
Information Technology Review (eAPR) [1]

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SM-08-103 Information Technology Review

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PURPOSE

To specify GTA and agency responsibilities concerning State oversight of information technology initiatives (IT) with respect to State and agency strategic goals, and with enterprise policies and standards.

STANDARD

I. Agency IT Coordinator

1. The Agency Senior Executive shall designate an IT Coordinator to be GTA's single point of contact for IT Reviews for the agency. The IT Coordinator may be the agency CIO, IT Director or other responsible party familiar with information technology.

2. Responsibilities of the IT Coordinator:

- a. Become familiar with and monitor the most current GTA IT Review requirements.
- b. Review agency IT needs
- c. Review agency IT initiatives for compliance with the GTA Enterprise Policies and Standards.
- d. Review all IT initiatives against State criteria and forward information to GTA for initiatives meeting the investment thresholds of this Standard.
- e. Maintain files by project, subject to audit by such agencies or entities with authority to do so.

II. Requirements for IT Initiatives Anticipated to Cost \$100,000 or More

1. Information technology acquisitions, as well as upgrades and expansions to existing technology solutions and associated agreements anticipated to cost \$100,000 or more are subject to this standard. Its application includes but is not restricted to hardware, software, and system development, enhancements and modifications. See "Costs" definition in "Terms and Definitions" below.

2. Any information technology initiative subject to this standard must submit to GTA an Agency Project Request (APR). The description of the process required to submit an APR can be found at GTA's information website:

<http://gta.georgia.gov/investment-management> [8]

3. Agencies shall be guided by the current year budget instructions in determining the date of submission of APRs. These budget instructions are issued by OPB and are located on the OPB website:

<http://opb.georgia.gov/budget-documents> [9]

4. GTA shall advise the Agency and the Office of Planning and Budget of their findings and recommendations following review of the APR.

III. Requirements for IT Initiatives Anticipated to Cost Less Than \$100,000

1. Information technology acquisitions, as well as upgrades and expansions to existing technology solutions and associated agreements anticipated to cost less than \$100,000 which are also anticipated to deviate from GTA Enterprise Policies and Standards are subject to this standard and requirements listed in Section II. Its application includes but is not restricted to hardware, software, and system development, enhancements and modifications. See "Costs" definition in "Terms and Definitions" below.

2. Review of projects that involve information technology acquisitions, as well as upgrades and expansions to existing technology solutions and associated agreements anticipated to cost less than \$100,000 which comply with GTA Enterprise Policies and Standards is delegated to the Agency IT Coordinator. The IT Coordinator shall ensure projects meeting these conditions adhere to the review criteria shown in section IV of this standard.

IV. GTA Review Criteria

GTA's IT Review Criteria for APR's are:

- a. Consistency with State's and agency's Strategic Goals
- b. Compliance with GTA project management standards
- c. Compliance with the Technology Review Policy
- d. Compliance with the State Security Policy
- e. Compliance with GTA IV&V Standards

V. Exemptions from This Standard

1. Initiatives, regardless of cost, involving acquisition of the following items are exempt from technology review by GTA. Exempted items are:

- a. Building control systems and maintenance
- b. Closed circuit TV systems and maintenance

- c. Computer controlled industrial equipment and maintenance
- d. Consumable IT supplies (media, toner, ink, etc)
- e. Standalone/non-networked digital copiers and maintenance
- f. Standalone/non-networked facsimile machines
- g. Instructional equipment and maintenance
- h. Laboratory equipment and maintenance
- i. Life support and monitoring equipment and maintenance
- j. Mailing equipment/systems and maintenance
- k. Scientific equipment and maintenance

- l. Routine maintenance and routine software modifications of existing systems.

TERMS AND DEFINITIONS

Cost is the sum of all anticipated expenditures over the life of the project, including but not limited to: consultant fees; salaries for new and existing employees; software license and maintenance fees; hardware and maintenance expenses; telecommunication and connectivity expenses; deployment expenses; training expenses and any other expenses associated with the project. However, cost shall not include existing, full-time state personnel tasked with the planning, implementation, and support of technology.

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