



North Dakota  
Information Technology Department



# Secretary of State File 2.0 Project



## **Secretary of State File 2.0 Project**

- Underestimated the total effort of the project
- ITD will borrow approximately \$900,000 this biennium to keep the project going



## NDCC 54-59-05. Powers and Duties of Department

4. May purchase, finance the purchase, or lease equipment, software, or implementation services or replace, including by trade or resale, equipment or software as may be necessary to carry out this chapter. An agreement to finance the purchase of software, equipment, or implementation services may not exceed a period of five years. The department shall submit any intended financing proposal for the purchase of software, equipment, or implementation services under this subsection, which is in excess of one million dollars, to the budget section of the legislative management or the legislative assembly before executing a financing agreement. If the budget section or the legislative assembly does not approve the execution of a financing agreement, the department may not proceed with the proposed financing arrangement. The department may finance the purchase of software, equipment, or implementation services only to the extent the purchase amount does not exceed seven and one-half percent of the amount appropriated to the department during that biennium.



## Secretary of State File 2.0 Project

- Governor will put in Secretary of State budget this \$900,000 plus the remaining dollars needed to finish the project
- ITD and the Secretary of State project team is refining requirements for phases of the system



## Budgeting Process for IT Projects

- Agency requests cost estimate
- If custom development & ITD develops – on average a 6 hour analysis is performed to create “high level” estimate
- Agency submits project estimate to OMB / Governor
- Approve in Governor’s budget & submit to Legislature
- Legislature approves and project begins (Analysis Phase first)
- After the Analysis Phase is completed a final project estimate is created and reported against



## Concerns

- Setting the proper expectation
- Accurately reporting the “success” / “failure” of large IT projects
- So what can we do to improve?



## Business Analysis

- The practice of enabling change in an organizational context, by defining needs and recommending solutions that deliver value to stakeholders.
- Disciplined approach for introducing and managing change to organizations.
  - it is a structured way of recognizing, formalizing and implementing change
- Used to identify and articulate the need for change in how organizations work, and to facilitate that change.



## Process

- Complete prior to budget request / cost estimating / RFP
- Business Analysis used to document
  - Business requirements
  - Business processes
  - Business needs, issues, and goals
  - Business process improvements
- Stakeholders better understand the business processes



## Benefits

- Validate / verify that business needs are met to ensure agencies get what they need, not just what they want
- Better understanding of an agency business to assist in strategic planning
- Identifying business changes / improvements within a state agency
- Ensuring changes to the business are implemented effectively and efficiently
- Better process for identifying and managing business requirements
- Improve accuracy of budget estimate and schedule



## Training

- Watermark Learning is the training provider
- Participating Agencies: WSI, BND, ITD, DHS, DOT, HP, JSND and Higher Ed
- 98 people have taken the Business Analysis Fundamentals class
- 51 people have completed the additional 6 course Business Analysis Certificate program. These courses consist of:
  - Consulting Skills to solve Business Problems
  - Eliciting Business Requirements
  - Planning and Managing Requirements
  - Facilitation Skills Workshop
  - Use Case Modeling (was replaced by Facilitation Skills Workshop)
  - Business Process Modeling
- Other BA classes taken
  - Business Process Improvement
  - Getting Started in Business Process Management



**THANK YOU!!!**