

**1-202. Project reviews; information technology projects submitted as part of the state biennial budget process.**

Neb. Rev. Stat. § 86-516 provides, in pertinent part:

“The commission shall: .... (5) Adopt guidelines regarding project planning and management and administrative and technical review procedures involving state-owned or state-supported technology and infrastructure. Governmental entities, state agencies, and noneducation political subdivisions shall submit all projects which use any combination of general funds, federal funds, or cash funds for information technology purposes to the process established by sections 86-512 to 86-524. The commission may adopt policies that establish the format and minimum requirements for project submissions. The commission may monitor the progress of any such project and may require progress reports; .... (8) By November 15 of each even-numbered year, make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel pursuant to section 86-521. The recommendations submitted to the Legislature shall be submitted electronically; ....”

This policy provides the format, minimum requirements, and review procedures for information technology projects submitted as part of the state biennial budget process. The requirements are as follows:

(1) Format. Budget requests for information technology projects that meet the minimum requirements set forth in subsection (2) must include a completed information technology project proposal form. The form provided in the Nebraska Budget Request and Reporting System is the approved format for information technology project proposals.

(2) Minimum Requirements for Project Submissions.

(a) Information technology projects that meet the following criteria are subject to the project review requirements of this section: (i) the estimated total project costs are more than \$500,000, or (ii) the estimated total project costs are more than \$50,000, and the project will have a significant effect on a core business function or multiple agencies.

(b) Exceptions. The following information technology projects are not subject to the project review requirements of this section and do not require the submission of a project proposal: (i) multi-year projects that have been reviewed as part of a previous budget submission; or (ii) projects utilizing the enterprise content management system identified in section 5-101.

(3) Technical Review Procedures. The technical review of information technology projects submitted pursuant to this section will consist of the following steps:

(a) Individual Technical Reviewers. Each project will be reviewed and scored by three individual technical reviewers using review and scoring criteria approved by the Technical Panel. Qualified reviewers include: members of the Technical Panel, members and alternates of the advisory councils chartered by the commission, and such other individuals as approved by the Technical Panel.

Assignment of Reviewers. Individual technical reviewers will be assigned to projects as follows: (1) staff will assign three reviewers for each project based on the subject matter of the project; (2) staff will notify Technical Panel members by email of the initial assignment of reviewers; (3) members will have 24 hours to object to any of the reviewer assignments, objections to be made by email to the other members noting the specific assignment for which there is an objection and the reason(s) for the objection; (4) if there are objections, reassignments will be made and communicated in the same manner as the initial assignment, or the Technical Panel chairperson may call a special meeting of the Technical Panel to assign reviewers; (5) staff will provide the assigned reviewers with the project review documents; (6) in the event a reviewer is unable to complete an assigned review, a new reviewer will be assigned using the same process as the initial assignment; and (7) if for any reason less than three individual reviews are completed prior to the Technical Panel's review referenced in subsection (3)(d), the Technical Panel may complete the project review without regard to the requirements of this subsection.

(b) Agency Response. The requesting agency will be provided with the reviewer scores and comments. The agency may submit a written response to the reviewer scores and comments. The deadline for submitting a response will be one week prior to the Technical Panel review referenced in subsection (3)(d).

(c) Advisory Council Review. Depending on the subject matter of a project, one or more of the commission's advisory councils may review the project and provide recommendations to the Technical Panel and commission.

(d) Technical Panel Review. The Technical Panel will review each project including the reviewer scores and comments, any agency response, and any recommendations by the advisory councils. The Technical Panel will provide its analysis to the commission.

(e) Commission Review and Recommendations. The commission will review each project including any recommendations from the Technical Panel and advisory councils. The commission will make recommendations on each project for inclusion in its report to the Governor and the Legislature.

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**History:** Adopted on June 18, 2008. Amended on June 16, 2010; August 15, 2012; August 14, 2014; July 14, 2016; and July 12, 2018.

**URL:** <http://nitc.nebraska.gov/standards/1-202.pdf>