MITDP Qualifications
&
Intake Process

03/04/2019

Agenda

- MITDP QUALIFICATIONS
- INTAKE PROCESS
- QUESTIONS

MITDP QUALIFICATIONS

MITDP DEFININITION

Annotated Code of Maryland (since 2008)

  > STATE FINANCE AND PROCUREMENT

   > DIVISION I. STATE FINANCE

    > TITLE 3A. DEPARTMENT OF INFORMATION TECHNOLOGY

    > SUBTITLE 3. INFORMATION PROCESSING AND SECURITY

§ 3A-301. Definitions

- Source: Maryland General Assembly Web Site

WHAT CONSTITUTES A MAJOR IT DEVELOPMENT PROJECT?

§ 3A-301. Definitions

(b) Development. --

    (1) "Development" means all expenditures for a new information technology system or an enhancement to an existing system including system:

        (i)   planning;

        (ii) procurement;

        (iii) creation;

        (iv) installation;

        (v) testing; and

        (vi) initial training.

WHAT CONSTITUTES A MAJOR IT DEVELOPMENT PROJECT?

§ 3A-301. Definitions

(b) Development. --

    (2) "Development" does not include:

        (i) ongoing operating costs, software or hardware maintenance, routine upgrades, or modifications that merely allow for a continuation of the existing level of functionality; or

        (ii) expenditures made after a new or enhanced system has been legally accepted by the user and is being used for the business process for which it was intended.

WHAT CONSTITUTES A MAJOR IT DEVELOPMENT PROJECT?

§ 3A-301. Definitions

(f) "Major information technology development project" means any information technology development project that meets one or more of the following criteria:

1. the estimated total cost of development equals or exceeds $1 million;

2. the project is undertaken to support a critical business function associated with the public health, education, safety, or financial well-being of the citizens of Maryland; or

WHAT CONSTITUTES A MAJOR IT DEVELOPMENT PROJECT?

§ 3A-301. Definitions

(f) "Major information technology development project" means any information technology development project that meets one or more of the following criteria: *(cont.)*

   3. the Secretary determines that the project requires the special attention and consideration given to a major information technology development project due to:

      i. the significance of the project's potential benefits or risks;

      ii. the impact of the project on the public or local governments;

      iii. the public visibility of the project; or

      iv. other reasons as determined by the Secretary.

INTAKE PROCESS

INTAKE IS ACCOMPLISHED USING PRISM

INTAKE SYSTEM (PRISM) DASHBOARD

By clicking your name in upper right corner a drop down menu will appear:
- IT Project Requests
- New IT Solution Request
- Change Password

Signed in successfully.

ITSR vs ITPR

IT Solution

For agencies who are seeking IT Solution help for potential opportunities or just have a question, please submit your requests here.

Start

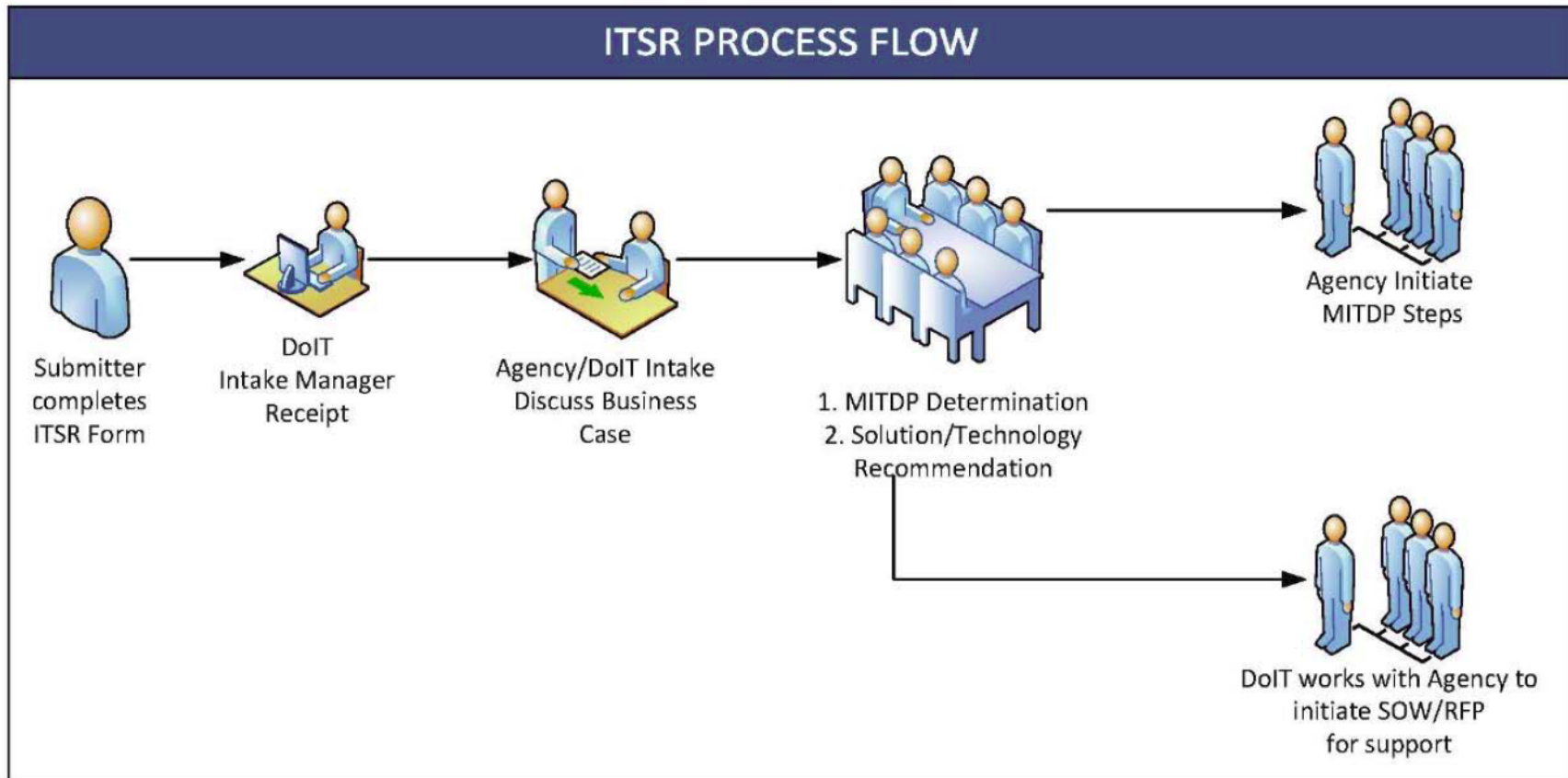**IT Project**

For agencies who are requesting approval or updating a MITDP, please submit your requests here.

Start

An ITSR is an exploratory form for a potential project

An ITPR is a formalized IT Major Project form

ITSR PROCESS FLOW

ITSR PROCESS FLOW

Submitter completes ITSR Form → DoIT Intake Manager Receipt → Agency/DoIT Intake Discuss Business Case → 1. MITDP Determination 2. Solution/Technology Recommendation → Agency Initiate MITDP Steps

DoIT works with Agency to initiate SOW/RFP for support

DoIT Intake Process
IT Project Request (ITPR)

- If the project meets the MITDP guidelines then the agency uses the same PRISM system to create an IT Project Request (ITPR) which DoIT has designed for major IT development initiatives.

- An ITPR is used for documenting the business case and need for the project effort.

- The ITPR must include the information necessary for DoIT, Department of Budget Management (DBM) and the Department of Legislative Services (DLS) to make a determination about whether project should be undertaken during that fiscal year.

ITPR APPROVAL PROCESS FLOW
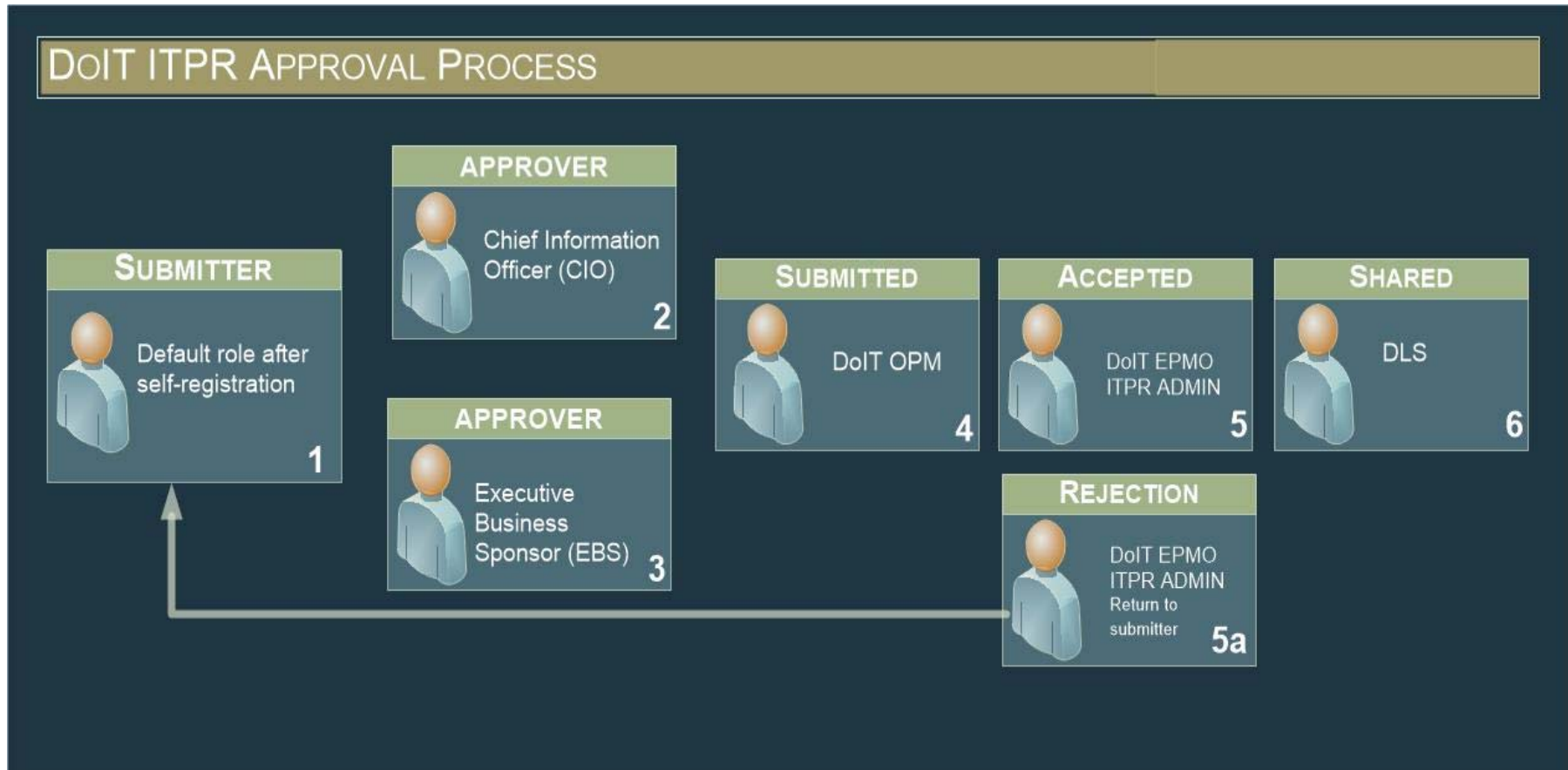
AGENCY APPROVERS

- Original submitter sets the CIO and the Executive Business Sponsor within the system.
- Executive Business Sponsor and CIO can defer approval to another user.
- CIO must approve before the Executive Business Sponsor is able to approve/reject - both are able to leave comments about their decision.
- Once both have approved, the ITPR will be submitted to DoIT for approval.

Department of Information Technology

doit.maryland.gov

QUESTIONS?