Resubmit a Declined Business Case Request:

All fields within the Resubmit a Declined Business Case Request are mandatory/required fields. Many fields will be prepopulated once the Declined Business Case (first data field) is selected, however when updating a field additional mandatory data entry tasks may apply. This template provides a preview of the data entry fields and can be printed.

Select Declined Business Case: (Select from drop down)

[   ]

Agency: (Auto populates based on BC selected.)

[   ]

IRM: (Auto populates based on BC selected)

[   ]

CES: (Auto populates based on BC selected)

[   ]

Business Case Sponsor: (Auto populates based on BC selected, can be manually updated/changed)

[   ]

Business Case Name: (Auto populates based on BC selected)

[   ]

Detailed Description: Clearly define the business problem, challenge or opportunity to be addressed (not the solution): (Auto populates based on BC selected, can be manually updated/changed)

[   ]

Business goals and objectives (Auto populates based on BC selected, can be manually updated/changed)
What are the expected benefits of doing this project? (check all that apply)
☐ Cost savings/avoidance/recovery
☐ Provide enhanced services
☐ Modernization/life-cycling of existing services
☐ Information security improvements
☐ Other – explain (when you select Other enter Details below)
      Details or Other Description:

[   ]

Are you attaching business requirements? (Auto populates based on BC selected, can be manually updated/changed)
Yes/No   (when "Yes" is selected attach document to the request. When "No" selected an additional question appears)
      (No)**Explain plans to develop requirements:**

[   ]

Risk Assessment: *(Items to take into consideration in accessing risks to a project: Impact on users, willingness to embrace the solution, number of agencies impacted, complexity of the solution, clarity of scope, uncertainty, resource availability from both the project and the business, deadlines on deliverables, stakeholder involvement/agreement, decision making, number of interfaces/integrations, impact of selected technology)* (Auto populates based on BC selected, can be manually updated/changed)
High/Medium/Low

Identify the known Risks? (Auto populates based on BC selected, can be manually updated/changed)

```
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

What is your perceived complexity of this project? *(Items to take into consideration in ranking complexity are: maturity of technology, objectives, conflicting objectives, dependencies, number of interfaces or integrations, number of agencies involved, project structure, team structure, development scope, coordination - to name a few)* (Auto populates based on BC selected, can be manually updated/changed)
High/Medium/Low

Identify the Complexities: (Auto populates based on BC selected, can be manually updated/changed)
```
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
│                                                                       │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

What are the consequences of not addressing this problem or opportunity? (Auto populates based on BC selected, can be manually updated/changed)
```
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
│                                                                       │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

Business Criticality (Auto populates based on BC selected, can be manually updated/changed)
☐ Critical – supports Statewide Public Safety/Health
☐ Significant – Supports Statewide Financials
☐ Moderate – supports Dept mission or multi Dept/Div
☐ Limited – supports mission of a Division
☐ Minimal – does not have direct Impact on State
☐ Not Applicable – does not have a DR Criticality

Is this request for a change to an existing system or solution, a replacement of an existing system or solution, or a new system or solution? (Auto populates based on BC selected, can be manually updated/changed)
☐ Enhancement/Upgrade (when selected the following question appears)
> **What is the name of the existing solution or system?**
```
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

☐ Replacement of an existing system or solution (when selected additional questions appear)
> **What is the name of the existing solution or system?**
```
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

> **Have you evaluated any solutions?**
> Yes/No   (When "Yes" is selected the following additional questions appear)
>> **Solution(s) evaluated?**
```
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

>> **Vendor(s)?**
```
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

>> **Cloud solution?**
>> Yes/No

>> **Is there an existing State of Delaware contract vehicle to procure this solution?**
>> Yes/No/Don't Know

> **Are you planning to build a custom solution?**
> Yes/No   (When "Yes" is selected the following additional questions appear)
>> **Reason for custom solution**

```
┌─────────────────────────────────────────────┐
│                                             │
│                                             │
└─────────────────────────────────────────────┘
```

Do you plan to publish an RFP for a solution?
Yes/No

☐ Implementation of new solution (when selected additional questions appear- see below)

Have you evaluated any solutions?
Yes/No   (When "Yes" is selected the following additional questions appear)

Solution(s) evaluated?

```
┌─────────────────────────────────────────────┐
│                                             │
│                                             │
└─────────────────────────────────────────────┘
```

Vendor(s)?

```
┌─────────────────────────────────────────────┐
│                                             │
│                                             │
└─────────────────────────────────────────────┘
```

Cloud solution?
Yes/No

Is there an existing State of Delaware contract vehicle to procure this solution?
Yes/No/Don't Know

Are you planning to build a custom solution?
Yes/No   (When "Yes" is selected the following additional questions appear)

Reason for custom solution

```
┌─────────────────────────────────────────────┐
│                                             │
│                                             │
└─────────────────────────────────────────────┘
```

Do you plan to publish an RFP for a solution?
Yes/No

Does this project align with the Governor's Action Plan for Delaware? (For more information please access the Governor's Action Plan (Auto populates based on BC selected, can be manually updated/changed)
Yes/ No/ Don't know   (When "Yes" is selected the following additional question appears)

Provide additional details:

```
┌─────────────────────────────────────────────┐
│                                             │
└─────────────────────────────────────────────┘
```

Is this to address a Federal or State mandate? (Auto populates based on BC selected, can be manually updated/changed)
Yes/ No

How many agencies are affected or involved? (Auto populates based on BC selected, can be manually updated/changed)
One agency/Two agencies/ Three or more agencies (When 2 or 3+ is selected the following question appears)

Name the Agencies affected

```
┌─────────────────────────────────────────────┐
│                                             │
└─────────────────────────────────────────────┘
```

Who are the individuals or groups that will be using the application? (Third Party: A non-state person or party that requires credentials to gain access to an application) (Auto populates based on BC selected, can be manually updated/changed)
State/Public/Third Party (select all that apply and if Third party is selected the following question appears)

Third Party Name:

Will this solution be internet facing? (Internet facing is any system or service that can be accessed from the Internet) (Auto populates based on BC selected, can be manually updated/changed)
Yes/No

What is the data classification of this system? (Auto populates based on BC selected, can be manually updated/changed)
Public/Confidential/Secret/Top Secret/Not Applicable

Expected cost of this project (Auto populates based on BC selected, can be manually updated/changed)
<100k/$100k-200k/$200k-500k/$500k-1M/>$1M

Are all necessary funds currently available to support this project? (Auto populates based on BC selected, can be manually updated/changed)
Yes/No   (When "Yes" or "No" is selected the following additional questions appear)

    (Yes) **Type of Funding and amount?**
        General funds

        Special funds

        Federal/Grant funds

        Other

    (No) **If no, explain**

How long do you expect this project to take? (Auto populates based on BC selected, can be manually updated/changed)
<6 Months/ 6-12 Months/ >12 Months

Is there a desired start date? (Auto populates based on BC selected, can be manually updated/changed)
Yes/No   (When "Yes" is selected the following additional question appears)
    Desired Start Date
    Enter MM/DD/YYYY or select from the calendar

Is there a required completion date? (Auto populates based on BC selected, can be manually updated/changed)
Yes/No   (When "Yes" is selected the following additional question appears)
    Required Completion Date
    Enter MM/DD/YYYY or select from the calendar
    Reason for required completion date

Do you anticipate needing DTI Resources for this project? (Auto populates based on BC selected, can be manually updated/changed)
Yes/No

Please select resources required from the options below (Auto populates based on BC selected, can be manually updated/changed)
☐ Project Manager – not checking assumes agency will manage project
☐ Technical Resources – outside of ARB review and approval

Business Case Prioritization (Please select the option below that best describes the agency priority for this request)
(Auto populates based on BC selected, can be manually updated/changed)
☐ Needed to meet a deadline
☐ This is a near-term strategic goal for the agency
☐ This needs to be done, but it is not urgent
☐ This is desired, but there are higher priorities
Additional Information/Comments

When required or appropriate, add document attachments by selecting the paperclip at the bottom of the Business Case Request screen.