



Ref: 98137

Date: April 29, 2013

To: Graham Whitmarsh, Deputy Minister, Ministry of Health

Re: IM/IT Capital Investments

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**Re: Mental Health Review Board**

The Office of the Chief Information Officer (OCIO) received the Mental Health Review Board business case as part of the IM/IT capital investments intake for FY 2013-2014. This project has been corporately aligned to the Tribunal Transformation Initiative sponsored by the Ministry of Justice. This project is approved for capital funding by the Deputy Ministers' Committee on Transformation and Technology (DMCTT).

Approved capital funding (amounts in thousands):

	FY13/14	FY14/15	FY15/16	Total
Tribunal Transformation				
Mental Health Review Board	\$75	\$290	0	\$365
Total by Project	\$75	\$290	0	\$365

- FY 13/14 project capital is released, conditional on continued engagement with the OCIO on project conditions.
- FY14/15 capital is frozen pending delivery of the project conditions outlined below.

Conditions to funding:

- The Ministry Executive Financial Officer must confirm annually, in writing, that operating costs will be managed within the context of existing pressures and budget allocations for the duration of the project.
- Comply with Standard Conditions and satisfy project conditions listed below:

.../2

Project conditions:

Item	Action	Due date
1	Deliver: <ul style="list-style-type: none"><li>Investment outcomes with performance measures approved by strategic initiative executive sponsor/s, all impacted business areas, and endorsed by the OCIO.</li><li>Participation on the Tribunal Transformation Initiative strategic planning sponsored by the Ministry of Justice.</li><li>Documented capabilities mapped to technical options that fit within budget target.</li></ul>	June 2013
N/A	The Ministry of Justice has the following condition: <ul style="list-style-type: none"><li>A stakeholder analysis and communication plan that demonstrates integrated planning across those ministries that requested transformation and modernization capital for tribunal-like functionality in the FY13/14.</li></ul>	

If you have any questions regarding the above recommendations, please contact Gary Cooney, Executive Director, Strategic Initiatives Branch, OCIO, at 250-387-5975.



Bette-Jo Hughes  
A/Chief Information Officer  
Province of British Columbia

Attachment - Standard Conditions for All Recommended Projects

cc: Manjit Sidhu Assistant Deputy Minister, Executive Financial Officer Ministry of Health	Sarf Ahmed Assistant Deputy Minister, Executive Financial Officer Ministry of Citizens' Services and Open Government
Darcy Goodwin Chief Information Officer and Executive Director Ministry of Health	Gary Cooney Executive Director Strategic Initiatives Branch, OCIO Ministry of Citizens' Services and Open Government
Alex Chandler Treasury Board Analyst Ministry of Finance	
Christopher Steinbach Treasury Board Analyst Ministry of Finance	

## Standard Conditions

In addition to project specific conditions, the following conditions apply to all recommended projects.

Between January 5<sup>th</sup> and February 15<sup>th</sup>, for all multi-year projects, the Ministry is required to formally engage with the OCIO and present results achieved and project status. The Ministry must:

- Presentation materials and formal report delivered prior to meeting
- Meeting with appropriate ministry and OCIO staff

All projects must be compliant with:

- The Freedom of Information and Protection of Privacy Act and aligned with the BC Government's Information Security Policy and provincial standards and architectures. Exemptions to policy and standards where compliance is not feasible must be reviewed and approved by the Office of the Chief Information Officer (OCIO).
- Chapter 12 of the BC Government Core Policy and Procedures manual.
- Part 2, Section 10 of the Budget Transparency and Accountability Act.
  - The Ministry is responsible for reporting to CITZ on monthly and quarterly year-to-date spend and financial forecasts.

All projects must align with or support [Citizens @ the Centre](#) and the Provincial Identity Management Strategy<sup>i</sup>.

Ministries are reminded that amortization begins when the asset is ready for use or brought into use; the asset will be transferred back to the Ministry, and the Ministry will be responsible for amortization.

For IM/IT Capital Investment Management Slippage & Surpluses: Re-allocation of initiative-level savings are managed by the OCIO on behalf of DMCTT. Project re-allocation proposals must be approved by OCIO.

All projects are required to submit the following documentation<sup>ii</sup> to the OCIO for review and approval according to the project phases noted in the table below.

Project Phase	Required Documentation	Notes
<b>Project Planning and Analysis</b>	<ul style="list-style-type: none"><li>• Logical design blue print, which includes business requirements, options analysis and logical solution design<sup>iii</sup></li><li>• Project charter</li><li>• Project plan<sup>iv</sup></li></ul>	Once these are approved by the OCIO, the OCIO may make recommendations <sup>v</sup> to the Ministry of Finance to allocate funding milestones for the Project Design Phase
<b>Project Design</b>	<ul style="list-style-type: none"><li>• a Privacy Impact Assessment, if any aspect of the project involves personal information</li><li>• a high level Security Threat and Risk Assessment (STRA)</li></ul>	Once these are approved by the OCIO, the OCIO may make recommendations <sup>5</sup> to Ministry of Finance to allocate funding

	<ul style="list-style-type: none"> <li>• a physical blue print which includes a detailed systems design and security architecture</li> <li>• status reports, updated project plan and any additional requirements that are identified within the previous phase</li> </ul>	milestones for the implementation phase
<b>Project Development and Implementation</b>	<ul style="list-style-type: none"> <li>• status reports, updated project plan and any additional requirements that are identified within the previous phase</li> <li>• any updated architectural requirements that are identified within the previous phase</li> <li>• any requests for exemptions from IM/IT standards</li> </ul>	The OCIO will continue to analyze these documents and make any subsequent recommendations <sup>5</sup> to the Ministry of Finance

The OCIO's review of the projects and recommendations to the Ministry of Finance should not be interpreted as endorsement from the OCIO for:

- additional IM/IT capital funding requests that may arise;
- operational budgets or other capital funding such as specialized equipment, which are outside the scope of the OCIO; or direction or support for the Ministry to access or implement IM/IT services or products that are within the purview of another ministry or organization (e.g. SSBC, federal agency)

<sup>i</sup> This includes the requirement to comply with the Identity Assurance Standard and the use of the IDIR/BCeID service for all subscription services which require an identified client and/or user.

<sup>ii</sup> Optional project management templates can be found at [https://gwww.lcs.gov.bc.ca/pmcoe/pmtemplates/pmtemplates\\_index.html](https://gwww.lcs.gov.bc.ca/pmcoe/pmtemplates/pmtemplates_index.html)

<sup>iii</sup> Optional architectural deliverable best practice guide can be found at <https://sharecio.gov.bc.ca/asb/assessments/T%20and%20T%20Submissions%20%20Standard%20Conditions/Architecture%20and%20Standards%20Branch%20-%20Template%20for%20T%20and%20T%20submissions.docx>

<sup>iv</sup> The project plan must include detailed capital cost estimates by phase of the project and these should be signed off by the CFO to provide additional assurance over their accuracy.

<sup>v</sup> Additional requirements and/or revisions may be recommended by the OCIO as a result of the OCIO's analysis of the documentation submitted by the projects. These additional requirements will be noted in the OCIO's recommendations to the Ministry of Finance.