ.)

# [Attachments](#OptAtt" \o "Supporting documents, including vendor quotes or other required security documents, should be sent as email attachments.)

The following are examples of supporting documents that should be sent as email attachments when required:

## Vendor Quotes

## Arizona Baseline Security Controls spreadsheet

## Conceptual Design / Network Diagram

## Other

# [Glossary](#Glossary" \o "Provide a glossary of acronyms used in the PIJ, if appropriate.)

Other Links:

[ADOA-ASET Website](http://aset.azdoa.gov/)

[ADOA-ASET Project Investment Justification Information Templates and Contacts](http://aset.azdoa.gov/content/project-investment-justification)

Email Addresses:

Strategic Oversight

ADOA-ASET\_Webmaster@azdoa.gov