

IT CIP Request Ranking Criteria

The ranking model is arranged in five columns:

Criteria: Asks important questions for the scorer

Weight: This field is the multiplier for the scoring row. A weight from 0-5 can be entered into this field.

Scoring: The scoring ranges will be from -5 to +5.

Total Score: The total score is equal to the Weight x Score.

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

Criteria

There are eight criteria that must be answered. If you are unable to find the answers in the documentation provided by the requester, then you should ask specific questions regarding that 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.

Staff or System Reduction: The impact of the project on resources that will be needed to support it. Projects that expand systems or consume additional resources get a negative score, staff or system reduction get a positive score

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.