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**To:** Information Technology Board  
**From:** Chris Pofahl, Director of IT  
**Date:** July 27, 2021

## **Re: Ranking 2022 IT Community Investment Plan (CIP) Requests**

Each year, CIP requests related to IT come before the ITB for ranking and prioritizing. The ranking process is to help the City Administrator, Finance Committee, and Common Council in making informed decisions as they set the 2022 CIP budget.

This year there are some IT related CIP requests that have a set replacement schedule that have been removed from the ranking process, but will be discussed as a matter of report.

### CIP Ranking Process

The ITB will use the same 0-10 scoring system as in 2021.

The ranking model is arranged in 3 columns:

**Criteria:** Asks important questions for the scorer

**Score** The scoring scale will be from 0 to 10.

**Total Score:** This is the sum of the scores of each of the criteria.

Below are the Criteria and a brief definition:

- **Required Service/Product:** The extent to which the project is required for compliance, or regulatory mandates? Do other services or products depend on this? Does it impact core/foundational services?
- **Strategic Alignment:** How does the project align with the strategic goals of the Department, and with the goals of the City.
- **Importance to Risk Mitigation:** Would City be exposed to a risk if project is not approved, or does the project mitigate a risk? The higher the risk, the higher the score.
- **Leverage Potential:** Service/product can be leveraged by other departments.
- **System Rationalization:** The impact of the project on resources (department staff, IT staff) that will be needed to support the system.
- **Customer Base:** What users will be impacted? The larger the base, the higher the ranking
- **Increase Effectiveness:** Projects that are designed to meet this goal receive high rankings.
- **Process Improvement:** Has the process that the system handles been evaluated? There should be a good balance of finding technology to fit the process and changing the process to fit technology.

CP

