

**Department:** County Assets **Program Contact:** Tracey Massey  
**Program Offer Type:** Internal Service **Program Offer Stage:** As Proposed  
**Related Programs:**  
**Program Characteristics:**

**Executive Summary**

The IT Planning, Projects, and Portfolio Management offer focuses on the processes, procedures, and tools necessary to support the successful management of strategic IT projects. The program also includes oversight of the one-time-only Board of County Commissioners approved projects, as well as ensuring project management standards and processes are in place across the Department of County Assets Division of Information Technology.

**Program Summary**

The program includes the staff responsible for developing and implementing industry standards for managing IT projects, especially high-risk capital projects. Skilled project managers provide the hands-on expertise needed to successfully manage risk and complete these projects following adopted project management practices. This program coordinates and manages the quarterly strategic planning and review process. The quarterly planning process ensures that the right resources are focused on the strategic IT projects within the County. The output from these meetings is shared with departmental leaders countywide. The program also includes contract/vendor/partner management for outsourcing and/or intergovernmental agreements associated with strategic projects. In FY 2016, the full IT Project Portfolio consisted of 360 projects active during the course of the year and 179 projects that were completed during the year. The Planning, Projects, and Portfolio Management group maintains the County's Digital Strategy Priority Projects Portfolio consisting of approximately 20 of the highest priority projects across the County. Progress on the projects within this portfolio are reported and shared monthly through the County's intranet.

**Performance Measures**

Measure Type	Primary Measure	FY16 Actual	FY17 Purchased	FY17 Estimate	FY18 Offer
Output	Maintain ratio of planned to unplanned work	64-36	70-30	60-40	65-35
Outcome	Number of strategic reports shared with leaders improving transparency.	4	4	4	4
Outcome	Percent of strategic projects completed on time per project schedules	40%	80%	70%	80%

**Performance Measures Descriptions**

PM #1 Output- Measure #1-Designed to ensure that project management staff are working on planned projects.

PM #2 Outcome - Designed to ensure that information concerning strategic IT projects are consistently shared with County leadership. Provides transparency to IT work.

PM #3 Outcome - Designed to measure one element of project success, and help ensure that resources are applied to the most strategic projects. In FY 2016. several projects were completed outside of the planned schedule due to changes in scope.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2017	2017	2018	2018
Personnel	\$0	\$1,789,246	\$0	\$1,901,257
Contractual Services	\$0	\$40,000	\$0	\$40,000
Materials & Supplies	\$0	\$195,055	\$0	\$210,330
Internal Services	\$0	\$500	\$0	\$500
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$2,024,801</b>	<b>\$0</b>	<b>\$2,152,087</b>
<b>Program Total:</b>	<b>\$2,024,801</b>		<b>\$2,152,087</b>	
<b>Program FTE</b>	0.00	11.00	0.00	11.00

Program Revenues				
Other / Miscellaneous	\$0	\$2,024,801	\$0	\$2,152,087
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,024,801</b>	<b>\$0</b>	<b>\$2,152,087</b>

Explanation of Revenues

County IT service costs are allocated to departments based on usage, services received, and other metrics.

Significant Program Changes

Last Year this program was: FY 2017: 78302 IT Planning, Projects & Portfolio Management

No significant changes.