

## GUIDE TO COMPLETING THE WOVG ICT EXPENDITURE APPROVAL APPLICATION

**Version 1.5 (IMPORTANT: Please ensure that you use the latest version of this template by downloading the updated package from the DTF website)**

**Purpose of this form:** Expenditure Review Committee (ERC) has mandated that the authority to spend more than \$250k on Information and Communications Technology (ICT) be allocated to the Secretary of Department of Treasury and Finance (DTF) to support the goals of Efficient Technology Services (ETS).

Applications impacting on ETS will require the submission to be sent to GSG via email: [ictapproval@dtf.vic.gov.au](mailto:ictapproval@dtf.vic.gov.au)

**What is in Scope: All ICT categories listed in Section B of the WoVG ICT Expenditure approval template**

**Step 1: Departmental IT Directors or equivalent authorised senior manager are required to determine if an application will impact on ETS. This is achieved by reviewing items listed in section B of the WoVG ICT Expenditure application form and considering linkages (if any) between the proposed expenditure and all these listed items. Selection of any ICT category listed in Section B indicates a potential impact on ETS and therefore the application will need to be submitted to Government Services Group (GSG) for approval PRIOR to undertaking the procurement/tendering process.**

**Important: Please note that in some cases DTF may either: not grant expenditure approval; or may grant approval with conditions that could have an impact on technical, functional and specification requirements. To avoid unnecessary wastage in resources, time and costs, departments and agencies are strongly encouraged to seek ICT approval prior to formally approaching the market.**

### Step 2: Section A: Governance

1) Agency Name:	The name of the agency submitting this application
2) Contact details of the person completing this application:	Enter the contact person's name, email address and phone number
3) Application Title:	Enter the title of this application for ICT expenditure
4) ICT spend Description:	Enter a brief description of the proposal, stating the purpose, objective and benefits
5) Total ICT expenditure (including GST) which is the subject of this application:\$	Enter the amount of ICT expenditure (inclusive of GST) which is the subject of this application. The amount entered must be numeric and cannot contain any other characters.

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What type of funding is involved?	Select the appropriate checkbox for the type of funding involved, whether capital and/or operational expenditure
<b>6) If the requested expenditure is equal to or greater than \$1 million, please attach a business case with this application</b>	If the requested ICT expenditure amount for this application is equal to or greater than \$1 million, then you must attach a business case when submitting this application to GSG
<b>7) Name of the IT Director/equivalent authorised senior manager endorsing this application:</b>	Enter the name of the IT director/equivalent authorised senior manager who has endorsed this application
<b>Date that this application was endorsed: (dd/mm/yyyy)</b>	Enter the date when this application was endorsed by the IT director/equivalent authorised senior manager. The date must be entered in the format dd/mm/yyyy
<b>8) When does your agency intend to commence spending this funding? (mm/yyyy)</b>	Enter the date in which your agency intends to commence spending this funding. The date must be entered in the format mm/yyyy
<b>When does your agency intend to complete spending this funding? (mm/yyyy)</b>	Enter the date in which your agency intends to complete spending this funding. The date must be entered in the format mm/yyyy
<b>9) Is this application related to any previously submitted requests to GSG?</b>	Select from drop down list whether this application is related to any previously submitted requests to GSG
<b>If yes, please provide the DTF Assessment Number that was assigned:</b>	Enter the DTF Assessment Number that was assigned to any previously submitted requests to GSG
<b>10) Is this application part of an existing project/program of work?</b>	Select from drop down list whether this application is part of an existing project/program of work
<b>If Yes, what is the title of this project/program of work?</b>	If this application is part of an existing project/program of work then enter the title of the project/program of work
<b>If Yes, what is the total budget of the ICT component for this project/program of work? \$</b>	If this application is part of an existing project/program of work then enter the total budget of the ICT component for this project/program of work. The amount entered must be numeric and cannot contain any other characters
<b>11) Are there going to be further applications for this project/program of work?</b>	Select from drop down list whether there are going to be any further ICT Expenditure approval applications for this project/program of work
<b>12) Is this proposal compliant with WoVG policies &amp; standards?</b>	Select from drop down list whether this proposal is compliant with WoVG policies & standards
<b>If No, please provide brief rationale for this position</b>	If this proposal is not compliant with WoVG policies & standards, then please provide brief rationale for this position

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<b>Step 3: Section B: Which of the following ICT categories are in scope of this expenditure application?</b>	
Details in Section B must have at least one response	
ICT Category:	
1) Desktop	From the listed categories select the appropriate checkbox/s. If your agency does not intend to spend on any of the categories then you must select 'None of the below'. If you have selected any items under the respective categories then you must enter the estimated expenditure that your agency intends to spend for that category. You must have a response for all of the categories.
2) Hosting	
3) Identity and access management (IDAM) & Security Services	
4) Networks	
5) Other additional information (if any) in relation to these selected categories:	
6) None of the above - request GSG review	
Enter in brief, any additional information that may be related to the selected ICT categories. When pasting information into this cell, ensure that you use the 'Paste Special' option from the 'Edit' menu and paste into the formula bar. Examples of information that can be provided may include: standards, policies, vendor or background.	
If you have not selected any of the ICT categories in section B and your agency would still prefer GSG to review this application then check this box	
<b>Step 4: Section C: Products and Services</b>	
Details in Section C must have at least one response if you have selected any ICT categories that are in scope of this expenditure application	
<b>1) If known, what products will be used for the categories selected in Section B?</b>	
Product Name:	Enter the name of the products(hardware or software) that will be used and select the ICT category from the drop down list
ICT Category:	
Product Vendor:	
Product Version:	
Enter the vendor name of the products that will be used for the selected category	
Enter the version no. of the products that will be used for the selected category	
<b>2) If known, what services will be used for the categories selected in Section B?</b>	
Service Provider Name:	Enter the name of the service provider that will be used and select the relevant category from the drop down list
ICT Category:	
Type of Service:	
Enter the type of service that will be used for the selected category	

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<b>Step 5 Section D: Procurement</b> Details in Section D must be complete	
1) Do you intend to consider any the following Whole-of-Government Contracts, Open Standing Offer Agreements (OSOA) or State Purchasing Contract SPCs?	Select which of the following Whole-of-Government Contracts, Open Standing Offer Agreements (OSOA) or State Purchasing Contract SPCs your agency intends to use for this investment: Hardware Computer Software Voice Data and Video Communications Major IT Services Lease Facility If your agency does not intend to use any of these, then you must select 'None of the below'.
2) Is a new contract going to result from this investment?	Select an appropriate response from a drop down list whether a new contractual arrangement is going to result from this investment
If yes, what will be the total estimated value for this contract?	If a new contract will result from this investment then, enter the total estimated value for this contract
If yes, what will be the expected duration (number of months) for this contract?	If a new contract will result from this investment then, enter the expected duration in months for this contract
If yes, please provide details of the new contract	If a new contract will result from this investment then, please provide details (i.e. scope, timelines, key deliverables)
<b>Step 6: Section E Dependencies</b> Details in Section E must be complete	
1) Are there existing projects/program of work that are dependent on this application?	Select an appropriate response from a drop down list whether there are existing projects/program of work that are dependent on this application
If yes then please provide a description of the dependency:	If there are existing projects/program of work that are dependent on this application then enter a brief description of the dependency(i.e. impact, risk, date driven)

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<b>Step 7: Section F: Impact if this application is <u>not approved</u></b>	
<b>1) What is the impact if this application is not approved?</b>	Select in which areas will there be an impact if this expenditure approval application is not approved: No Impact, Business, Contractual/Legal/Legislative, Financial or Risk
<b>What is the level of impact?</b>	Select an appropriate response from a drop down list the level of impact: High, Med, Low
<b>If the level of impact is High, please provide additional information:</b>	Where the level of impact is High for the selected areas please provide additional information about the impact
<b>Step 8: Section G: Additional Information</b>	
<b>1) Please provide any additional information that may be used in support of this application</b>	Please include any additional information that may be used in support of this application and identify any attachments that may apply.
<b>Final Step: Before submitting the application to GSG please ensure that it has been validated and endorsed after consideration of the WoVG ICT Expenditure Approval Check List by your IT director/equivalent authorised senior manager</b>	
<p><b>Further instructions: when pasting data from another source into cells please use the 'Paste Special' Option in the menu bar and paste it into the formula bar</b></p>	