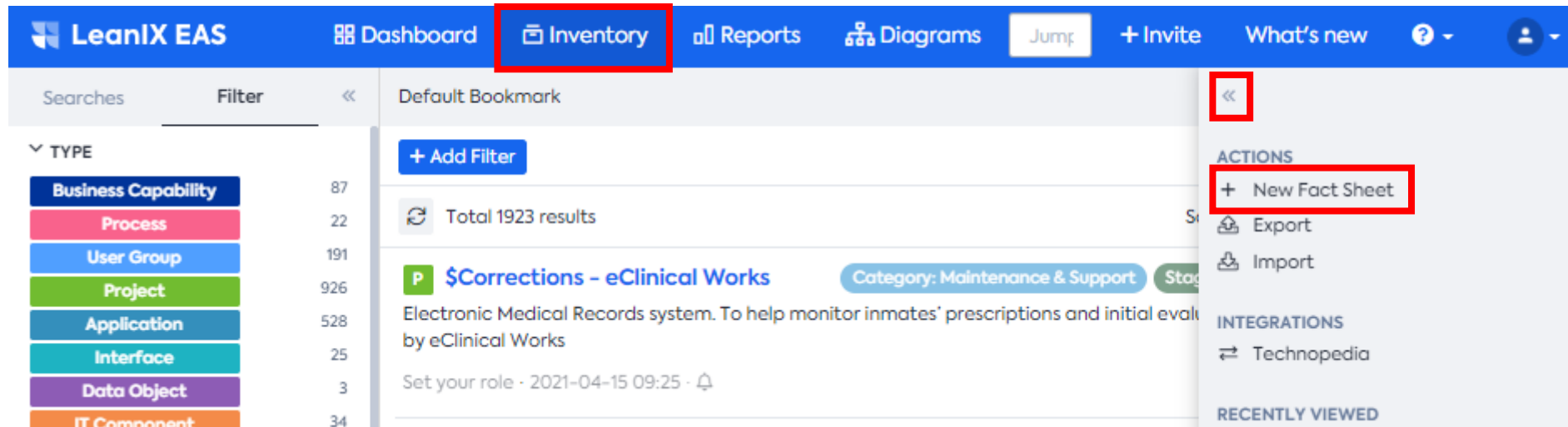


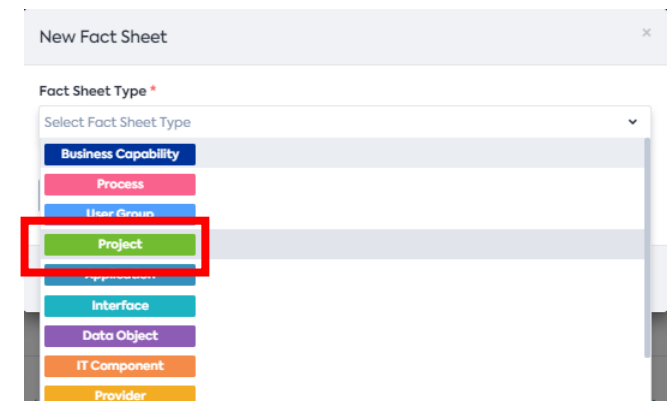
LeanIX to 205 Crosswalk

# Create a project factsheet in LeanIX



Go to <https://hawaii.leanix.net/stateofhawaiiproduction>

In Inventory tab, hover over the arrows on the right of the page to expand the action pane. Click on New Fact Sheet. In the New Fact Sheet window, select Project as the Fact Sheet Type. Then enter the project name.



# Name and Description

## LeanIX Factsheet

## ETS-205 Part A

### Test PC Replacement

Check needed Set your role +

Project Edit tags

To replace PC's out of warranty with laptops to better enable ... [Show more](#)

Fact Sheet Subscriptions Comments Resources Metrics Surveys Last Update (about 23 hours ago)

#### Project Summary

Name & Description

**Name**

Test PC Replacement **Public Name of Project**

The name is used to identify this Fact Sheet in the Inventory, Reporting and Search.

**Alias**

(Optional) Internal Name

Use this field for an alternative name, which is also used in full-text search.

**External ID**

Please enter an external ID...

Store your External ID here which uniquely identifies this Fact Sheet.

**Description**

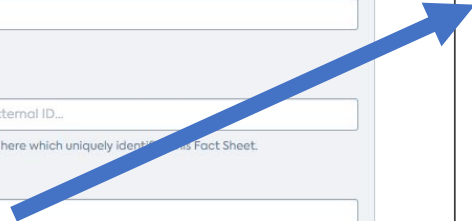
To replace PC's out of warranty with laptops to better enable flexibility for telework.

**This will replace Section 13 from the 205.**

Please provide a meaningful description to enable other users to understand the main purpose.

Cancel Save & Next Save

County laws, regulations, and/or statutes. Check Yes or No. If Yes, Explain below		HANDLING	
<input type="checkbox"/> YES		TAX	4,600.00
<input checked="" type="checkbox"/> NO		GRAND TOTAL	119,600.00
13. EXPLAIN HOW THE HARDWARE/SOFTWARE WILL BE USED. INCLUDE A BRIEF DESCRIPTION OF THE SYSTEM. IF ACQUISITION IS A REPLACEMENT OR EXPANSION TO EXISTING HARDWARE/SOFTWARE, EXPLAIN WHY. FOR REQUESTS OVER \$100K, FILL OUT ALL APPLICABLE FIELDS OF THE ETS-205C		14. TAX RATE USED	0.04
To replace PC's out of warranty with laptops to better enable flexibility for telework.			



# Budget Costs

## LeanIX Factsheet

## ETS-205 Part A

Budget Costs

Item 1 Description  
  
Description of a budgeted item

Item 1 Cost  
\$   
Cost estimate for the budgeted item

Item 2 Description  
  
Description of a budgeted item


Item 2 Cost  
\$   
Cost estimate for the budgeted item

Item 3 Description  
  
Description of a budgeted item

Item 3 Cost  
\$   
Cost estimate for the budgeted item

Item 4 Description  
  
Description of a budgeted item

Item 4 Cost  
\$   
Cost estimate for the budgeted item



9. ITEMS TO BE ACQUIRED (A LIST MAY BE ATTACHED IF THERE IS NOT ENOUGH SPACE)							
	MOF	MANUFACTURER	MODEL	DESCRIPTION	QTY	UNIT COST	TOTAL COST/ITEM
1		Dell		Dell Latitude 1234 Laptop	50	2,000.00	100,000.00
2		Dell		Dell 27" Monitor P1234	50	300.00	15,000.00

LeanIX Budget Costs will replace the description and cost in Section 9 of the ETS-205

# Budget Costs

## LeanIX Factsheet

## ETS-205 Part A

**Item 10 Description**

Description of a budgeted item

**Total Cost (Budget) \***

Budget values will be taken as default ETC if no status update is maintained.

**Budget / Costs Description**

**Additional Annual Maintenance Cost**

Estimated subsequent annual maintenance (excluded from the Total Cost)

**Item 10 Cost**

\$

Cost estimate for the budgeted item

10.	ANNUAL MAINTENANCE COST						SUBTOTAL	115,000.00
11.	FUNDING SOURCE	X-21-123-X					SHIPPING & HANDLING	
12.	MANDATED BY LAW: Is the acquisition of the requested items required by any Federal, State, or County law, regulation, and/or statutes. Check Yes or No. If Yes, Explain below						TAX	4,600.00
	<input type="checkbox"/> YES						GRAND TOTAL	119,600.00
	<input checked="" type="checkbox"/> NO						14. TAX RATE USED	0.04
13.	EXPLAIN HOW THE HARDWARE/SOFTWARE WILL BE USED. INCLUDE A BRIEF DESCRIPTION OF THE SYSTEM. IF ACQUISITION IS A REPLACEMENT OR EXPANSION TO EXISTING HARDWARE/SOFTWARE, EXPLAIN WHY. FOR REQUESTS OVER \$100K, FILL OUT ALL APPLICABLE FIELDS OF THE ETS-205C							
	To replace PC's out of warranty with laptops to better enable flexibility for telework							

**LeanIX Total Cost** will replace the **Grand Total** in the ETS-205

# Budget Costs

## LeanIX Factsheet

## ETS-205 Part A


**Item 10 Description**  
Description of a budgeted item

**Item 10 Cost**  
Cost estimate for the budgeted item

**Total Cost (Budget) \***  
Budget values will be taken as default ETC if no status update is maintained.

**Budget / Costs Description**

**Additional Annual Maintenance Cost**  
Estimated subsequent annual maintenance (excluded from the Total Cost)



10. ANNUAL MAINTENANCE COST							SUBTOTAL	115,000.00	
11. FUNDING SOURCE							X-21-123-X		
12. MANDATED by LAW: Is the acquisition of the requested items required by any Federal, State, or County laws, regulations, and/or statutes. Check Yes or No. If Yes, Explain below							SHIPPING & HANDLING		
<input type="checkbox"/>	YES						TAX	4,600.00	
<input checked="" type="checkbox"/>	NO						GRAND TOTAL	119,600.00	
13. EXPLAIN HOW THE HARDWARE/SOFTWARE WILL BE USED. INCLUDE A BRIEF DESCRIPTION OF THE SYSTEM. IF ACQUISITION IS A REPLACEMENT OR EXPANSION TO EXISTING HARDWARE/SOFTWARE, EXPLAIN WHY. FOR REQUESTS OVER \$100K, FILL OUT ALL APPLICABLE FIELDS OF THE ETS- 205C							14. TAX RATE USED	0.04	
To replace PCs out of warranty with laptops to better enable flexibility for telework									

Annual Maintenance Cost

# Budget Information

## LeanIX Factsheet

## ETS-205 Part C

Budget Information

Funding % - General	Funding % - Federal	Funding % - Special	Funding % - CIP
<input type="text"/>	<input type="text"/>	100	<input type="text"/>
Funding % - Revolving	Funding % - Trust Fund	Fiscal Year	
<input type="text"/>	<input type="text"/>	2021	
Budgeted/Unbudgeted	Procurement Approach		
Budgeted <input type="text"/>	SPO Price List <input type="text"/>		
Dept. Request No.	Program ID/Org Code	Funding Source	
21-123 <input type="text"/>	HTH123/HQ <input type="text"/>	X-21-123-X <input type="text"/>	
<input type="button" value="Cancel"/> <input type="button" value="Save &amp; Next"/> <input type="button" value="Save"/>			

2. Cost Price Details	
A. Cost (Specify initial cost, include all costs broken down by type, e.g., hardware, software, infrastructure/telcom, consulting services, travel, other direct)	
B. Cost Comparison (e.g., list info from multiple vendor quotes, license count verification, support level, or other)	
C. If purchase not budgeted, explain what trade-offs were made to enable purchase. (e.g., delayed purchase of future projects, reduce scope request for a budgeted purchase, or other)	
D. Funding Mechanism (means of financing, i.e., General Funds, CIP, Special Funds, Federal Funds, etc. – and indicate %s for each)	Special Funds
E. Procurement Approach (e.g., SPO Price List XX-XX, RFP, IFB, GSA, etc.)	SPO Price List Contract No 12-34

Funding % should total 100%

# Budget Information

## LeanIX Factsheet

## ETS-205 Part C

Budget Information

Funding % - General	Funding % - Federal	Funding % - Special	Funding % - CIP
<input type="text"/>	<input type="text"/>	100	<input type="text"/>
Funding % - Revolving	Funding % - Trust Fund	Fiscal Year	
<input type="text"/>	<input type="text"/>	2021	
Budgeted/Unbudgeted	Procurement Approach		
Budgeted <input type="text"/>	SPO Price List <input type="text"/>		
Dept. Request No.	Program ID/Org Code	Funding Source	
21-123	HTH123/HQ	X-21-123-X	
<input type="button" value="Cancel"/> <input type="button" value="Save &amp; Next"/> <input type="button" value="Save"/>			

2. Cost Price Details	
A. Cost (Specify initial cost, include all costs broken down by type, e.g., hardware, software, infrastructure/telcom, consulting services, travel, other direct)	
B. Cost Comparison (e.g., list info from multiple vendor quotes, license count verification, support level, or other)	
C. If purchase not budgeted, explain what trade-offs were made to enable purchase. (e.g., delayed purchase of future projects, reduce scope request for a budgeted purchase, or other)	
D. Funding Mechanism (means of financing, i.e., General Funds, CIP, Special Funds, Federal Funds, etc. – and indicate %s for each)	Special Funds
E. Procurement Approach (e.g., SPO Price List XX-XX, RFP, IFB, GSA, etc.)	SPO Price List Contract No 12-34

Procurement Approach will replace Section 2E of the ETS-205 Part C




# Budget Information

## LeanIX Factsheet

## ETS-205 Part A

Budget Information

Funding % - General	Funding % - Federal	Funding % - Special	Funding % - CIP
<input type="text"/>	<input type="text"/>	100	<input type="text"/>
Funding % - Revolving	Funding % - Trust Fund	Fiscal Year	
<input type="text"/>	<input type="text"/>	2021	
Budgeted/Unbudgeted	Procurement Approach		
Budgeted <input type="text"/>	SPO P&C <input type="text"/>		
Dept. Request No.	Program ID/Org Code	Funding Source	
21-123	HTH123/HQ	X-21-123-X	
<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Save"/>			

		OFFICE OF ENTERPRISE TECHNOLOGY SERVICES			
<b>COMPUTER HARDWARE, SOFTWARE, OR SERVICES REQUEST</b>					
1. REQUEST CLASS			<input checked="" type="checkbox"/> Budgeted		<input type="checkbox"/> Unbudgeted
2. DEPT. REQUEST NO.			21-123		
3. DEPARTMENT/DIVISION BRANCH			4. PROG ID/ORG. CODE		
DCCA/ISCO/Various			HTH123/HQ		
5. REQUESTOR'S NAME		6. PHONE	7. REQUEST DATE	8. TYPE OF ACQUISITION (CHECK ALL APPLICABLE)	
John Doe		808-123-1234	1-Jun-21	<input checked="" type="checkbox"/> HARDWARE <input type="checkbox"/> SOFTWARE <input type="checkbox"/> SERVICES	
9. ITEMS TO BE ACQUIRED (A LIST MAY BE ATTACHED IF THERE IS NOT ENOUGH SPACE)					
ITEM	MANUFACTURER	DESCRIPTION	QTY	UNIT COST	TOTAL COST/ITEM
1	Dell	Dell Latitude 1234 Laptop	50	2,000.00	100,000.00
2	Dell	Dell 27" Monitor P1234	50	300.00	15,000.00
10. ANNUAL MAINTENANCE COST					
11. FUNDING SOURCE				SUBTOTAL	
X-21-123-X				115,000.00	

# Requester

## LeanIX Factsheet

## ETS-205 Part A

Requesting Office: 21-123

Requestor


Requestor's Name

John Doe

Save & Next Save

Approvers

Approver 1 Name: Jim Division

		OFFICE OF ENTERPRISE TECHNOLOGY SERVICES					
<b>COMPUTER HARDWARE, SOFTWARE, OR SERVICES REQUEST</b>							
1. REQUEST CLASS		<input checked="" type="checkbox"/> Budgeted <input type="checkbox"/> Unbudgeted	2. DEPT. REQUEST NO. 21-123				
3. DEPARTMENT/DIVISION/BRANCH DCCA/ISCO/Various		4. PROG ID/ORG. CODE HTH123/HQ					
5. REQUESTOR'S NAME John Doe	6. TELEPHONE 808-123-4567	7. REQUEST DATE 1-Jun-21	8. TYPE OF ACQUISITION (CHECK ALL APPLICABLE) <input checked="" type="checkbox"/> HARDWARE <input type="checkbox"/> SOFTWARE <input type="checkbox"/> SERVICES				
9. ITEMS TO BE ACQUIRED (A LIST MAY BE ATTACHED IF THERE IS NOT ENOUGH SPACE)							
	MOF	MANUFACTURER	MODEL	DESCRIPTION	QTY	UNIT COST	TOTAL COST/ITEM
1		Dell		Dell Latitude 1234 Laptop	50	2,000.00	100,000.00

# Approvers

## LeanIX Factsheet

## ETS-205 Part B

Approvers

Approver 1 Name

Approver 2 Name

Approver 3 Name

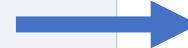
Approver 4 Name

Approver 5 Name

Approver 6 Name

Approver 7 Name

[Cancel](#) [Save & Next](#) [Save](#)



19. DIVISION OR AGENCY HEAD, OR DESIGNEE			
<input checked="" type="checkbox"/>	APPROVED	x Jim Division	5/29/2021
<input type="checkbox"/>	DISAPPROVED	<small>x Jim Division</small> <small>Print Sign</small>	<small>Date</small>
20. DEPARTMENT IT COORDINATOR, OR DESIGNEE			
<input checked="" type="checkbox"/>	APPROVED	x Jane Smith	5/30/2021
<input type="checkbox"/>	DISAPPROVED	<small>x Jane Smith</small> <small>Print Sign</small>	<small>Date</small>
21. DEPARTMENT HEAD, OR DESIGNEE			
<input checked="" type="checkbox"/>	APPROVED	x John Show	5/31/2021
<input type="checkbox"/>	DISAPPROVED	<small>x John Show</small> <small>Print Sign</small>	<small>Date</small>
22. CHIEF INFORMATION OFFICER, OR DESIGNEE			
<input type="checkbox"/>	APPROVED		/ /
<input type="checkbox"/>	DISAPPROVED	<small>x</small> <small>Print Sign</small>	<small>Date</small>
ETS-205 Part-B (Rev 07/01/2018)			

The PDF produced by printing out the first two pages of the LeanIX Fact Sheet will include signature spaces for approvers. Please let your ITG representative know if you need more than the 7 approver fields in LeanIX.

# ETS Approvers

## LeanIX Factsheet

## ETS-205 Part B

ETS Approvals

IT Analyst:

Kelli Wang

IT Governance  
Officer:

Todd Omura

CIO:

Douglas Murdock



22. CHIEF INFORMATION OFFICER, OR DESIGNEE			
<input checked="" type="checkbox"/>	APPROVED	<i>x Douglas Murdock</i>	<i>6 / 1 / 2021</i>
<input type="checkbox"/>	DISAPPROVED	<small>Print</small>	<small>Sign</small>
<small>ETS-205 Part-B (Rev 07/01/2018)</small>			

Please fill in the ETS approvers:

- IT Analyst – List the IT Analyst assigned to your department. If you need confirmation on who your department's assigned analyst is, please email [ets.itg@hawaii.gov](mailto:ets.itg@hawaii.gov)
- IT Governance Officer – Todd Omura
- CIO – Douglas Murdock

# Benefit

## LeanIX Factsheet

## ETS-205 Part C

Benefit

**Benefit Description**

Overall description

**Cost Reduction %**

30

Enter the % cost reduction expected as a result of this project

**Process Simplification**

1 - Some Improvement

Enter the degree this project is expected to simplify the overall process

**Usability**

Please select

Enter the degree this project is expected to improve the ease of use

**Business Intelligence**



5. Discussion of Benefits (return on investment) to the State, including:	
<b>A. Return on Investment (ROI)</b> (ROI should be described and quantified where feasible, either hard or soft savings, e.g., cost reduction, cost avoidance, productivity increase, or revenue increase)	30% cost reduction
<b>B. Risk Reduction</b> (How does outcome of this request reduce risk in terms of compliance, business continuance, single point of failure, etc.?)	
<b>C. Efficiency Gains</b> (e.g. network throughput increase, increase in business process speed, automation of a process, or other)	
<b>D. Infrastructure Consolidation, Standardization, or Shared Service Opportunities</b> (e.g., purchase will allow us to consolidate multiple sites, standardization across the environment, ability to share network infrastructure with various agencies, or other)	

Select the degree of improvement (either as a percentage or an option in the drop down) that the project will have for each benefit. If there is no improvement, leave the field blank.

# Test PC Replacement

Project

[Edit tags](#)

To replace PC's out of warranty with laptops to better enable ... [Show more](#)

[Fact Sheet](#) [Subscriptions](#) [Comments](#) [Resources](#) [Metrics](#) [Surveys](#) [Last Update \(about 5 hours ago\)](#)

## ▼ Project Summary

Name & Description	Name: Description:	Test PC Replacement To replace PC's out of warranty with la
Budget Costs	Item 1 Description: Item 1 OpEx cost: Item 2 Description: Item 2 OpEx cost:  OpEx (Budget):	Dell Latitude 1234 Laptop \$ 100,000.00 Dell 27" Monitor P1234 \$ 15,000.00  \$ 119,600.00
Budget Information	Funding % - Special: Fiscal Year: Budgeted/Unbudgeted: Procurement Approach: Dept. Request No.: Program ID/Org Code: Funding Source:	100 2021 Budgeted SPO Price List 21-123 HTH123/HQ X-21-123-X
Requestor	John Doe	
Approvers	Approver 1 Name: Approver 2 Name: Approver 3 Name:	Jim Division Jane Smith John Show

Project title and description

Budget cost for project

Funding information for project

Project requestor

Signature spaces for approvers

# P Test PC Replacement

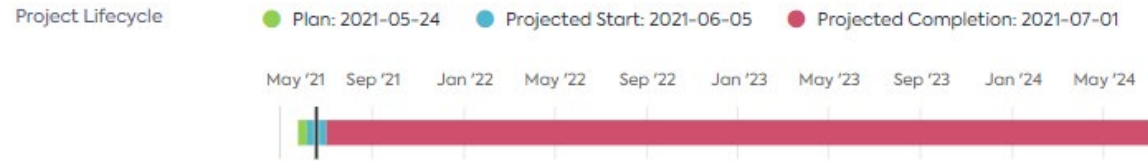
Check needed ▾ Set your role ▾

Fact Sheet Subscriptions Comments Resources Metrics Surveys Last Update (about 24 hours ago)

ETS Approvals  
IT Analyst: Kelli Wang  
IT Governance Officer: Todd Omura  
CIO: Douglas Murdock

Business Value & Risk  
Business Value: Large benefit  
Project Risk: Low risk

## Project Environment



Affected User Groups (1)  
Which User Groups are affected?  
U Commerce & Consumer Affairs (Dept) / ISCO

Affected Applications  
Which Applications are affected?

Affected Business Capabilities (1)  
Which Business Capabilities are affected?  
B Government Wide Support / Information Technology / Infrastructure

Relation valid for: No related Providers  
Relation valid for: All User Group

Signature space for CIO and ETS approvals

Business value and risk

Project dates

User group responsible for the project

Business capabilities

# Signing Process - LeanIX

LeanIX EAS

Jump to a Fact Sheet

What's new

## Test PC Replacement

Check needed Set your role

Project Edit tags

To replace PC's out of warranty with laptops to better enable ... [Show more](#)

Fact Sheet Subscriptions Comments Resources Metrics Surveys Last Update (less than a minute ago)

### Project Summary

Name & Description

Name: Test PC Replacement

Description: To replace PC's out of warranty with laptops to better enable flexibility for telework.

Set your role

Print

Delete

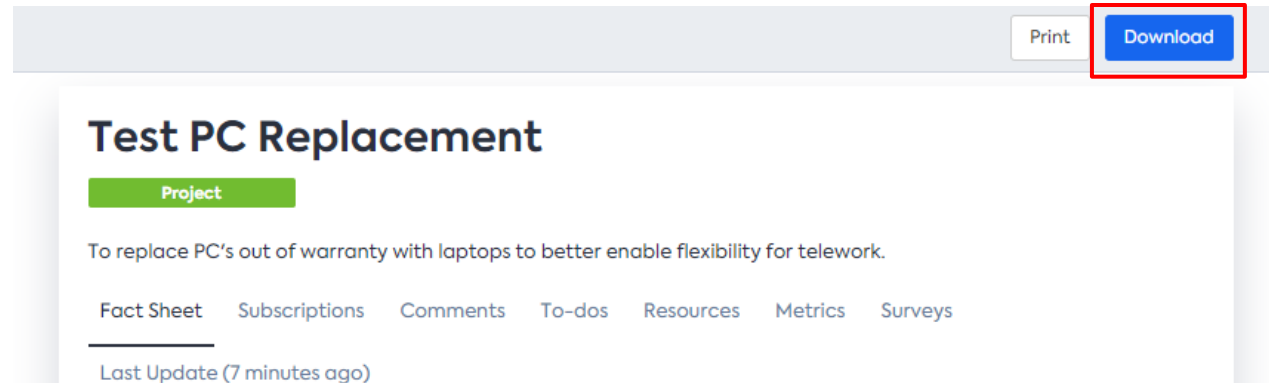
Clone

+ New Fact Sheet

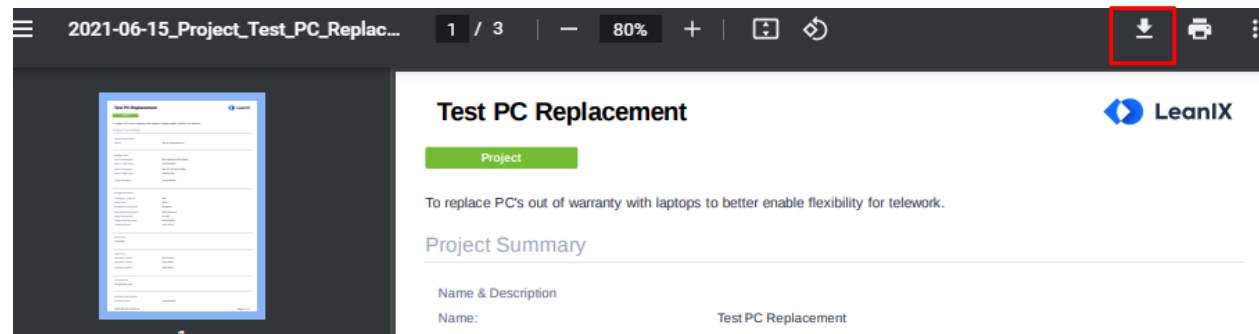
Configuration



# Signing Process cont. - LeanIX



Click the download button



A new window will pop up. Click the down arrow button and select a location to download the document.

# Signing Process cont. - eSign

The screenshot displays an eSign document interface. At the top, there are field templates and a dropdown menu set to 'Signature 5'. The main form contains the following sections:

- Procurement Approach:** SPO Price List
- Dept. Request No.:** 21-123
- Program ID/Org Code:** HTH123/HQ
- Funding Source:** X-21-123-X
- Requestor:** John Doe
- Approvers:**
  - Approver 1 Name: Jim Division
  - Approver 2 Name: Jane Smith
  - Approver 3 Name: John Show
- ETS Approvals:**
  - Technical Analyst: Kelli Wang
  - IT Governance Officer: Todd Omura
  - CIO: Douglas Murdock

A red box highlights the signature and date fields for the three approvers. The right sidebar shows the document configuration, including a list of recipients (Douglas Murdock) and various field categories like Signature Fields, Signer Info Fields, and Data Fields.

Upload the document to eSign and add the appropriate signature, initials, and date fields to the approvers. Submit the signed document to [ets.itg@hawaii.gov](mailto:ets.itg@hawaii.gov)

(Note: IT Spend Requests submitted by Monday EOB will be reviewed in the Spend Request meeting that Wednesday, anything submitted after Monday EOB will be reviewed in the following week's Spend Request meeting)