

State Of Delaware
Technology Investment Council Meeting Minutes
11 April 2003

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

JJ Davis and Mike Biagini from the Budget office were present as well as Dwight Henderson from Governor Minner's office.

Call to Order:

Mark Headd called the meeting to order at 9:01 am

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.

Old Business:

With the review of the meeting minutes from January, Mark Headd asked for a motion to approve the minutes as written. Russ Larson made a motion and Justin Kershaw seconded the motion. With no opposition, the motion was carried.

New Business:

JJ Davis, Budget Director, presented the committee with the Budget process overview.

Questions/Comments:

- Ø **Jack Markell** - What is your vision as it relates to IT? **BILL, I NEED YOUR HELP ON THIS ONE....**
- Ø **Justin Kershaw** – How many state employees are on the payroll?
Russ Larson - 36,000
- Ø **Tom Jarrett** – The TIC supports the Budget Director 100%
- Ø **Russ Larson** - We should again review on-going projects
- Ø **Tom Jarrett** - Thanked JJ for her presentation and also noted that he is still trying to understand the Budget process, however, this presentation has been informative.

Secretary Jarrett briefed the committee on the transitions as it relates to DTI/OIS. To date, DTI has 148 employees on board.

Elayne Starkey presented the committee on the Business Case Methodology.

Questions/Comments:

- Ø **Justin Kershaw** - BO should provide metrics to the TIC such as total IT spending, total number of employees and total number of citizens. WL Gore has a goal of \$5,000 per employee. He also stated that he would like to see a high-level list of projects and costs that make up the majority of the total state IT spend. Section II Que 7 (mandates) is a key question and will be a deciding factor in determining priorities.
- Ø **Kris Younger** - This form really "markets" the project and should make all submissions available to everyone via website. Then TIC then determines whether a agency can "pull this off" with money and resources they've requested. This also needs a process to understand where the failure points & vulnerabilities may be and include a companion FAQ document. Additional questions and comments are listed below:
 - * Work up a business case for the business case methodology?
 - * Add question about amount of customization required.
 - *Include a section on project management and executive sponsorship.

Ø **Jack Markell** - TIC vets the technical issues; BO ultimately decides which projects match up to Governor's priorities. Additional questions and comments are listed below:

*How do we determine whether the answers provided are truthful?
DTI, spearheaded by the BISIs, must do this homework prior to the presentation to TIC.

* TIC's job is to make sure flawed expensive projects do not happen

Ø **Russ Larson** - Agencies must clearly articulate out-year costs, including licensing and whether there is an expectation for DTI to fund.

Ø **All** - Provide samples of completed forms to the agencies;
suggested DTI test current projects such as Windows 2000, PHRST upgrade, COTS, move of DE Portal. Also suggested historical projects such as 800 MHz and the original PHRST!

Ø **Mark Headd** – Questions on this one will better inform agencies.

Ø **Dennis Jones** – Would like to obtain this presentation.

Tom Jarrett – This presentation will be posted on the TIC website.

Ø **Jack Markell** – Elayne, have you filled this form out?

Tom Jarrett – Yes, we will be doing this.

Ø **Justin Kershaw** – Does the state track actual revenues and forecasted revenues?

JJ Davis – Yes, we do this through DEFAC

Ø **Kris Younger** – Will this be presented to agencies on paper or on the web?

Elayne Starkey – This is all web-based.

Ø **Jack Markell** – At the end of the day, we can't spend a lot of time on projects, the Governor and General Assembly should decided based on her agenda.

Ø **Kris Younger** – Pulling in all factors, how will we know if we are on track?

Justin Kershaw – timelines, scope and talking to people should answer that one.

Tom Jarrett – Ware going to establish an internal TIC to begin to review these projects prior to the information coming to the TIC. We are not going to walk in with 1000 projects.

Lynn Hersey – Miller – Issues have been worked into this.

Ø **Russ Larson** – From a budget perspective, will all on going costs be incorporated into this?

Tom Jarrett – We will drill down so there are no surprises.

Ø **Jack Markell** – This is where DTI talking to agencies is very important.

Ø **Tom Jarrett** – DTI will take one project and run it thru the process; we will then bring the results to the committee.

With the review of the Business Case Methodology, Tom Jarrett asked for a motion to approve the moving forward with this process. Jack Markell made a motion and Russ Larson seconded the motion. With no opposition, the motion was carried.

Mark Headd – The TIC website is being reconfigured; we are keeping it fresh and much easier to use.

Dawn Hill scheduled the next meeting for 19 May to be held at Buena Vista. Directions will be provided when the meeting confirmation.

Adjournment:

With no further business to be conducted, Secretary Jarrett adjourned the meeting at 11:03 am.

:dlh