

# Statewide Impact Analysis Instructions

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## Statewide Impact Analysis Version History

Current Framework tools are available on the Framework Web site.

Release Date	Description
31-Dec-2012	Version 1.6 released. Revised Instructions and Template to reflect changes recommended by the Framework Change Advisory Board (CAB) and approved by DIR (Change request 68).
18-Nov-2011	Version 1.5 released. Revised Instructions to reflect changes recommended by the Framework Change Advisory Board (CAB) and approved by DIR (Change request 54).
21-Dec-2010	Version 1.4 released. Revised Instructions and Template to reflect changes recommended by the Framework Change Advisory Board (CAB) and approved by DIR (Change request 55).
30-May-2008	Version 1.3 released. Revised Instructions and Template to reflect changes recommended by the Framework Change Advisory Board (CAB) and approved by DIR (Change request 37).
28-Sep-2007	Version 1.2 released. Revised Instructions to reflect an emergency change approved by DIR (Change request 39).
1-Sep-2007	Version 1.1 released. Revised Instructions to reflect changes recommended by the Framework Change Advisory Board (CAB) and approved by DIR (Change requests 34 and 37).
14-Apr-2006	Version 1.0 Instructions and Template released.

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## Introduction

Decision-makers in the business and technology communities across state agencies need visibility into the impact of information resources (IR) interoperability, collaboration, and reuse within state government. By gaining an understanding of the use of existing resources and the level of collaboration that exists across agencies, DIR will be positioned to develop coordinated programs that leverage the value of these important assets.

The Texas Project Delivery Framework (Framework) includes a Statewide Impact Analysis (SIA) to provide a consistent method for collecting and analyzing a project's effect on common IR used throughout the state. The SIA is a self-report questionnaire that describes a project's use of (or effect upon) interoperability, collaboration, and reuse of information resources throughout the state.

The SIA accomplishes this through a series of questions related to the agency's approach to leveraging the state's resources through collaboration with other state agencies. The assessment seeks information regarding the extent to which business processes and technical components will be reused from prior projects within the agency, or from other agencies, institutions of higher learning, or other governments (federal, local, other states). The SIA also elicits specific information regarding shared services related to project goals or requirements for interoperability.

The Department of Information Resources (DIR) will analyze the data collected through the SIA to:

- qualitatively measure rates of collaboration and reuse on major projects
- identify business and/or technical assets that may result from the project and be reusable elsewhere
- develop a collaboration and reuse program which will reduce costs and improve efficiency and interoperability by making information about what other agencies are working on centrally available, facilitating identification of opportunities for reuse and collaboration. This program will prevent unnecessary duplication of effort and/or resources whenever possible.

# Use of the Statewide Impact Analysis

## Overview

Within the Framework, the Statewide Impact Analysis is a key deliverable of the Business Justification review gate. Review the Business Case Instructions for information about the Statewide Impact Analysis in relation to the Business Case. A Statewide Impact Analysis, along with the Business Case, must be submitted to the Quality Assurance Team (QAT) when the Legislative Appropriations Request (LAR) is submitted. Agencies must resubmit the Business Case to the QAT if the project cost increases more than 10%.

Because the Statewide Impact Analysis is submitted at the same time as the LAR, it is understood that requirements and technical implications may not be fully understood. However, any early assumptions, goals or potential for collaboration or reuse envisioned at the outset of a project should be reported. Providing this information will allow for greater coordination across state agencies for planned use of common resources.

For more information regarding the Statewide Impact Analysis submission process (e.g., contact names, delivery method), refer to the Framework Web information.

## Applicability

A Statewide Impact Analysis must be used for any project classified as a major information resources project, and for certain major contracts. Refer to the Comptroller of Public Accounts (CPA) Contract Management Guide for guidance on which major contracts are required to use the Framework.

## Governance and Scope

The Statewide Impact Analysis should be completed by an individual who closely collaborates with the Executive Sponsor and Technology Sponsor. (The Executive Sponsor must identify a Technology Sponsor.) The Technology Sponsor is typically the Information Resources Manager (IRM), or the IRM may choose to designate another technology expert within the agency.

The Executive Sponsor and Technology Sponsor are accountable for the information included in the Statewide Impact Analysis. Additionally, preparation of the Business Case and the Statewide Impact Analysis should be closely coordinated.

The Statewide Impact Analysis will be used in the governance processes of DIR, LBB, and SAO in determining which proposed projects effectively utilize existing statewide information resources, align with statewide technology goals and objectives, and/or plan for statewide impact or collaboration. The Statewide Impact Analysis should be used in conjunction with agency-level governance structures and practices, supporting project justification and selection.

## Statewide Impact Analysis Instructions

Complete the general background information for the project. Specify information for the individual that should be contacted for questions about the Statewide Impact Analysis responses. Identify the project sequence number included in the Information Technology Detail (ITD). When the project spans biennia, identify the current and any historical project sequence numbers, as applicable.

Answer each question for the proposed project.

1. Describe the nature and scope of collaboration with other agencies and list each agency and division to be included. Elaborate on planned collaborations.
2. Describe the nature and scope of reuse or adaptation of existing business processes from other state agencies in this project. Elaborate on planned adaptation or reuse of existing business processes from other state agencies.
3. Describe the nature and scope of reuse or adaptation of existing technology components from prior projects, other state agencies, institutions of higher learning, or local governments in this proposed project. Elaborate on planned adaptation or reuse of existing technical components from other state agencies.
4. Describe the nature and scope of interoperability goals (or requirements) for this proposed project. For example, what business groups or automated systems from other agencies, institutions of higher learning, or local governments may interface with the output of this project? (This is not the same as collaboration.) Describe any goals or requirements around interoperability in terms of business processes or system interfaces (or both), regardless of collaboration.
5. Describe how this project is anticipated to establish reusable components or services that may support future projects at this or other state agencies, institutions of higher learning or local governments. Describe the anticipated technical outputs of this project that may be used or reused in the future by this or other state agencies.
6. Describe the nature and scope of utilization of other information resources, such as information, staff, software, hardware or facilities from shared state services or other state agencies, institutions of higher learning, or local governments in this proposed project. Elaborate on planned adaptation or reuse of existing information resources from other state agencies, institutions of higher learning, or local governments. Shared services and/or resources are different from collaboration and reuse in that the services and resources from other agencies do not represent a collaborative project or a project-specific reuse approach.
7. Describe known impacts from the proposed projects to the marketing, operational, training or support plans of other agencies, institutions of higher learning, or local governments. Indicate when a business process or technical component of the proposed project may effect or

impact the operations of another agency, institutions of higher learning, or local governments, including marketing, training, or support.