



Department of Administration
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Brainstorming: Plain Language Description of HB 10 Projects

In response to the request for enhancing the comprehensibility of project descriptions for the Section F Subcommittee legislators, this document is intended to be used to facilitate a discussion on how best to articulate the complexities of these projects in a manner that is both accessible and informative to individuals and not deeply entrenched in the technical aspects of the initiatives.

The following items are a compilation of key elements that could be incorporated into project descriptions and their respective status reports. This list is intended to serve as a foundation for discussion, enabling us to collectively identify the most critical components and any additional information necessary to enhance the clarity and effectiveness of project descriptions. After pinpointing these essential requirements, our next step will be to develop a standardized template, which will be utilized in forthcoming committee meetings and future HB 10 requests. Please review the following items and prepare for a discussion to refine and finalize the content for our project descriptions.

1. Project Overview

- **Agency:** Agency responsible for completing the project
- **Status:** Status indicator
- **Objective:** Description of what the project is expected to achieve or accomplish.
- **Duration:** The start and end dates of the project, including phases, stages, or iterations.
- **Budget:** The budgeted amount.
- **Change Requests:** What changes have been introduced and approved? How is the project impacted by these changes?

2. System Description and User Population

- **System Overview:** A user-friendly system where the public may easily submit a public information request.
- **Target Population:** Identify who will use the system and how large this group is (estimated number of impacted).
- **Benefits for Users:** Explain the direct benefits this population will receive, such as ease of use, time savings, or improved access to services.



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3. Business Impact

- **Alignment with Business Goals:** How the project supports broader organizational objectives.
- **Key Benefits:** Outline the main organizational benefits in a quantifiable manner (e.g., cost savings, efficiency improvements).
- **Success Measures:** Explain what information you will use to determine the project has successfully achieved the expected outcomes.

4. Technical Summary (Simplified)

- **Technology Involved:** List the technologies and explain their purpose in simple terms, so that we know if we are using the technology appropriately and effectively.
- **Implementation Approach:** Describe the project approach in a way that someone who is not involved with the project will understand how the team plans to complete the work.

5. Risks and Mitigation Strategies

- **Identified Risks:** List potential risks in a way that relates to business impacts (e.g., schedule delays, cost overruns, scope change).
- **Mitigation Plans:** Provide a brief overview of strategies to address these risks.

6. Progress and Milestones

- **Current Status:** Use simple terms to describe the project's progress.
- **Key Milestones:** List major milestones, their significance, and their expected completion dates.
- **Key Deliverables:** List major deliverables, their significance, and their expected completion dates.

7. Budget Overview

- **Budget Status:** Current expenditure vs. total budget in an easy-to-understand format.
- **Cost-Benefit Analysis:** A brief summary highlighting the financial justification for the project.

8. Team and Stakeholders

- **Team Composition:** List key team members and their roles in non-technical terms.
- **Stakeholder Involvement:** Describe how different stakeholders are involved or impacted.



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9. Challenges and Solutions

- **Encountered Challenges:** Describe significant challenges faced and how they were or will be addressed.
- **Assistance Required:** Any help needed from leadership or other departments.

10. Next Steps

- **Immediate Actions:** Outline the next steps in the project timeline.
- **Long-Term Plans:** Briefly describe the vision post-completion of the project.

11. Feedback and Queries

- **Request for Feedback:** Encourage leaders to provide feedback or raise concerns.
- **Contact Information:** Provide details for further inquiries or discussions.