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
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 administrating 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](mailto: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
What is the TIN Process?

Creating a new TIN

- Basic TIN Information is required for TIN Creation
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
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
What is the TIN Process?

TIN Info Page

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

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?

TIN Info Page

What is the TIN Process?
### Contacts

**What is the TIN Process?**

- Will auto fill rows

#### Technology Investment Notification

- **TINID:** 29
- **Welcome Janeen Silva**
- **2/24/2020 3:31 PM**
- **scrTINContact**

<table>
<thead>
<tr>
<th>Title</th>
<th>Agency</th>
<th>Target Schedule</th>
<th>TIN ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Testt</td>
<td>1000 HR-OFFICE OF THE GOVERNOR</td>
<td>FY22, Begin: 8/12/2021 End: 11/10/2021</td>
<td>29</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TIN ID</th>
<th>Contact Type</th>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>29-10</td>
<td>Primary TIN Contact</td>
<td>Janeen Silva</td>
<td>Enter Contact Title Here</td>
<td></td>
<td><a href="mailto:j.silva@admin.nv.gov">j.silva@admin.nv.gov</a></td>
</tr>
<tr>
<td></td>
<td>Agency IT</td>
<td>Janeen Silva</td>
<td>Enter Contact Title Here</td>
<td></td>
<td><a href="mailto:j.silva@admin.nv.gov">j.silva@admin.nv.gov</a></td>
</tr>
<tr>
<td></td>
<td>Agency Fiscal</td>
<td>Janeen Silva</td>
<td>Enter Contact Title Here</td>
<td></td>
<td><a href="mailto:j.silva@admin.nv.gov">j.silva@admin.nv.gov</a></td>
</tr>
<tr>
<td></td>
<td>Agency Director</td>
<td>Janeen Silva</td>
<td>Enter Contact Title Here</td>
<td></td>
<td><a href="mailto:j.silva@admin.nv.gov">j.silva@admin.nv.gov</a></td>
</tr>
</tbody>
</table>
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!
What is the TIN Process?

Anticipated Benefits

Technology Investment Notification
Welcome Janeen Silva

2/24/2020 3:40 PM  srcTINBenefit

TINID: 29

Title: Testt
Agency: 1000 | HR-OFFICE OF THE GOVERNOR | 10
Target Schedule: FY22, Begin: 8/12/2021, End: 11/10/2021

TIN Status: Agency Edit
BA: 1000
DU:

TIN Benefit - Entry List

FY20 Total Benefit Amount: $0,000.00

<table>
<thead>
<tr>
<th>FY</th>
<th>Benefit Type</th>
<th>Benefit Amount</th>
<th>Benefit Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY20</td>
<td>Cost Reduction</td>
<td>$0,000.00</td>
<td>New Benefit</td>
</tr>
</tbody>
</table>

TIN 2.0 SFY 2020
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.
What is the TIN Process?

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

Printing

<table>
<thead>
<tr>
<th>TIN Select</th>
<th>TIN Agency</th>
<th>TIN Contact</th>
<th>TIN Funding</th>
<th>TIN Costing</th>
<th>TIN Benefit</th>
<th>TIN Questionnaire</th>
<th>TIN Attachments</th>
<th>TIN Access</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TIN 2.0 SFY 2020
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!

TIN 2.0 SFY 2020
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
What is the TIN Process?

Attachments

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

Access

- 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

<table>
<thead>
<tr>
<th>Action item</th>
<th>Owner</th>
<th>Deadline</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>TINs due to EITS.</td>
<td>Agencies</td>
<td>April 06, 2020</td>
<td></td>
</tr>
<tr>
<td>TINs due for IT Strategic Planning Committee (ITSPC).</td>
<td>EITS/Agency</td>
<td>June 15, 2020</td>
<td>The ITSPC committee reviews and ranks TINS that are $500K and above.</td>
</tr>
<tr>
<td>ITPSC sends TIN priority list to the Governor’s Finance Office.</td>
<td>ITSPC - EITS</td>
<td>July 11, 2020</td>
<td>TIN 2.0 SFY 2020</td>
</tr>
</tbody>
</table>
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
• 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?