



Office of the CIO
CIO Analysis (DRAFT)

NUMBER: CA xx-xx	DATE: Enter a date.
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SUBJECT:
Board Letter Subject/Title

RECOMMENDATION:
 Approve Approve with modification Disapprove

CONTRACT TYPE:
 New contract Sole Source
 Amendment to Contract #: Enter contract #. Other: Describe contract type.

CONTRACT COMPONENTS:
 Software Hardware
 Telecommunications Professional Services

SUMMARY:
 Department executive sponsor: [Click here to enter text.](#)
 Description: [Click here to enter text.](#)
 Contract amount: Enter contract amount. Funding source: Enter funding source.
 Legislative or regulatory mandate Subvened/Grant funded: Enter %

Strategic and business analysis	PROJECT GOALS AND OBJECTIVES: Has a project charter been established and a business justification made? Are project goals and objectives clearly described? Are they reasonable?
	BUSINESS DRIVERS: Have business drivers been clearly defined and communicated? Are they reasonable?
	PROJECT ORGANIZATION: Are project sponsors identified and is project governance established?
	PERFORMANCE METRICS: Describe how project success will be determined.
	STRATEGIC AND BUSINESS ALIGNMENT: Describe alignment with business objectives and CIO Strategic Directions.
	PROJECT APPROACH: COTS vs. custom developed. Phased vs. big bang implementation.
	ALTERNATIVES ANALYZED: Click here to enter text.

<p>Technical analysis</p>	<p>ANALYSIS OF PROPOSED IT SOLUTION:</p> <p>Provide analysis of proposed IT solution in terms of alignment with CIO Strategic Directions, as well as programmatic considerations, e.g. information security, information sharing opportunities, consideration for strategic sourcing, etc.</p>
<p>Financial analysis</p>	<p>BUDGET:</p> <p>Contract costs</p> <p>One-time costs:</p> <p>Hardware \$ Enter amount.</p> <p>Software \$ Enter amount.</p> <p>Services \$ Enter amount.</p> <p>Ongoing annual costs:</p> <p>Hardware \$ Enter amount.</p> <p>Software \$ Enter amount.</p> <p>Services \$ Enter amount.</p> <p>Sub-total Contract Costs: \$ Enter amount.</p> <p>Other County costs:</p> <p>One-time costs:</p> <p>Hardware \$ Enter amount.</p> <p>Software \$ Enter amount.</p> <p>Services (ISD) \$ Enter amount.</p> <p>County staff (existing) \$ Enter amount.</p> <p>County staff (net new)..... \$ Enter amount.</p> <p>Sub-total one-time County costs: \$ Enter amount.</p> <p>Ongoing annual costs:</p> <p>Hardware \$ Enter amount.</p> <p>Software \$ Enter amount.</p> <p>Services (ISD) \$ Enter amount.</p> <p>Services (Contractor) \$ Enter amount.</p> <p>County staff (existing) \$ Enter amount.</p> <p>County staff (net new)..... \$ Enter amount.</p> <p>Sub-total ongoing County costs: \$ Enter amount.</p> <p>Total one-time costs: \$ Enter amount.</p> <p>Total ongoing annual costs: \$ Enter amount.</p> <p>Describe assumptions and financing methods, as applicable.</p>
<p>Risk analysis</p>	<p>RISK MITIGATION:</p> <p>1. Describe risks (e.g. impact & probability) and mitigation measure(s).</p>
<p>CIO Approval</p>	<p>PREPARED BY:</p> <p>_____</p> <p>Name, Sr. Associate CIO</p> <p>_____</p> <p>Date</p>

APPROVED:

Richard Sanchez, County CIO

Date

Please contact the Office of the CIO (213.253.5600 or info@cio.lacounty.gov) for questions concerning this CIO Analysis. This document is also available online at <http://ciointranet.lacounty.gov/>