



# ADOA-ASET

## Project Investment Justification

Version 03.31.15

A Statewide Standard Document for Information Technology Projects

**Project Title:**

<b>Agency Name:</b>	
<b>Date:</b>	
<b>Agency Contact Name:</b>	
<b>Agency Contact Phone:</b>	
<b>Agency Contact Email:</b>	

## I. Project Investment Justification (PIJ) Type\*

☐ **Yes** ☐ **No** Is this document being provided for a Pre-PIJ / Assessment phase?

If Yes,

Identify any cost to be incurred during the Assessment phase.	\$
Based on research done to date, provide a high-level estimate or range of development costs anticipated for the full PIJ.	\$

Explain:

☐ **Yes** ☐ **No** Will a Request for Proposal (RFP) be issued as part of the Pre-PIJ or PIJ?

## II. Business Case

### A. *Business Problem\**

### B. *Proposed Business Solution\**

### C. *Quantified Benefits\**

- ☐ Service enhancement
- ☐ Increased revenue
- ☐ Cost reduction
- ☐ Problem avoidance
- ☐ Risk avoidance

Explain:

### III. Technology Approach

#### A. *Proposed Technology Solution\**

#### B. *Existing Technology Environment*

#### C. *Selection Process*

### IV. Project Approach

#### A. *Project Schedule\**

Project Start Date:

Project End Date:

#### B. *Project Milestones*

Major Milestones	Start Date	Finish Date

#### C. *Project Roles and Responsibilities*

## V. Risk Matrix, Areas of Impact, Itemized List, PIJ Financials



Project Investment  
Justification.xlsx

## VI. Project Approvals

### A. Agency CIO/ISO Review and Initials Required\*

Key Management Information	Yes	No	Init's
1. Is this project for a mission-critical application system?			
2. Is this project referenced in your agency's Strategic IT Plan?			
3. Have you reviewed and is this project in compliance with all applicable Statewide policies and standards for network, security, platform, software/application, and/or data/information located at <a href="https://aset.az.gov/resources/psp">https://aset.az.gov/resources/psp</a> ? If <b>NO</b> , explain in detail in section "VIII. Additional Information" below.			
4. Will any PII, PHI, or other Protected Information as defined in the 8110 Statewide Data Classification Policy located at <a href="https://aset.az.gov/resources/psp">https://aset.az.gov/resources/psp</a> be transmitted, stored, or processed with this project? If <b>YES</b> , the <b>Protected Data</b> section under "VII. Security Controls" below will need to be completed.			
5. Will this project migrate, transmit, or store data outside of the agency's in-house environment or the State Data Center? If <b>YES</b> , the <b>Hosted Data</b> section under "VII. Security Controls" below will need to be completed.			
6. Is this project in compliance with the Arizona Revised Statutes and GRRC rules?			
7. Is this project in compliance with the Statewide policy regarding the accessibility to equipment and information technology for citizens with disabilities?			

### B. Project Values\*

The following table should be populated with summary information from other sections of the PIJ.

Description	Section	Number or Cost
Assessment Cost (if applicable for Pre-PIJ)	I. PIJ Type - Pre-PIJ Assessment Cost	\$
Total Development Cost	V. PIJ Financials tab	\$
Total Project Cost	V. PIJ Financials tab	\$
FTE Hours	See Hover text for FTE Hours	

### C. Agency Approvals\*

Approver	Printed Name	Signature	Email and Phone
Project Manager:			
Agency Information Security Officer:			
Agency CIO:			
Project Sponsor:			
Agency Director:			

## VII. Security Controls

Collaboration with the ADOA-ASET Security, Privacy and Risk (SPR) team may be needed to complete this section, which is only required for those projects that involve data that is Protected or Hosted outside of the Agency or State Data Center. Additional information can be found in the NIST FRAMEWORK section under RESOURCES at <https://aset.az.gov/resources/psp> or you may wish to contact ASET-SPR directly at [secadm@azdoa.gov](mailto:secadm@azdoa.gov) for assistance.

### **A. Protected Data**

### **B. Hosted Data**

☐ Check here if the <https://aset.az.gov/arizona-baseline-security-controls-excel> spreadsheet is attached. Otherwise explain below what information/ support is needed to complete the spreadsheet and/or why no sheet is attached:

☐ Check here if a Conceptual Design / Network Diagram is attached. Otherwise explain below what information/support is needed to complete the diagram and/or why no diagram is attached:

## VIII. Additional Information

## IX. Attachments

The following are examples of supporting documents that should be sent as email attachments when required:

- A. *Vendor Quotes*
- B. *Arizona Baseline Security Controls spreadsheet*
- C. *Conceptual Design / Network Diagram*
- D. *Other*

## X. Glossary

Other Links:

[ADOA-ASET Website](#)

[ADOA-ASET Project Investment Justification Information Templates and Contacts](#)

Email Addresses:

[Strategic Oversight](#)

[ADOA-ASET\\_Webmaster@azdoa.gov](mailto:ADOA-ASET_Webmaster@azdoa.gov)