Project Advisory Council (PAC) Guidelines

Any spend request that exceeds one million dollars is required by AD-18-03 to be reviewed and approved by the Project Advisory Council (PAC). Please review the guidelines below to ensure a smooth process. This guidance should be used in addition to the LeanIX Project Roadmap Requirements, the Detailed Spend Request Walkthrough guidance, and the IT Spend Request Checklist. Please check the IT Project Readiness Matrix to confirm this is the most up-to-date version.

Overview:

❑ The Project Advisory Council is composed of the:
- ETS CIO
- DHRD Director
- B&F Director
- DAGS Comptroller

3 of 4 members or delegates are required for quorum

❑ PAC Meetings are scheduled to take place on the third Friday of every month.
- Note that dates may change based on the council's availability. Please confirm the date and time of the next upcoming PAC meeting with ETS ITG (Enterprise Technology Services IT Governance).

Pre-requisites:

❑ Completed LeanIX Roadmap at least <u>two weeks</u> prior to the PAC meeting.
- Ensure that all the necessary information regarding the spend request is appropriately logged in LeanIX. Please refer to the LeanIX Project Roadmap Requirements, the Detailed Spend Request Walkthrough guidance, and the IT Spend Request Checklist for more details.

❑ A fully executed copy of the spend request with all appropriate signatures sent to ETS.ITG@hawaii.gov at least <u>one week</u> prior to the PAC meeting.
- Please cc the ITG analyst assigned to your department on the email.

❑ Completed presentation slideshow sent at least <u>one week</u> prior to the PAC meeting
- Send the final version of your presentation slideshow to the ITG analyst assigned to your department. The presentation should follow the PAC Template. Please fill out every slide of the template replacing the example text with the specifics of your request.

❑ Schedule and present at a pre-PAC meeting with ITG.
- Reach out to the ITG analyst assigned to your department to schedule a time.

Meeting Process:

1. Join the meeting.
   a. If you are not the first to present, ITG will notify the department attendees when the group before them is answering questions, so they can prepare to join the meeting. ITG

will then notify the department attendees when the prior group is finished, and they should join the Teams meeting.

      b. At that point, please utilize the Teams link in your calendar invite to join the meeting.

2. Present the prepared slideshow using the share screen function in Teams.

      a. Departments will share the presentation themselves – ITG has a copy on hand in case any technical issues arise.

      b. Presentations should stay between 5-10 minutes. If additional details are required they will be requested via questions from the PAC members.

3. PAC members will have an opportunity to ask questions at the end of the presentation.

      a. Be prepared to jump to slides as specified by the PAC members.

4. PAC members will vote to approve.

      a. The CIO will ask PAC members to use the 'raise hand' icon via Teams to indicate they approve the request.

5. If approved, ITG will send the request for all necessary ETS signatures. You will be cc'ed on the Adobe sign so that you receive the final signed request.