



APPLICATION GUIDELINES

See Also:

RCW [43.105.054](#) OCIO Governance
RCW [43.105.205](#) (3) Higher Ed
RCW [43.105.020](#) (22) "State agency"

Application Definition:

The definition of 'Application' we are electing to follow is specific to the state of Washington and was approved through WaTech's IT Enterprise Governance Framework.

[Application](#) - A computer program or solution designed to fulfill one or more business functions. They manage data to allow lines of business, IT departments, and/or external business customers/partners to provide a service, complete a task, connect with others, execute a process, or deliver an outcome. They may be custom developed, open source or purchased such as a commercial off the shelf (COTS), Software as a Service (SaaS), or Platform as a Service (PaaS).

Application Guidelines:

1. List applications as required by [Technology Portfolio Foundation 112](#) except for:

- a. Social media applications, unless used for data collections such as surveys.

2. Websites are our first and most vital opportunity to reach those who use agency services. How to register agency websites, webpages and related content:

- a. Agencies should list each website as an individual entry. Input the website URL as the application name, the content management system (CMS) as the key technology, and the hosting platform as the cloud service provider.

3. How to register IT applications used by the IT department. All applications used to deliver services should be registered on your application inventory. Since IT applications are used by IT departments to deliver services to your customers, include utility applications and web-based management consoles used to support IT services such as network, security, servers, storage, etc.

4. How to register Platform as a service (PaaS) or low-code applications. Include distinct rows for the PaaS solution and the applications developed on a PaaS or

low- code platform.

Example 1: an agency has developed two applications on a Salesforce platform.

- a. The agency should include an entry for Salesforce. Input "PaaS" as the Type of Application within the inventory. Input "Salesforce" as the Manufacturer/Vendor & Cloud Service Provider.
- b. The agency should also include 2 entries for the individual applications that were configured on Salesforce. Input "Application on PaaS" as the Type of Application. Input "Salesforce" as the Key Technology, Manufacturer/Vendor & Cloud Service Provider.

Example 2: an agency within the M365 enterprise shared tenant has developed two applications with Microsoft Power Apps.

- a. The agency should include an entry for "Microsoft 365 - G5" and follow guideline #6 below.
- b. The agency should also include 2 entries for the individual applications that were configured on Power Apps. Input "Application on PaaS" as the Type of Application. Input "M365 Power Apps" as the Key Technology, "Microsoft" as the Manufacturer/Vendor, and "WaTech" as the Cloud Service Provider.

5. How to register large non-PaaS applications that have a collection of components or modules. It is recommended that agencies report at the highest level or parent application. Agencies have discretion to optionally identify the associated components or child applications to further support portfolio management or refine their Technology Business Management (TBM) business costing.

For agencies wanting to report modules or components of large applications:

- a. Include distinct rows for the parent application and each module or component.
- b. It is recommended to use a naming convention to easily identify all application entries. Ex: "Family Abbrev. - Module 1 name", "Family Abbrev. - Module 2 name", etc.
- c. For each module or component, use the "Relationship to other Apps" column to identify the parent or application family.

6. How to register desktop productivity software:

- a. Agencies that have moved to Microsoft 365 G5 licensing need to only list the productivity software one time in their inventory. Agencies should list a single entry for "Microsoft 365 - G5" and still include the version information. Input "SaaS" as the Type of Application within the inventory. Note: Agencies in the shared tenant are at G5 licensing; G5

includes Office Pro Plus applications such as Excel, Word, Outlook, Power BI, Intune, SharePoint, Teams, Teams Telephony, etc.

- b. Agencies should list Microsoft add-on services that require an additional license (not part of the G5 license) such as Project, Dynamics, and Visio, as separate line items in their inventory and include the version information.
- c. Agencies that still have Microsoft on-premises applications should include separate line items in their inventory for each software. Ex: Microsoft Project Pro 2013, Microsoft Visio Pro 2016, Microsoft SQL Server, Microsoft Server 2016, Microsoft Access. The agency should still include the version information.

7. How to register enterprise central service applications such as AFRS, HRMS, TEMS, etc.

- a. Agencies owning enterprise central service applications will need to include the application in their agency portfolio submittal. Ex: The office of financial management (OFM) owns the enterprise application HRMS and should list it in their inventory.
- b. Agencies using the enterprise central service applications do not need to list the application in their portfolio. Ex: The remaining agencies using the enterprise application HRMS do not need to list it in their inventory.

8. Associating infrastructure items to applications is a foundational step to portfolio management and establishing/maintaining a configuration management database (CMDB).

- a. Agencies are asked to list all infrastructure unique identifiers associated with the application. This is accomplished by entering each infrastructure unique identifier in the "Relationship to other infrastructure items" columns.
- b. If the application is associated with more than 20 infrastructure items, agencies are asked to add additional columns to accommodate.

9. Automating Decision-Making System (ADS) Definition Guidance:

- a. [Document link to help determine if a system in your application inventory is an Automated Decision-Making System \(ADS\).](#)

10. How long to keep retired applications in your inventory. Agencies only need to include retired applications on their inventory for one (1) year following the retirement date as noted in your inventory.