



Director of IT
201 DELAFIELD STREET
WAUKESHA, WISCONSIN 53188-3633

Chris Pofahl
cpofahl@waukesha-wi.gov

To: Information Technology Board
From: Chris Pofahl, Director of IT
Date: 7/6/2018

Re: Ranking 2019 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 2019 budget. At the March 7th meeting, changes were made to the ranking procedure that the ITB will use,

CIP Ranking Process

This year the ranking process is slightly different from years past. There are eight criteria that are used to rank projects.

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.

Calculated Priority: This is the sum of the total scores.

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.

Below is a sample of what the ranking sheet will look like:

2018 Ranking Sheet

Project	Project: UPS Replacements]			
Criteria	Weight (0-5)	Score (-5 to +5)	Total Score	Calualted Priority
Required Service/Product	3	5	15	47
Strategic Alignment	2	2	4	
Importance to Risk Mitigation	3	5	15	
Leverage Potential	1	3	3	
Staff or System Reduction	1	0	0	
Customer Base	2	3	6	
Increase Effectiveness	2	1	2	
Process Improvement	2	1	2	

Revised 2019 Ranking Sheet

Project Name:	Project: UPS Replacements]	
Criteria	Score (0-10)	Total Score
Required Service/Product	7	25
Strategic Alignment	2	
Importance to Risk Mitigation	8	
Leverage Potential	1	
System Rationalization	1	
Customer Base	2	
Increase Effectiveness	2	
Process Improvement	2	

