



Virginia Department of Planning and Budget
PROJECT TECHNOLOGY PROFILE

Date _____

A. General Information

1. Agency Name: _____ 2. Agency Code: _____
3. Project Title: _____
4. Building Name: _____

B. Technology Project Information

1. Description of the technology component of the project:

2. Primary uses of the building included in this project:

3. Total Technology Cost Estimate:

Materials costs	_____
Labor costs	_____
Engineering & Design costs	_____
Other costs (please detail)	_____
_____	_____
_____	_____
_____	_____
Total technology project cost	_____

4. Explain how technology costs estimates were developed:

Instructions for DPB Form T-1 Project Technology Profile

This form is used to describe the general scope of work and cost estimates for capital projects with a significant technology component. The technology component of the project should have been included in your agency's IT Strategic Plan submitted to the Virginia Information Technologies Agency (VITA). If it was not included, you must explain on the DPB Form T-1 in Section B, Item 1.

Questions about completing this form can be directed to Constance Scott at the Virginia Information Technologies Agency, (804) 371-5927, or e-mail address constance.scott@vita.virginia.gov.

If you do not have the in-house expertise to complete this form (especially Section B, Items 3 and 4), please contact VITA at the telephone number above for assistance.

Date the form.

A. General Information

Item 1. **Agency Name.** Enter your agency's name.

Item 2. **Agency Code.** Enter the three-digit code for your agency.

Item 3. **Project Title.** Enter the project title.

Item 4. **Building Name.** Enter the name of the building(s) in which the technology project is proposed.

B. Technology Project Information

Item 1. **Description of the technology component of the project.** Enter a brief description of the proposed scope of work for the technology component of the project. **If the proposed project was not included in your agency's IT Strategic Plan that was submitted to VITA, please explain why the project was not included, and why it is now needed and impact if not approved. Completion of the information within the following table will satisfy the requirement for submission of an IT Strategic Plan Amendment.**

Est. start date:	
Est. end date:	
Est. cost to complete:	
Est. cost first year of biennium:	
Est. cost second year of biennium:	
Service Objectives supported:	

- Item 2. **Primary uses of the building included in this project.** Describe the primary uses of the building or buildings that are part of this project. If there are two or more uses, indicate which is primary.
- Item 3. **Total technology project cost (estimate at completion).** Indicate the technology-related cost of this project, along with the incidental costs of materials, labor, engineering, and design, and other costs. Other costs should be identified separately and include services, software, hardware, materials and supplies, facilities, telecommunications, and training relating to the technology component of the project (i.e. analysis, design, placement, training, and monitoring of equipment or systems).
- Item 4. Explain how the technology cost estimate was developed. Explain the methodology used to develop the technology cost estimate and source(s) of costing information.