Standard 112.10- Application Items

Attributes	Description
Agency Name	Name of agency
Agency Number	(4 digit agency number)
Unique Identifier	(Unique identifier - ID)
Name	(Name of the application)
Description	(Description of the item)
Business Criticality	(Agency self-defines application criticality to the organization) • Business Essential (Direct negative customer satisfaction; compliance violation; non-public damage to organization's reputation; direct revenues impact) • Historical (Needed for historical purposes) • Mission Critical (Widespread business stoppage with significant revenue or organizational impact; Risk to human health/environment; Public, wide-spread damage to organizations reputation) • User Productivity (Impact to employee productivity)
Business owner	(Item owner or person responsible for this item)
Technical owner	(Technical or service owner responsible for this item)
Lifecycle status	(Description of the life cycle of the item) • In development or test • In production • Retirement in progress • Retired from inventory
Date Acquired	(Date the organization took ownership or entered software subscription)
In service production date	(Date application went into production. For application that are capitalized, this date is associated with the date used for tracking useful life in agency asset tracking system. (See SAAM 30.20.70 – Depreciation Policy and SAAM 30.50.10.A Subsection 80 – Capital Asset Class Codes and Useful Life Schedule.))
Retirement date	(Date removed from production)
Type of application	(Description of the application type) • Custom/In-House • SaaS (Software as a Service) • PaaS (Platform as a Service) • COTS (Commercial Off The Shelf) • Hybrid (Combination of application types
Manufacturer/Vendor	(Manufacturer/Vendor name)
Cloud Service provider	(If applicable, name of the cloud service provider)
Source supplier	(Name of the seller of the item)
Contract number	(Reference to license or contract number)
License number	(Software license number)
Version information	(Software version number)
Operating system	(If applicable, list operating system name)
Operating system version	(If applicable, list operating system version)
Key technologies	(List programming language or platform used to develop application, such as C++, COBOL, JavaScript, .NET, Python, Salesforce, etc.)

Authentication type	(List authentication used to access the application such as Multi-Factor authentication, Active Directory, Secure Access Washington, etc.)
Data security category	(Does this application process, store, share, and/or transmit Category 3 or 4 data) • Yes • No
Database relationship	(If applicable, the infrastructure unique identifier associated with the database)
Relationships to other infrastructure items	(If applicable list all other infrastructure unique identifiers associated with this application)
Relationship to other applications	(If this application is not a standalone application and is dependent upon another application for its existence, this application is considered a subsystem of another application. List the unique identifier of the primary application)
Has resources available	(If all required resources are available to run/support the application, the answer is Yes) • Yes • No
Is on an unsupported version	(If the application is running on unsupported version of technology, the answer is Yes) • Yes • No
Is updatable	(If the application has all resources to update, the answer is Yes) • Yes • No
Has other risks	(If the agency has identified other risks associated with this application, the answer is Yes) • Yes • No
Mainframe application	(If applicable, list the mainframe service) • State enterprise mainframe (on the state shared service mainframe) • Agency mainframe (On agency managed mainframe and not on the state enterprise shared service mainframe) • Other mainframe (On a mainframe that is not managed by the agency and not on the state enterprise shared service mainframe)
Integrates with federal or enterprise systems	(If applicable, identify system the application integrates with) • Agency Financial Reporting System (AFRS) • Human Resource Management System (HRMS) • Travel and Expense Management System (TEMS) • Enterprise Contract Management System (ECMS) • Federal government system
Estimated user count	(Number of end users accessing the application)
Used by the agency	(Identify if used by internal agency end users only) • Yes • No
Used by the public	(Identify if used by public end users providing or receiving data) • Yes • No
Used by agency business partner	(Identify if used by agency business partner end users who provide and receive data agency data) • Yes • No
Used across government	(Identify if used by governmental end users such as city, county, state, tribal, education, etc.)

	• Yes • No
Location data	(Identify if application relies on location-based data GIS data such as X,Y coordinates or mapping functionality) • Yes • No
Mobile	(Identify if this application is intended to deploy to a small-format mobile device like a tablet or smartphone. Some web applications may have been built with adaptive or responsive design web technology that allows the content to scale/display on tablets or smartphones – those should be considered mobile application.) • Yes • No

Administrative or financial system	(Identify if this application is an administrative or financial system. Link to [Administrative and Financial System Definitions](#))
	• Financial Management
	    ○ Accounts Receivable
	    ○ Accounts Payable
	    ○ Cash Flows
	    ○ Government Accounting
	    ○ General Ledger
	    ○ General Ledger Reconcile
	    ○ Capital or Fixed Asset Management
	• Management Accounting
	    ○ Cost Estimate
	    ○ Cost Accounting/ Activity Based Costing
	    ○ Cost Management and Control
	• Budgeting
	    ○ Budgetary Control
	    ○ Performance Budgeting
	• Travel Management
	• Enterprise Risk Management
	• Grant/Loan Management
	    ○ Grant Management
	    ○ Loan Management
	• Procurement
	    ○ Contracting
	    ○ Inventory Control
	    ○ Inventory Management
	    ○ Procurement Planning
	    ○ Purchasing
	    ○ Vendor Management
	• Human Resources
	    ○ Appointment Change
	    ○ Benefits Management
	    ○ Diversity Management
	    ○ Grievance
	    ○ Hiring
	    ○ HR Business Intelligence & Reporting
	    ○ Job Application
	    ○ Job Classification
	    ○ Payroll

	- Recruitment - Retirement - Scheduling - Separation/Termination - Strategic Workforce Planning - Succession Planning - Telework/Flex Work - Time and Attendance - Training/Development - Wellness and Safety
Core business function	(Identify the core business function the application supports) - Administration - Analytical - Case Management - Customer Management - Data Management - Development - Education/Training - Facilities - Financial - GIS - Health - Human Resource - Informational - Law enforcement - Legal - Licensing - Project Management - Safety - Scientific - Security - Other