|  |  |
| --- | --- |
| **Agency name:** |       |
| **Name of submitter (First, Last)** |             |
| **Email address:** |      @     .virginia.gov |
|  |
| **Required approvals** |
| **Any procurement governance requests (PGRs) for a finance or human resource (HR) application that includes functionality that cannot be addressed by Cardinal will require additional information and approvals before Commonwealth chief information officer (CIO) approval. Agencies will need to complete the following:** * **Complete the business justification template**
* **Submit the request summary to Ned O’Neill for review and approval**
 |
| **Name** | **Title** | **Date submitted** | **Date of approval** |
| Ned O’Neill | Cardinal Project Director |       |       |
| * **Then, obtain approvals via email from the following:**
 |
| Scott Adams | State Comptroller |       |       |
| Janet Lawson | Director of Human Resources |       |       |
| * **Once all approvals are obtained, upload all four (three approval emails and request summary) documents to the Commonwealth Technology Portfolio (CTP).**
 |
|  |
| **Business justification** |
| **Overview of current system** – Describe your agency’s current system and how it compares to Cardinal today. State any needed functionality that exceeds what is available in Cardinal. |
| Answer (unlimited text box) |
| **Purpose and need for system modernization** – In paragraph form, describe the issues your agency is having with the current system. Include a discussion brief of the following:* Does the system meet security requirements?
* Do you have multifactor authentication (MFA) and single sign-on? Does the system integrate with Okta?
* Who has control of the source code? Is staff readily available for updates?
* Does the system availability meet your agency needs?
* Does the system meet the Cardinal requirement to have interface files sent by 6:30 p.m. each evening for processing?
* Does it meet all your business functional requirements?
 |
| Answer (unlimited text box) |
| **Planned solution and status** – In paragraph form, describe the proposed solution. Include a discussion brief of the following:* Software
* Start date
* Procurement method
* Have you done project analysis, business process definition, requirements gathering and fit gap analysis?
* Software integrator
* Project cost and funding source
* How the new system functionality exceeds Cardinal?
 |
| Answer (unlimited text box) |
| **Conclusion** – Summarize your request in paragraph form* Include the need for a new system and state the risks of the current system
* Will a new DOA statewide system meet your agency requirements?
* Have you planned this replacement and has a business requirement for technology (BRT) been entered into CTP?
 |
| Answer (unlimited text box) |