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Sent: Tuesday, December 13, 2016 4:24 PM
To: (MetroNet) Department Directors <MN-DEPTDIR@miamidade.gov>
Cc: (MetroNet) Department Secretaries <MN-DS@miamidade.gov>; (OMB) Departmental Budget Liaison <OMB-DBL@miamidade.gov>; (OMB) Budget Analyst Staff <OMB-BAS@miamidade.gov>; (Office of the Mayor) Senior Staff <MAYOR-SSTAFF@miamidade.gov>
Subject: Addendum 1: FY 2017-18 Budget Development Process

This is the first addendum to the budget manual you received on November 18. As is standard practice, funding requests for technology projects - regardless of source – **must** be submitted through the IT Governance Process. The IT Governance Process is a procedure by which all IT capital business needs requiring funding of $50,000 or greater are submitted for review and approval. This year, all departmental IT projects submitted will be vetted through the Office of Management and Budget (OMB) and ITD. OMB and ITD will rank the IT business cases and together make preliminary funding recommendations and forward the recommendations to the IT Executive Steering Committee.

This year, we have simplified the process for submission, as well as the information collected in the IT Business Case Narrative. As is standard, all departments with IT capital business needs will continue to prepare a business case narrative. We have revised the IT Business Case Narrative submission form: some areas have been streamlined and we have added a requirement in the Technical Information section for sign off from ITD to complete the process. The form is on our budget development webpage and can be accessed at http://www.miamidade.gov/budget/library/fy2017-18/information-technology-business-case-application.pdf.

Prior to submitting your application to OMB, it is required that you submit your application to Carmen Suarez (carmen.suarez@miamidade.gov) at ITD for review/approval, no later than January 31, 2017. All ITD Business Case applications must be part of your budget submission, due on February 13, 2016.

The IT Governance Process provides departments the opportunity to present your IT capital business needs for consideration. This is important for several reasons – 1) it alerts the County's IT Department that there is a specific IT need within a department; 2) it provides the opportunity to find an IT solution that may already exist within the County; 3) it ensures that both the Department and the IT Department work together to find the most cost effective solution possible; and lastly, 4) if a solution is found outside the County, it ensures that a check has been made for compatibility with existing county IT infrastructure/architecture.

When deciding what IT projects to submit, please keep in mind these determining factors that do not need to be vetted thru this process.
- If the project cost is less than $50,000
- If it is a countywide implementation
- If it is just the purchase of equipment

If you have questions regarding the streamlined form or what should be submitted thru this process, please contact your OMB Budget Analyst for assistance.

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