

ROADMAP REQUIREMENTS

The departmental roadmap should have both application portfolio roadmap and IT project roadmap.

Application Roadmap Requirements

All major applications of each department are entered in LeanIX. Each Application fact sheet has the following data elements populated:

Name – Enter the name of the application. Make sure not to list individual vendor products (these will be later populated as “IT Components” in LeanIX), unless the vendor product is what’s the application is commonly called.

Description – Enter an informative description of the purpose and the function of the application.

User Groups – Enter a division or an agency that pays for or manages the application. Select "Owner" as the Usage type. Also enter Number of users (estimate).

Business Capabilities – Select the most appropriate value in LeanIX. Consult ITG if none of the existing values provide a good fit.

Business Criticality – Enter one of four available options:

- Administrative service - Failures are undesirable but do not affect customers and can be tolerated a little more.
- Business operational - Contributing to efficient business operation but out of direct line of service to customer.
- Business critical - A business-critical service requires continuous availability, short breaks in service are not catastrophic.
- Mission critical - Breaks in service are intolerable and immediately significantly damaging. Availability required at almost any price.

Functional Fit – Enter one of four available options:

- Poor - Poor fit for business requirements, workflow automation, configurability, and user adoption
- Insufficient - Insufficient fit for business requirements, workflow automation, configurability, and user adoption
- Adequate - Adequate fit for business requirements, workflow automation, configurability, and user adoption
- Excellent - Excellent fit for business requirements, workflow automation, configurability, and user adoption

Technical Fit – Enter one of four available options. Essentially, answer the question – “In your judgement, is there any need to replace services, software or hardware with respect to the business requirements today and in the near future (next 2 years)?

- Poor - Poor maintainability, availability, adaptability, security, and interoperability
- Insufficient - Insufficient maintainability, availability, adaptability, security, and interoperability

- Adequate - Adequate maintainability, availability, adaptability, security and interoperability
- Excellent - Excellent maintainability, availability, adaptability, security and interoperability

For the following lifecycle fields, enter a date for at least one of the lifecycle date fields - as appropriate

Lifecycle: Plan (date field) – Enter the date when the application is/was originally planned on the department's roadmap - the Application is still in the planning state and it is not clear whether and when it will be implemented

Lifecycle: Active (date field) – Enter the date the application went/goes into production use

Lifecycle: End of life (date field) – Enter the date the Application is out-of-life and cannot be used anymore

Production Hosting - Enter one of the available tag values in the Production Hosting tag group. Consult ITG if none of the existing values provide a good fit.

In addition, each Application fact sheet should reference all planned major Project fact sheets related to the application itself. If there is a plan to retire and replace the application, the Application fact sheet should also have the following data:

- **Successor** (application)
- All planned major **Project fact sheets** related to the successor (application)

Project Roadmap Requirements

All major IT-related projects are entered in LeanIX. Each Project fact sheet has the following data elements populated:

Name – Enter a name for the project. If the project has no official name, enter a brief (1-5 words) descriptive name for the planned or ongoing project.

OpEx (Budget) – \$ amount, one of either OpEx or CapEx must be entered

CapEx (Budget) – \$ amount, one of either OpEx or CapEx must be entered

Business Value – Enter one of four available options:

- Marginal benefit - Small quality or financial improvements
- Little benefit - Some quality and financial improvements
- Large benefit - Remarkable quality and/or financial improvements
- Significant benefit - Significant improvements in quality and/or financials

For the following lifecycle fields, enter a date for at least one of the lifecycle date fields - as appropriate

Lifecycle: Plan (date field) – This Project is in decision preparation phase - the date when the department is ready to place the project request on their roadmap

Lifecycle: Approved (date field) - The date this Project's funding is approved - when both B&F Form A (if applicable) and Spend Request (LeanIX Project) have been approved

Lifecycle: Projected Start (date field) - The projected date this Project will be actively managed (if internally resourced) or a vendor has been selected and the contract has been signed (if externally resourced)

Lifecycle: Actual Start (date field) - The actual date the project started

Lifecycle: Cancelled (date field) - The date this Project was cancelled

Lifecycle: Projected Completion (date field) - The date this Project will be completed

Lifecycle: Actual Completion (date field) - The actual date the Project completed

Project Risk – Enter one of four available options:

- Low risk - No risks or a minor risk that can be easily mitigated.
- Moderate risk - Some effects on quality, timeline or budget that can be mitigated by project management.
- High risk - Remarkable effects on quality, timeline or budget require management support.
- Severe risk - Intolerable effects on quality and/or timeline and/or budget of a project requires dedicated management attention and support.

Business Capabilities – Select the most appropriate value in LeanIX. Consult ITG if none of the existing values provide a good fit.

User Groups – This is a State of Hawaii executive branch department, division, or agency. Select the most appropriate value in LeanIX. The value should reflect either the entire department or the agency that owns the application. Consult ITG if none of the existing values provide a good fit.

OPTIONAL (at this time) **Project Status** - Enter one of four available options:

- green - No impact on time, budget, or quality
- yellow - Impact on one of time, budget, or quality
- red - Impact on all three: time, budget, and quality

Provider - If the project has started - or the project provider entity is otherwise known, enter the project provider. This can be a vendor or a state-internal unit. Consult ITG to add any missing vendors or internal providers.