

WoVG ICT Expenditure Approval Process Frequently Asked Questions

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1. What is the rationale behind the WoVG ICT expenditure approval process?

The objective of the whole of Victorian Government (WoVG) Information and Communications Technology (ICT) expenditure approval process is to support the goals of the Efficient Technology Services (ETS) program.

The goal of ETS is to enable standardisation and centralisation of core ICT services across WoVG, leading to efficiency and cost savings. Key elements of ETS are:

- a secure core desktop environment based on common applications, interfaces and work environment (e.g. email, web browsers);
- a common trusted network based on consolidation of local and wide area network systems (e.g. routers, switches);
- simplified login access using a common directory;
- a common hosting service based on consolidating back-office infrastructure (e.g. servers, databases); and
- standard ICT support and management services (e.g. incident management, service desk)

2. Which departments are required to follow the WoVG ICT expenditure approval process and why?

The Expenditure Review Committee of Cabinet (ERC) has mandated that ETS-related ICT expenditure greater than \$250 000 (including GST) is to be approved by the Department of Treasury and Finance (DTF), effective from 1 July 2008. The mandate applies to the following departments and inner budget agencies:

Department	Inner Budget Agency
<ul style="list-style-type: none"> ■ Department of Education and Early Childhood Development (DEECD) ■ Department of Human Services (DHS) ■ Department of Innovation, Industry and Regional Development (DIIRD) ■ Department of Justice (DOJ) ■ Department of Transport (DOT) ■ Department of Sustainability and Environment (DSE) ■ Department of Premier and Cabinet (DPC) ■ Department of Planning and Community Development (DPCD) ■ Department of Primary Industries (DPI) ■ Department of Treasury and Finance (DTF) 	<ul style="list-style-type: none"> ■ State Revenue Office (SRO) ■ VicRoads ■ Victoria Police ■ Environment Protection Authority (EPA)

3. When do I need to submit an application for WoVG ICT expenditure approval?

An application should be submitted if:

- the total ICT expenditure (including GST) exceeds \$250,000; AND
- the expenditure is related to one or more ICT categories as defined in Section B of the application form.

It is strongly recommended that agencies attempt to obtain DTF approval for the total aggregated spend of the ICT-related project and/or program rather than to seek selective approvals for individual spend components which form part of a larger program/project.

4. Where can I find the application forms and associated guidelines?

The application form and guideline are available at GSG ICT Online:

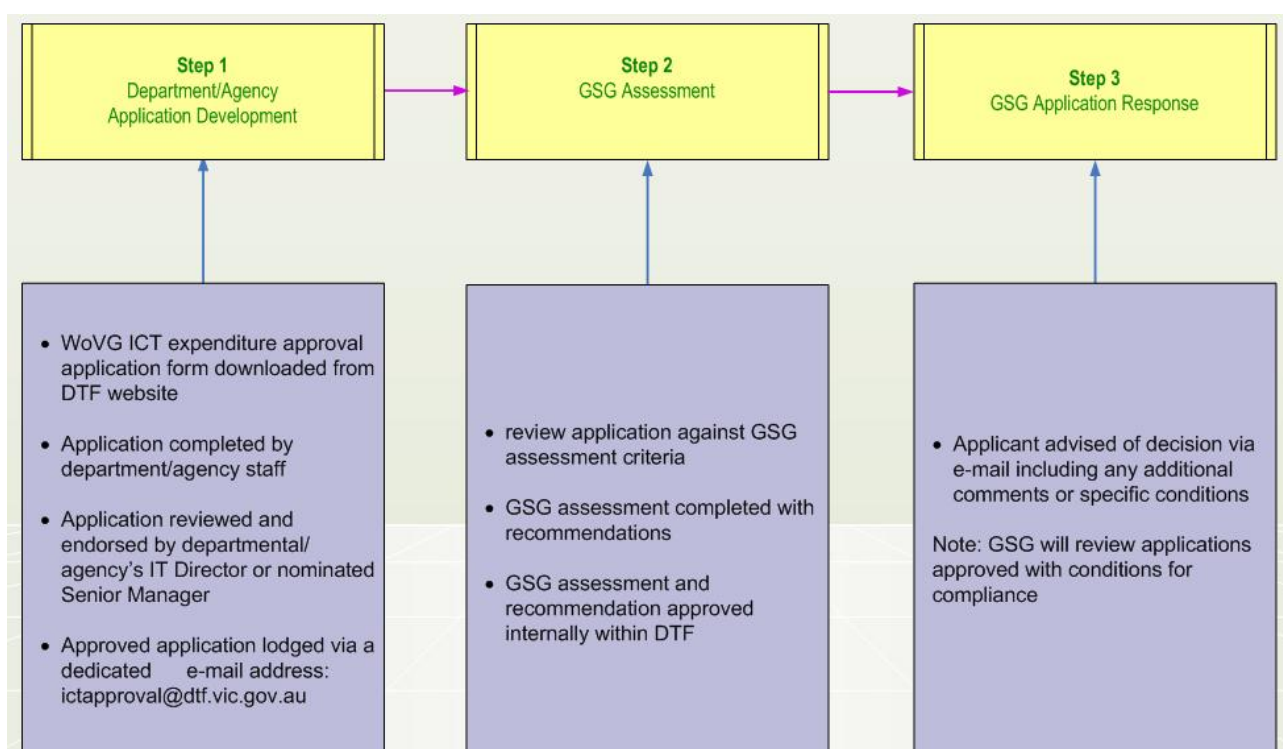
<http://www.gsgictonline.dtf.vic.gov.au/CA257310001D7FC4/pages/ict-investment-advisory-services-ict-expenditure-approval-process>

5. Who can lodge the application?

Anyone can lodge the application from the relevant department/agency providing that the departmental /agency's IT Director or authorised senior manager has endorsed the application.

6. What are the approval assessment processes?

DTF has designed a central approval process which will be managed by Government Services Group (GSG) to support ETS, which is described below:



What are the assessment criteria?

The assessment relies on making a consolidated judgment on the affected ETS components in relation to the following factors:

- the alignment with ETS projects, WoVG standards and WoVG Enterprise Architecture;
- the expected lifespan of the proposed ICT investment;
- whether any specific approval conditions are required; and
- critical business continuity, risk management and cost advantage.

7. What is the role of GSG in the process?

- GSG assesses and approves the WoVG ICT expenditure application on behalf of DTF.
- GSG reviews applications approved with conditions for compliance.

8. What is the role of departmental /agency's IT Director/authorised senior manager in the ICT expenditure approval process??

IT Directors or authorised senior managers are required to review, validate and endorse each application. A checklist for IT Directors / authorised senior managers has been provided on GSG ICT Online at <http://www.gsgictonline.dtf.vic.gov.au/CA257310001D7FC4/pages/ict-investment-advisory-services-ict-expenditure-approval-process>

9. Where do I lodge the application?

You are required to email the completed application forms to ictapproval@dtf.vic.gov.au.

10. How long will it take to make a decision on the application?

The general turnaround time for assessments will be 5 working days. However, additional assessment time may be required for complex proposals.

11. What can I do to ensure a quick turnaround time for the application?

To ensure a quick turn around of your applications, you are required to:

- complete the application form. Incomplete forms will be rejected and you will need to re-submit your application. Please refer to the application guide and the model application form, which provide information and an example on how to complete the application form.
- provide as much information as possible, e.g. product details, procurement details, background, project dependencies, risks, benefits etc. The more detail provided, the more information we have to make a quick decision.
- engage early with the WoVG Architecture Development team in GSG through your Enterprise Architecture representative. Your Enterprise Architecture representative can inform you, through research and analysis, on what standards and directions the WoVG Architecture Development team is taking, and how they may affect your solution and product choice. The underlying purpose of the approval process is to ensure the ICT expenditure is aligned with the ETS direction for 'commodity'

technology. If your application demonstrates that you have considered the ETS aspect, the assessment will proceed quickly.

- ensure your IT Director or authorised senior manager has followed the checklist and reviewed, validated and endorsed the application.

12. What else do I need to know about the application form?

Please note you need to:

- download the application form from the DTF website every time you submit your application. This is to ensure that you always use the latest application form. Care should be taken that an old version of the application form is not being filled out (e.g. from a previously saved file on local drive).
- the application form should be filled out and submitted in its existing format (i.e. in excel). Do not convert it to another format (e.g. pdf).

13. How does the WoVG ICT expenditure approval process affect procurement?

DTF approval is required before departments and inner-budget agencies can enter into any contractual commitments for ETS-related ICT products and services.

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.

DTF approval should be sought prior to Accredited Purchasing Unit (APU) review, as the APU approval process will require DTF approval of ETS-related expenditure prior to APU review

14. If the departmental ICT expenditure is related to products and services delivered by CenITex, does it need GSG approval?

Yes, your department still needs to obtain GSG approval for CenITex-delivered ICT products and services if the expenditure (including GST) is:

- greater than \$250 000; AND
- related to one or more ICT categories as defined in Section B of the application form.

15. Where can I send my questions and feedback?

Questions and comments can be sent to ictapproval@dtf.vic.gov.au.