

## Instructions for Completing DPB Form TR-1 Technology Project Profile

The DPB Form TR-1 must be prepared in addition to the Decision Package Narrative Justification (Form NJ) for each information technology proposal (regardless of cost and regardless of whether submission is a new initiative or supplement to an existing system), your agency must submit both forms concurrently to DPB by October 31, 2007.

Each major IT project requires a TR-1 form and a corresponding NJ form. If you have already provided a Project Proposal Document to VITA's PMD Division for this request, you only need to fill out the Section A of this form and answer the first question in Section B, as the Project Proposal Document will be made available to DPB by way of VITA. If not, please fill out the rest of this form in its entirety.

If you are submitting a budget decision package for a project baseline change to an existing active project that requires additional funding, please file a proposed change request package with PMD and reference this package in your TR-1 form. You only need to fill out the Section A of this form and answer the first question in Section B.

This form is used to describe the general scope of work and cost estimates for technology projects. This project should have been included in your agency's IT Strategic Plan submitted to the Virginia Information Technologies Agency (VITA). If it was not included, you must explain on the DPB Form TR-1 in Section B, Item 1.

Direct any questions regarding the requirements for these submissions to Constance Scott at the Virginia Information Technologies Agency, (804) 416-6179 or e-mail address: [constance.scott@vita.virginia.gov](mailto:constance.scott@vita.virginia.gov).

If you do not have the in-house expertise to complete this form (especially Section B, Items 3 and 4), please contact VITA at the telephone number above for assistance.

### ***A. General Information***

**Item #1. Agency Name.** Enter your agency's name.

**Item #2. Agency Code.** Enter the three-digit code for your agency.

**Item #3. Project Title.** Enter the technology project title.

**Item #4. Building Name(s).** Enter the name of the building(s) in which the technology project is proposed.

### ***B. Technology Project Information***

**Item #1.** Description of the technology component of the request. Enter a brief description of the proposed scope of work for the technology component of the project.

**Item #2.** Enterprise Architecture function(s) affected: Identify your agency's Enterprise Architecture functions that would be impacted if the request were funded.

**Item #3.** Total technology cost estimate. Indicate the technology-related cost of this project, along with the incidental costs of materials, labor, engineering and design, etc. Other costs can include such things as the services relating to the analysis, design, placement, training, and monitoring of such equipment or systems.

**Item #4.** Explain how the technology cost estimate was developed. Explain methodology used to develop the technology cost estimate and source(s) of costing information.

**Item #5.** Explain if not in IT strategic plan. If the proposed project was not included in your agency's IT Strategic Plan that was submitted to VITA, please explain why the project was not included, and why it is now needed and impact if not approved.

The following Form TR-1 is provided as information only as part of the instructions. You must download the Form TR-1 without the attached instructions from the DPB web site for submittal and should be submitted to [constance.scott@vita.virginia.gov](mailto:constance.scott@vita.virginia.gov) and to your assigned budget analyst. Submittals should be named using the following naming convention: your agency's three-digit code, followed by "TR-1," followed by the decision package number.