Information Technology Capital Investment Program
Project Close Out Report

To: Information Technology Strategy and Investment Committee
John Vittner, Office of Policy and Management

From: Carol Wilson

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Agency: Department of Administrative Services
Project: IT Business Analyst for E-Sourcing Solution Requirements

Project Start Date: 11/22/2017

Project End Date: 2/1/2018

Project Manager: Carol Wilson

Total Funds Requested: $65,000

Total Funds Allotted to Agency: $65,000

Accumulative Total Capital Fund Expenditures to Date: $27,716

Brief Project Description/Summary:
Hired a business analyst to document our business requirements for e-sourcing technology

List Project Goals and Deliverables Completed:
(Please provide a brief summary of the goals and deliverables that were implemented. Please reference the IT Capital Investment Brief for the initial goals of the projects.)
The business analyst completed the task of documenting our requirements and current and future state/worflow for inclusion in RFP.

Project Replication Opportunities:
(Are there opportunities to repeat or leverage the project solution by other state agencies? Please provide a brief explanation.)
n/a

Key Lessons Learned:
(Provide any lessons learned or experienced during this project that may be helpful to other agencies starting a similar project.)

The business analyst was excellent. She had the right skills to help us get this done quickly and effectively. I highly recommend others do the same prior to documenting requirements. It saved an immense amount of staff time at a low cost.