Statewide Impact Analysis Review Standard Operating Procedure

Department of Information Resources (DIR)

VERSION: 1.0   AUTHORED BY: Heather Hardy
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Contents

1. Purpose

Texas Government Code, Section 2054.303(2), requires state agencies to submit a Statewide Impact Analysis (SIA) for each proposed Major Information Resources Project (MIRPs) initiated. A MIRP, according to Texas Government Code, Section 2054.003 (10), is:

(A) Any information resources technology project identified in a state agency's biennial operating plan (BOP) whose development costs exceed $5 million and that:

    (i)   Requires one year or longer to reach operation status.

    (ii)   Involves more than one state agency: or

    (iii)   Substantially alters work methods of state agency personnel or the delivery of services to clients; and

(B) Any information resources technology project designated by the Legislature and in the General Appropriations Act as a major information resources project.

(C) Any information resources technology project of a state agency designated for additional monitoring under Texas Government Code, Section 2261.258(a)(1), if the development costs for the project exceed $5 million.

Any application remediation project related to DIR's Data Center Services (DCS) is also a MIRP, regardless of dollar amount (General Appropriations Act, Article IX, Section 9.07 (d)).

QAT's review of a project's Business Case, Business Case Workbook, and Statewide Impact Analysis (SIA) is required before a state agency may expend appropriated funds for a MIRP (Texas Government Code, Section 2054.118(d); Eighty-seventh Legislature, 2022-2023 General Appropriations Act (GAA), 2022-2023 Biennium, Article IX, Section 9.02(b)). DIR, in coordination with the Quality Assurance Team (QAT) and a Change Advisory Board comprising representatives of state agencies, developed a [Statewide Impact Analysis Template](#) for this purpose. Agencies submit the SIA, in addition to the BC and BCW, to the QAT for review and approval prior to beginning their MIRPs.

The purpose of this standard operating procedure (SOP) is to help DIR staff review the SIA submitted by state agencies. This standard operating procedure (SOP) details the following required steps for DIR:

- Review the SIA using the Procedure described in this SOP (**NOTE:** BC and BCW reviews are covered in a separate DIR SOP).
- Document review results.
- Communicate the review results to the QAT and the submitting agency.
- Complete the review process.

2. Background

An SIA must be completed for each MIRP. The SIA provides a consistent method for reporting the statewide impact of MIRPs to DIR. The purpose of the SIA is to help DIR assess the project's impact on use of information technology resources across the state.

3. Scope

This SOP applies to the SIA state agencies are required to submit to the QAT with the Business Case and Business Case Workbook.

4. Requirements

The SIA should be reviewed together with the BC and BCW to verify that the information is consistent. A DIR review of the SIA is targeted for a two-week turnaround.

5. Procedure

Review Steps

Agencies submit their approved business case documents through the QAT@dir.texas.gov and projectdelivery@dir.texas.gov mailboxes.

The DIR Statewide Project Delivery Project Manager creates a project entry in DIR's Statewide Project Automated Reporting (SPAR) system for the agency to enter project details and upload project documents. If the agency does not have an existing SPAR license, the Project Manager creates a SPAR account for the agency representative/liaison and informs that person on how to access their projects in the system.

DIR's Strategic Sourcing Director tracks project review statuses in a Project Spreadsheet.

While the QAT has **30 days** to review business cases, the DIR review completion is targeted for two weeks (14 business days) from receipt of business case documents using the following procedure:

Based on the content of the SIA under review and the corresponding Business Case and Business Case Workbook, answer the questions accurately. Respond "Yes", "No", or "NA". **Responses of "No" and "NA" may require further examination.**

The first section contains general questions related to approval requirements for the deliverable. The remaining sections are numbered and titled to correspond to the SIA Template questions.

General Information	Yes/No/NA
Was the SIA submitted as a searchable PDF file?	
Was the SIA completed using the currently published template?	
Are all fields filled out completely?	
Were the template title page and the "Using This Template" instructions deleted?	
Does the cover page contain Agency/Organization Name, Project Name, Version Number, and Revision Date?	
Does the document contain required approval signatures and dates?	
Is content in the footer area unmodified?	
Is the BOP/IT Detail Project Sequence Number listed?	
1. Collaboration	**Yes/No/NA**
Is there a description of the nature and scope of collaboration with other state entities?	
2. Reuse or Adaptation of Business Processes	**Yes/No/NA**
Is there a description of the nature and scope of existing business processes from other state entities in this project?	
3. Interoperability Goals	**Yes/No/NA**
Is a description included of the nature and scope of interoperability goals (or requirements) for this proposed project? (For example, what business groups or automated systems from other agencies will interface with the output of this project? This is not the same as collaboration.)	
4. Reusable Components/Services	**Yes/No/NA**
Is there a description of how this project is anticipated to establish reusable components or services that may support future projects at this or other state entities?	
5. Use of Other Information Resources	**Yes/No/NA**
Is the nature and scope of utilization of other information resources in this project, such as information, staff, software, hardware, or facilities from shared state services, other state agencies or institutions of higher learning, or local governments, described?	
7. Impacts	**Yes/No/NA**

Are the known impacts from this project to the marketing, operational, training, or support plans of other agencies stated?	

Post-Checklist Steps

After completing the Review Steps, the assigned reviewer will do the following to complete the Review Procedure:

a. The reviewer sends DIR's Strategic Sourcing Director an email summary of any comments and any "No"/"NA" checklist responses that may need revision.

b. The director reviews edits/comments from the reviewer and submits them to QAT via email or discussion at a scheduled QAT meeting.

c. At QAT direction, the director may send project comments directly to agency.

Optional steps

The comment period may include meeting with agencies to discuss issues or concerns.

If QAT has recommendations, then the agency is required to comply with the recommendations or submit a written explanation to QAT@dir.texas.gov stating their rationale for why the recommendations are not applicable to the project under review.

The agency may resubmit the SIA and any other business case documents addressing the comments made by QAT.

Approval and Notification Steps

QAT votes on whether to approve the submitted business case, including the SIA. If approved, the LBB will notify the agency through an approval email.

As a courtesy, the DIR's Strategic Sourcing Director will forward a copy of the approval letter to the agency's project liaison and copy the QAT.

DIR Statewide Project Delivery Project Manager ensures the LBB-approved SIA, in addition to the Business Case and Business Case Workbook, is uploaded in SPAR.

6. Revision History

Version	Date	Name	Description
1.0	06/20/2023	Jenn Norman/Heather Hardy	Version 1.0 draft

7. Acronyms

BC – Business Case
BCW – Business Case Workbook
MIRP – Major Information Resources Project
QAT – Quality Assurance Team
SIA – Statewide Impact Analysis
SOP - Standard Operating Procedure
SPAR – Statewide Project Automated Reporting