

Decision Package Prioritization Exercise User Guide

Guide for accessing Decision Lens and completing criteria prioritization exercise. WaTech uses the Decision Lens software tool to conduct its prioritization and evaluation of decision packages with an IT component. This prioritization is crucial to determining WaTech’s funding recommendations and ranking of each decision package, which is provided to OFM and the Legislature.

Process Norms

- This exercise is not driving towards consensus. Please provide your thoughts and inputs based on your area of expertise. Diverse perspectives enrich the overall output and quality of our process.
- WaTech has found that discussion of viewpoints is valuable to this exercise, so please come ready to share your thoughts and experiences.
- This is a rapid-fire exercise; we will spend no more than 2 minutes discussing each criterion.

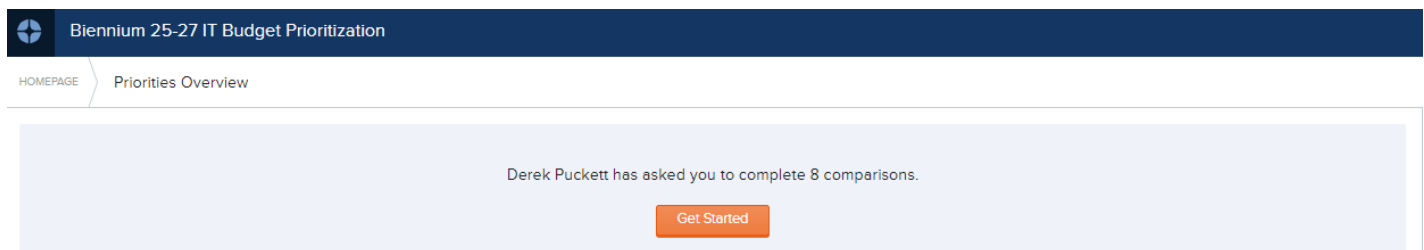
Process Steps

1. Log in to Decision Lens at <https://wasstatecio-dl3.decisionlens.com/dlw-client/>
 - Single sign-on is used; if prompted for credentials login using your state username and password or the guest credentials you created for this purpose.
2. Under the “My Tasks” section, you will see a task titled **‘Establish Priorities** for the Portfolio titled Biennium 25-27 IT Budget Prioritization.’ Click on the task displayed.



Figure 1 – Decision Lens Establish Priorities

3. After selecting the task, you will see a screen that says ‘Portfolio Owner has asked you to complete 8 comparisons.
4. Select ‘Get Started’ to begin the exercise.
 - Please **do not** complete the exercise ahead of time; we will be completing the prioritization exercise together as a group.



5. You will be directed to a screen to conduct comparisons between the elements of the decision package scoring criteria.
6. You will select your preference for the 3 overall groups of decision package scoring (Agency readiness, technical alignment, and business alignment) as well as specific criteria within those groups.
7. Use the slider to select your input value, and be prepared to discuss your decision with the group.