

Introducing TIN 2.0

Technology Investment Notification Process (TIN)



Objectives



- Introductions
- Overview of TIN
- TIN demo
- More on the TIN
- Q & A

**The way for agencies to
communicate to EITS
about their technical
initiatives**

Objectives, cont.

What you should be able to answer at the end of this session

- **Why** does EITS need to know (via a TIN) about technical investments?
- **What** is a TIN?
- **When** is a TIN needed and who should complete it?
- **Where** are TINs used?
- **What** is the TIN process? What to do and expect.
- **Who** can we reach out to for help?

Why are TINs used?

Vision and Goals

- **Improve** overall IT Investment visibility, security, and collaboration.
- **Identify** additional statewide investment opportunity.
- **Effective** monitoring and administering of IT investments for the state.
- **Provides** a vital step for further strategic technology investment planning statewide.

Why are TINs used?

- Technology Investment Notification (TIN)
 - Examines benefits of project
 - Takes a realistic look at risks and assumptions
 - Analyzes plausible solutions
 - Includes:
 - Executive Summary
 - Cost and funding information
 - Purpose and expected benefits
 - Alternative and risk analysis evaluation

Why are TINs used?

- Agencies are required to inform EITS about technical initiatives per Nevada Revised Statutes (NRS) 242 and the State Administrative Manual (SAM).
- **Note:** A SAM update is in the works.

What is a TIN?

- The process for communicating details regarding all IT investments in excess of \$50,000 to EITS, GFO and More!
 - Includes:
 - Large hardware purchases
 - Proposed outsourced initiatives
 - Software as a service solution
 - Any other type of IT solution
 - Must be:
 - Aligned to Governor's goals and priorities
 - Linked to agency's strategic and business plans
 - Justified with a business case

When is a TIN Required?

- When the total estimated costs for a technical initiative comes to **\$50,000 or more**, agencies need to inform EITS about it, via a TIN.
- The TIN is required regardless of the funding source, for investments including IT services, cloud solutions (e.g. Function-as-a-Service, Software-as-a-Service applications, Platform-as-a-Service, Infrastructure-as-a-Service), hardware, software, maintenance, and even if State IT is not involved in the project or ongoing maintenance.
- TINs are needed to help build up a repository of data, to help us understand the state's overall technical profile.

When is a TIN Required?

Submit it and forget it right?

- Existing projects
 - Submit Completion Memo or TIN Update
 - Status update for projects over \$1 million
 - Implementation compared to scope and status of approved project plan (TIN)
 - Projected status at the end of the 2021-2023 biennium
 - Impact of not completing the project
 - Estimated expenditures by fiscal year
 - Amended TIN if schedule, scope or budget changes by more than 5%

When is a TIN Required?

Cloud Initiatives

- Cloud solutions can provide great functionality for the agencies but, the risks are often overlooked.
- Enterprise-level solutions can potentially increase functionality and decrease licensing costs.
- Cloud Investment Notification system
 - less than 5 min to submit.

Where are TINs used?

- Budgeting & ITSPC
- EITS Utilization Planning
- Agency Collaboration
- EITS Approval in CETS requires a TIN for investments over \$50k
 - Updates to previously completed TINs are required for changes of +/- 5%
- Purchasing will ask for TIN prior to RFP

What is the TIN Process?

Typical TIN process in 4 steps

1. Agency fills out and submits a TIN.
2. EITS reviews the TIN for technological opportunities for the State.
3. EITS notifies the agency and the Governor's Finance Office that the TIN is completed.
4. EITS refers TINs that are \$500K or more to the Information Technology Strategic Planning Committee (ITSPC).

What is the TIN Process?

What to expect? Process timeline

- Reviews typically span three to six weeks.
- The timeline may occasionally go longer, depending on the complexity of the initiative and the completeness and clarity of the TIN submission, as well as the responsiveness of the agency. Also, the timeline may be impacted by the number of TIN reviews in the EITS queue.
- **The good news:** EITS will work with agencies to keep things moving in the process.

What is the TIN Process?

How do I submit a TIN?

- Technical Requirements:
 - O365 License
 - Access to Internet Browser or Team Site

What is the TIN Process?

How do I submit a TIN?

- Get added to the **State – TIN Submitters** Team Site
 - Either have another agency TIN Submitter send you an invite or email us at tiadmin@admin.nv.gov requesting to be added
- Follow the link to the App
- Add the API Key (First login only)
- Fill out and submit the TIN

What is the TIN Process?

How do I submit a TIN?

- Get access to the Team Site
 - Email TIAdmin@admin.nv.gov
 - Have someone that is already in the Team invite you
- Follow the link to the App
- Allow access to connectors
- Add the provided API Key
 - Provided on Welcome Aboard Email and Team Site

What is the TIN Process?

Starting a new TIN

- Select the “Start a new TIN” Option



Technology Investment Notification TIN Administration

Select a TIN (Click Here): >

Start a new TIN (Click Here): +

What is the TIN Process?

Creating a new TIN

- Basic TIN Information is required for TIN Creation

Enter TIN Agency Information and then Click the Save Icon at the Top of the Screen

Technology Investment Notification

TIN ID: New Welcome Janeen Silva 2/24/2020 3:20 PM scrTINNew

TIN Status New

* Title TIN Title Required

Agency 1000 | HR-OFFICE OF THE GOVERNOR | 10

AgencyCD 10

Division HR-OFFICE OF THE GOVERNOR

Primary Budget Account 1000

Secondary Budget Account(s) Enter associated budget accounts

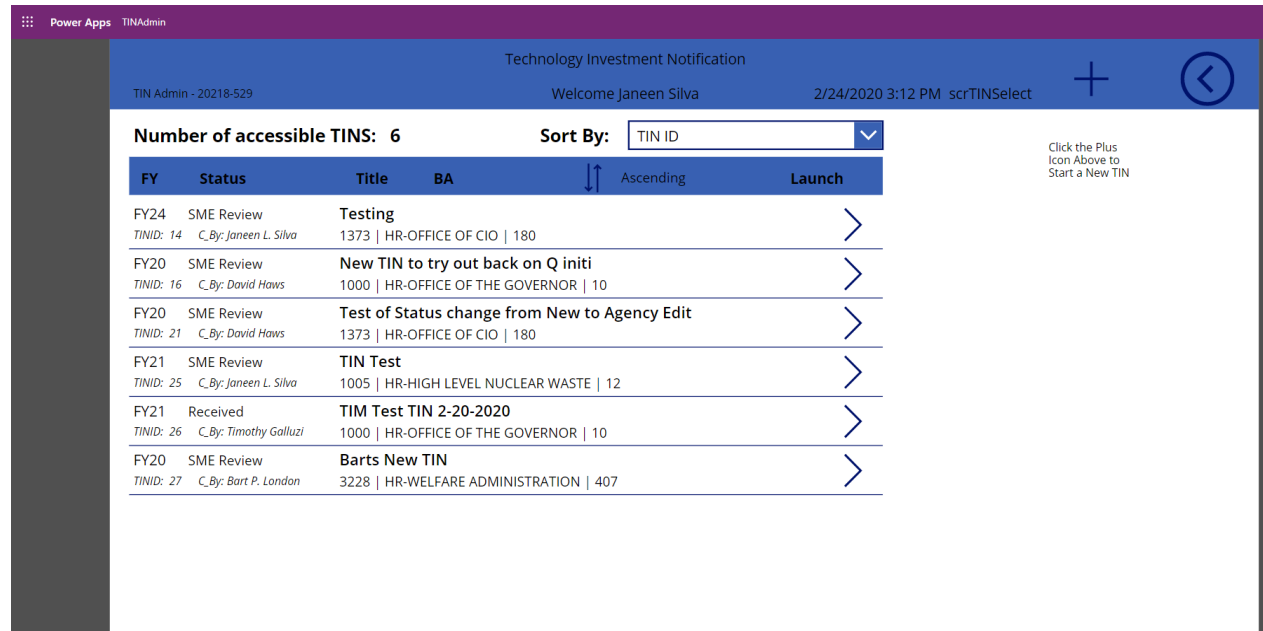
Decision Unit Enter associated Decision Unit(s)

Target Start FY FY19

What is the TIN Process?

How to select a Previously Submitted TIN

- Select the TIN you need to work on.
- You can sort by budget Account, TIN ID & FY
- You will only see TINs that you have been granted access to



The screenshot displays the TINAdmin web application interface. At the top, there's a header bar with 'Power Apps TINAdmin' on the left and 'Technology Investment Notification' in the center. Below this, a sub-header shows 'TIN Admin - 2018-529', 'Welcome Janeen Silva', and the date/time '2/24/2020 3:12 PM scrTINSelect'. A sidebar on the left is partially visible. The main content area shows 'Number of accessible TINs: 6' and a 'Sort By:' dropdown set to 'TIN ID'. Below this is a table with columns: FY, Status, Title, BA, and Launch. The table lists six TINs with their respective details. A 'Click the Plus Icon Above to Start a New TIN' instruction is visible on the right.

FY	Status	Title	BA	Launch
FY24	SME Review	Testing	1373 HR-OFFICE OF CIO 180	>
FY20	SME Review	New TIN to try out back on Q initi	1000 HR-OFFICE OF THE GOVERNOR 10	>
FY20	SME Review	Test of Status change from New to Agency Edit	1373 HR-OFFICE OF CIO 180	>
FY21	SME Review	TIN Test	1005 HR-HIGH LEVEL NUCLEAR WASTE 12	>
FY21	Received	TIM Test TIN 2-20-2020	1000 HR-OFFICE OF THE GOVERNOR 10	>
FY20	SME Review	Barts New TIN	3228 HR-WELFARE ADMINISTRATION 407	>

What is the TIN Process?

Form Building

- For each new TIN that is created the App will be built out
- This takes a little bit of time to fully build out the TIN Questionnaire
- Once this is complete you will see the TIN Info Page

The screenshot shows the 'Technology Investment Notification' form building interface. At the top, there is a header bar with the title 'Technology Investment Notification', a welcome message 'Welcome Janeen Silva', and a timestamp '2/24/2020 3:24 PM scrTINQInit'. Below the header, there is a form with the following fields:

TIN ID: 29	TIN Status: New	Target FY: FY22	Beg: 8/12/2021	End:
Title: Testt	BA: 1000			
Agency: 1000 HR-OFFICE OF THE GOVERNOR 10	DU:			

Below the form, there is a section titled 'TIN Items to Initialize: 157'. A blue button labeled 'Click Here to Start TIN Questionnaire Initialization' is present. Below the button, the status 'Initializing TIN Items - Please Standby 0 of 157 Initialized' is displayed. At the bottom, there is a note '(One Time TIN Questionnaire Initialization)'.

What is the TIN Process?

TIN Info Page

- Summary of information
- Navigation to TIN Sections
- This is the TIN “Home Page”

Technology Investment Notification

TINID: 17

Welcome Timothy Galluzi

3/3/2020 6:15 PM scrTINInfo

TIN Select

TIN Agency

TIN Contact

TIN Funding

TIN Costing

TIN Benefit

TIN Questionnaire

TIN Attachments

TIN Access

Print Preview

TIN SME Review

TIN ID: 17

TIN Status: New

Target FY: FY21

Beg: 8/14/2021

End: 11/12/2021

Title: New Test TIN

BA: 1536

Agency: 1000 | HR-OFFICE OF THE GOVERNOR | 10

DU: 1552

Primary TIN Contact: Timothy Galluzi

Enter Contact Title Here

tim.galluzi@admin.nv.gov

Agency IT: Timothy Galluzi

Enter Contact Title Here

tim.galluzi@admin.nv.gov

Agency Fiscal: Timothy Galluzi

Enter Contact Title Here

tim.galluzi@admin.nv.gov

Agency Director: Timothy Galluzi

Enter Contact Title Here

tim.galluzi@admin.nv.gov

Investment Description

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Investment Business Case

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What is the TIN Process?

Contacts

- Will auto fill rows

Technology Investment Notification

TINID: 29Welcome Janeen Silva2/24/2020 3:31 PMscrTINContact

Title: **Testt**

TIN Status: **Agency Edit**

TIN ID: **29**

Agency: **1000 | HR-OFFICE OF THE GOVERNOR | 10**

BA: **1000**

Target Schedule: **FY22, Begin: 8/12/2021 End: 11/10/2021**

DU:

TIN ID 29 - 0	Contact Typ	Name	Title	Phone	Email	
	Primary TIN Contact:	Janeen Silva	Enter Contact Title Here		j.silva@admin.nv.gov	
	Agency IT:	Janeen Silva	Enter Contact Title Here		j.silva@admin.nv.gov	
	Agency Fiscal:	Janeen Silva	Enter Contact Title Here		j.silva@admin.nv.gov	
	Agency Director:	Janeen Silva	Enter Contact Title Here		j.silva@admin.nv.gov	

What is the TIN Process?

Capture costs

- Capture costs on the Cost Screen. (Of course.)
- Tip: Costs should be filled in for each fiscal year, up to five years.
- You can copy rows!

Technology Investment Notification

TINID: 29Welcome Janeen Silva2/24/2020 3:36 PM scrTINCostEntry

Title: Testt

TIN Status: Agency Edit

TIN ID: 29

Agency: 1000 | HR-OFFICE OF THE GOVERNOR | 10

BA: 1000

Target Schedule: FY22, Begin: 8/12/2021 End: 11/10/2021

DU:

TIN Cost - Entry Edit List

OneTime	FY19	FY19 OneTime Total Amount: \$0,000.00					
			Cat	Cost Item Title	GL	Amount	Cost Source
			00	EITS Email Service	0000	\$0,000.00	Vendor Quote

What is the TIN Process?

Anticipated Benefits

Technology Investment Notification

TINID: 29Welcome Janeen Silva2/24/2020 3:40 PM scrTINBenefit

Title: **Testt**

TIN Status: **Agency Edit**

TIN ID: **29**

Agency: **1000 | HR-OFFICE OF THE GOVERNOR | 10**





BA: **1000**

DU:

Target Schedule: **FY22, Begin: 8/12/2021 End: 11/10/2021**

TIN Benefit - Entry List

FY20 Total Benefit Amount: \$0,000.00

FY	Benefit Type	Benefit Amount	Benefit Note	Process Item
FY20	Cost Reduction	\$0,000.00	New Benefit	   

What is the TIN Process?

The Questionnaire page: it's technical

- Go to the Questionnaire tab and start answering questions.
- Tip: Required fields are marked with a red box.

Technology Investment Notification

TINID: 29 Welcome Janeen Silva 2/24/2020 3:43 PM scrTINResponse

Title: **Testt** TIN Status: **Agency Edit** TIN ID: **29**

Agency: **1000 | HR-OFFICE OF THE GOVERNOR | 10** BA: **1000**

Target Schedule: **FY22, Begin: 8/12/2021 End: 11/10/2021** DU:

Section: 1 - Investment Purpose

Q-1.1: The primary purpose of this technology investment is to:

Response:

Options:

- ☐ Budgeted Equipment Replacement (PCs, Servers, Network Equipment).
- ☐ Budgeted Software Licensing.
- ☐ Renew or update a maintenance, licensing, or consulting agreement already in place.
- ☐ Enhance and or upgrade an existing technology solution, software product, and/or equipment solution currently in place and in use by the agency.
- ☐ Replace an existing technology solution, software product, and/or equipment solution currently in place and in use by the agency.
- ☐ Perform general maintenance on existing technology and/or equipment currently in place and in use by the agency.
- ☐ Implement a new technology, a new automated solution, and/or new equipment not previously in use by the agency.
- ☐ Other

(Select one choice from above)

Ref: 3 TID 29-4326

What is the TIN Process?

Printing

TIN Select

TIN Agency

TIN Contact

TIN Funding

TIN Costing

TIN Benefit

TIN Questionnaire

TIN Attachments

TIN Access

Print Preview

TIN Submit

- Push this
- Get this in new browser tab/window



Technology Investment Notification

New Test TIN

TIN ID:17	TIN Status: New	Target FY: FY21	Beg: 8/14/2021	End: 11/12/2021
Title: New Test TIN		BA: 1536,		
Agency: 1000 HR-OFFICE OF THE GOVERNOR 10		DU: 1552		

Agency Contact

TIN Contact Information			
Primary TIN Contact:	Timothy Galluzi	Enter Contact Title Here	tim.galluzi@admin.nv.gov
Agency IT:	Timothy Galluzi	Enter Contact Title Here	tim.galluzi@admin.nv.gov
Agency Fiscal:	Timothy Galluzi	Enter Contact Title Here	tim.galluzi@admin.nv.gov
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TIN Funding

Funding Source	Funding %	Funding Note
General Fund%	100%	

What is the TIN Process?

Saving vs. Submitting

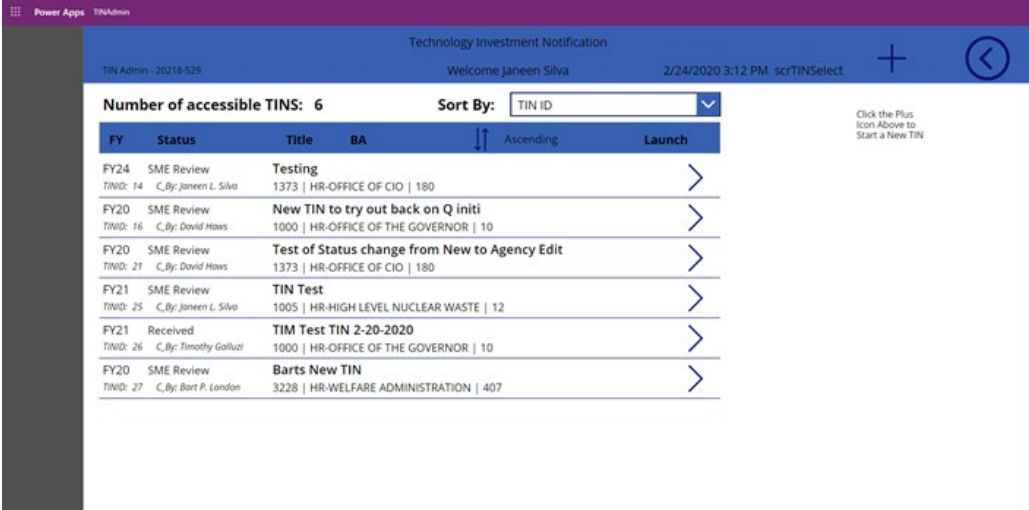
- **Saving** a TIN means the agency wants to come back to it—to continue working on it.
- **Submitting** a TIN means the agency has completed the TIN and is ready for EITS to review it. **Careful:** Once submitted, the agency cannot edit the TIN, so make sure the TIN is perfect :> before submitting!



What is the TIN Process?

Resume working on an existing TIN

- Remember this page?
- Select the icon below “Launch” on the TIN you need to work on



Power Apps TINAdmin

Technology Investment Notification

TIN Admin - 20215-529 Welcome Janeen Silva 2/24/2020 3:12 PM scrTINSelect

Number of accessible TINs: 6 Sort By: TIN ID

FY	Status	Title	BA	Ascending	Launch
FY24	SME Review	Testing	1373 HR-OFFICE OF CIO 180		>
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FY21	SME Review	TIN Test	1005 HR-HIGH LEVEL NUCLEAR WASTE 12		>
FY21	Received	TIM Test TIN 2-20-2020	1000 HR-OFFICE OF THE GOVERNOR 10		>
FY20	SME Review	Barts New TIN	3228 HR-WELFARE ADMINISTRATION 407		>

Click the Plus Icon Above to Start a New TIN

What is the TIN Process?

Attachments

Add any file attachments that support the TIN (quotes, RFI results, etc.)



The screenshot displays the 'Technology Investment Notification' (TIN) system interface. At the top, a blue header bar contains the title 'Technology Investment Notification', a user greeting 'Welcome Janeen Silva', the date and time '2/24/2020 3:46 PM', and the page title 'scrTINAttachments'. Below the header, the main content area shows the TIN ID '29' and a 'TIN Status' of 'Agency Edit'. A form field displays the following information: 'TIN ID: 29', 'TIN Status: Agency Edit', 'Target FY: FY22', 'Beg: 8/12/2021', 'End: ', 'Title: Testt', 'BA: 1000', 'Agency: 1000 | HR-OFFICE OF THE GOVERNOR | 10', and 'DU: '. Below this form, the 'Attachments' section is visible, showing a message 'There is nothing attached.' and an 'Attach file' button.

TIN ID:	TIN Status:	Target FY:	Beg:	End:
29	Agency Edit	FY22	8/12/2021	

Title:	BA:	Agency:	DU:
Testt	1000	1000 HR-OFFICE OF THE GOVERNOR 10	

Attachments

There is nothing attached.

 Attach file

What is the TIN Process?

Access

Technology Investment Notification

TINID: 29Welcome Janeen Silva2/24/2020 3:48 PMscrTINAccess



Title: Testt	TIN Status: Agency Edit	TIN ID: 29
Agency: 1000 HR-OFFICE OF THE GOVERNOR 10	BA: 1000	
Target Schedule: FY22, Begin: 8/12/2021 End: 11/10/2021	DU:	

TIN Access Instructions:
1) Include full email address for TIN access
2) Remove full email address to remove TIN access
3) Place a semicolon between emails

j.silva@admin.nv.gov

- Enter the email for the people that need to have access



Now let's see it!

TIN DEMO

What is the TIN Process?

Key Dates for this Budget Cycle

Action item	Owner	Deadline	Notes
TINs due to EITS.	Agencies	April 06, 2020	
TINs due for IT Strategic Planning Committee (ITSPC).	EITS/Agency	June 15, 2020	The ITSPC committee reviews and ranks TINS that are \$500K and above.
ITPSC sends TIN priority list to the Governor's Finance Office.	ITSPC - EITS	July 11, 2020	

TIN 2.0 SFY 2020

Who can we reach out to for help?

Resources

- This orientation's PowerPoint deck
- A TIN process manual
- FAQ
- An updated SAM (in progress)
- TIAdmin@admin.nv.gov

Bonus!



- TINs are also required for interim year initiatives.
- TINs that are \$500,000 or more are shared with the ITSPC. The committee ranks the TINs.
- Team Site for collaboration, FAQ, Training, and much more!

Wrap Up



- Next Steps
 - Start using the TIN site.
 - Get those TINs Submitted!



You made it!

QUESTIONS?