



## Technology Investment Council



State Of Delaware  
Technology Investment Council Meeting Minutes  
17 November 2003

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Technology Investment Council Attendees			
Name	Organization	Attendance	Represented By
Tom Jarrett	DTI	Present	
Russ Larson	Controller General	Present	
Valerie Woodruff	Dept. of Education	Present	
E. Norman Veasey	Chief Justice	Represented	Ed Pollard
Jack Markell	State Treasurer	Present	
Ron Coupe	Bank One	Absent	
Justin Kershaw	WL Gore	Absent	
Susan Foster	University of Delaware	Present	
Kris Younger	82 North, LLC	Present	

### Call to Order:

Secretary Jarrett called the meeting to order at 9:10am.

### Introductions and Welcome:

Introductions were made; attendance was noted as shown in the above table. Members of the DTI Senior Team and their Team Leaders were present. Also in attendance were members of the IRM Council and the Budget Office.

### Old Business:

With the review of the meeting minutes from 6 November, Secretary Jarrett asked for a motion to approve the minutes as written. Russ Larson made a motion and Susan Foster seconded the motion. With no opposition, the motion was carried.

### New Business:

Kathy Dahl did a recap of the last meeting for those who were not present. Discussions included an overview of the DTI iTIC (internal Technology Investment Council) as it relates to the purpose, mission and the structure of this committee. Secretary Jarrett thanked the iTIC team for reviewing all of the submitted business cases and making the initial recommendations. He then opened it up for questions/answers.

### Questions/Comments:

- **Jack Markell** - Great job; is this process working?  
**Secretary Jarrett** - Better than anticipated.  
**Kathy Dahl** - From the technical perspective, everything went well. It will work better when we have more time and the iTIC can also focus on the business side.

Secretary Jarrett indicated that it is our (DTI) intent to sit down and review the process to make it better. If it grows (in numbers) next year, time frames will change.

- **Russ Larson** - Has anyone gone back to see if there was any budget requests that included IT Projects that weren't submitted to the iTIC?  
**Secretary Jarrett** - No, but we are working on reviewing budget requests and we can get that information.
- **Jack Markell** - Will the Budget Office catch the requests not submitted?  
**Russ Larson** - Yes
- **Secretary Jarrett** - This year, a business case was only mandatory for new money, however, one of the issues that we briefed agencies on is that we (DTI) recommend agencies to fill out a business case for any IT project to help them present their request for funding.
- **Russ Larson** - About \$13 million was the total in requests submitted. Out of that \$4.895 million will come out of the General Fund; COTS alone is \$4.9 million; is that included?
- **Ed Pollard** - COTS is included under the Bond Bill not the General Fund.
- **Secretary Jarrett** - What my team should look at is to summarize the money portion of this spreadsheet.

- **Russ Larson** - That would be helpful to both the Budget Office and our office.
- **Secretary Jarrett** - We are sending ALL of this information to the Budget Office - they can then make their recommendations to the Governor for her Budget!
- **Secretary Jarrett** - One last thing before we move on - let me recap the voting procedures we approved at the last meeting. They are now online!

### Business Case Review

We have pending and recommended projects that will not be discussed unless anyone on this Council has any questions.

- **Secretary Jarrett** - Anyone with questions?
- **Kris Younger** - On #218 - answers that came back were very reasonable; was #218 clear on why it went to pending?  
**Kathy Dahl** - Yes, it really should be conditionally recommended based on the feedback from the agency.
- **Secretary Jarrett** - Can I assume that the “conditionally recommended” will also include a report after the study is completed?  
**Kathy Dahl** - Yes
- **Russ Larson** - Does #204 conflict w/COTS.  
**Kathy Dahl** - No, the DELJIS project (204) is about providing an XML standard format for exchanging standard CJIS information with other jurisdictions.
- **Kris Younger** - Are there standards?  
**Kathy Dahl** - Yes, this is based on an established Federal Standard.
- **Kris Younger** - Then the data will be same and easy to translate.
- **Russ Larson** - One more step, where does NCIC 2000 fit in?  
**Tony Lazzaro** - They are seeking to match the Federal Standards and it should fit.

Kathy Dahl will know brief the Council on the “**conditionally recommended**” projects and why they were placed in the category!

1. #181 - asked that no real time extracts be done at this time.
  2. #209 - technical designs must be completed.
  3. #219 - provide more detail on technical designs.
- **Jack Markell** - Is there a dollar threshold on projects that come before the TIC?  
**Secretary Jarrett** - No, this is something that has been discussed, however, we will get into this in detail next year.

4. #224 – technical designs must be completed for evaluation.
  5. #239 – technical designs must be completed for evaluation.
- **Russ Larson** – Doesn't all of the money that funds these projects come through the Budget Office?  
**Sheldon Hudson** – Yes.
  - **Kris Younger** – If there is a study under a certain threshold, DTI needs to be involved.
  - **Secretary Woodruff** – We need clarification on DTI's role –  
**Secretary Jarrett** – Our mission is out to work with the agencies (our customers) and also be the gatekeeper.
  - **Secretary Woodruff** – DTI then becomes the agency support through the Business Case process.
  - **Kris Younger** – We are hoping that DTI helps COTS.
  - **Secretary Jarrett** – Technically, the TIC should always have the “recommends” if DTI is doing their job.
  - **Secretary Woodruff** – The iTIC shouldn't bring anything other than recommends to the TIC.  
**Secretary Jarrett** – Yes, I agree with that.
  - **Mark Headd** – Tom, I have one question – does it make sense to attach the positive/negative impact on other agencies to the Business Case?  
**Secretary Jarrett** – Something that is important; maybe not make that a condition right now.
  - **Russ Larson** – Mark raises a great point – a perfect example of that is the GIS system requested in the past.  
**Secretary Jarrett** – If DTI works correctly, we should already know the impacts on other agencies. In the end, once we understand our customers and their problems, it will make things clearer.
  - **Elayne Starkey** – There are two questions on the BC that sort of ask that question.
  - **Kathy Dahl** – There are also questions about Breadth and Depth of reengineering and to what extent the project crosses multiple agencies.
  - **Richard Wadman** – In the master file, for example, information is in there that can be shared with agencies.
  - **Secretary Jarrett** – Traditionally, agencies look at a partnership when it comes to dollars. Technically, I don't think that they have gone there. DTI should be the air traffic controllers.

**Lynn Hersey- Miller briefed the Council on the COTS project.**

- **Jack Markell** – Who determines the Contract Readiness?  
**Lynn Hersey - Miller** – The vendor was on site to review.
- **Russ Larson** – 111 individual requirements requiring customization out of how many?  
**Lynn Hersey-Miller** – There is about a 15% level of customization.

- **Jack Markell** - Are they adding value?  
**Lynn Hersey-Miller** - Yes
- **Russ Larson** - Who chairs the working committee?  
**Lynn Hersey-Miller** - Ed Pollard.
- **Ed Pollard** - The working committee hasn't begun meeting. We are in the process of getting the right players around the table.
- **Russ Larson** - Is there a timeframe for this?  
**Ed Pollard** - Well beyond the implementation of this system.
- **Ed Pollard** - Change issues are at the top of our list.
- **Russ Larson** - Do they require a change in the law?  
**Ed Pollard** - Yes
- **Secretary Jarrett** - Russ that is a good question - may end up with a system that will cost more.
- **Jack Markell** - What does that mean to the TIC?  
**Lynn Hersey-Miller** - It means that the iTIC recommends conditionally based on the questions!
- **Jack Markell** - Recommend conditionally means go forward?  
**Lynn Hersey-Miller** - Yes, go forward with the benchmarks.
- **Jack Markell** - How much money can be spent before the 1<sup>st</sup> condition is satisfied?  
**Lynn Hersey-Miller** - They will report to us on a quarterly basis.
- **Jack Markell** - In general, this is important -we don't want to over budget in this. We need to protect the State of Delaware....  
**Lynn Hersey-Miller** - Key milestones will be tied to the funding.
- **Jack Markell** - How can we recommend without milestones?  
**Lynn Hersey-Miller** - Questions were answered and reported back to the iTIC.
- **Kathy Dahl** - The iTIC should decide on a quarterly basis.
- **Jack Markell** - If DTI would say go and understand the milestone, then we would say yes!
- **Russ Larson** - Same concern here - if there is a 13-15 million dollar project and we sign a contract, what would happen if we stop in the middle?  
**Mark Headd** - There is language in the contract...
- **Jack Markell** - **Are we to build milestones in the contract?**  
**Lynn Hersey-Miller** - Yes.
- **Kris Younger** - My reaction is to recommend COTS based on Lynn's report. There is only a certain limit on what we do here. Change Management can help on this one!
- **Jack Markell** - Who is responsible for this?  
**Lynn Hersey-Miller** - My Change Management Team!
- **Secretary Jarrett** - My view is we need to be careful - DTI is responsible.
- **Kris Younger** - Change Management - two different functions?  
**Lynn Hersey-Miller** - No

- **Secretary Woodruff** - Technology is wonderful, however, if the people are there, it will fall apart. We need a partnership between DTI and the users.
- **Secretary Jarrett** - What I meant was that DTI can help drive issues.
- **Ed Pollard**- The 15% rate of change is based on business system conversations/changes.  
**Lynn Hersey-Miller** - That is the partnership.
- **Secretary Jarrett** - I think that the TIC can recommend that is project move forward.
- **Russ Larson** - If we move forward, what does “recommend conditionally” mean?  
**Secretary Jarrett** - Technical issues that need to be worked. With COTS, we know and understand this project.
- **Kris Younger** - If they (projects) are good now, we need to monitor.
- **Kris Younger** - During a TIC meeting, should we be briefed on the technical side of these projects?  
**Secretary Jarrett** - Excellent idea - maybe we can add these updates to website.
  
- **Secretary Woodruff** - If there is an update, please include the agencies in the process as it isn't clear to them yet!
- **Lynn Hersey-Miller** - To Val's point, project management and agencies input would be welcome - one more thing, the State of Delaware has brought Project Management to a new level!
- **Secretary Jarrett** - Officially for the record, we will move the COTS project into the “recommend” column.
- **Susan Foster** - We vote on recommends only, correct?  
**Secretary Jarrett** - Yes
- **Jack Markell** - Tom, I can assume that your senior staff has reviewed this, correct?  
**Secretary Jarrett** - Yes

Secretary Jarrett indicated that the TIC has 10 recommends and 6 conditionally recommends to approval today. Secretary Jarrett then asked for a motion to approve. Susan Foster made a motion and Russ Larson seconded the motion. With no opposition, the motion was carried.

This information will be sent to JJ Davis, Budget Director in the next week

Dawn Hill scheduled the next meeting for 20 January to start promptly at 9:00. This meeting will be held at Legislative Hall in the second floor Senate Hearing Room.

**Adjournment:**

With no further business to be conducted, Secretary Jarrett adjourned the meeting at 11:08 am

:dlh