**2024-2030**

**Capital IT Project Planning Process**

**Instructions for**

**Data Collection Portal (DCP)**

**Capital Project Intake Process**

**Introduction**

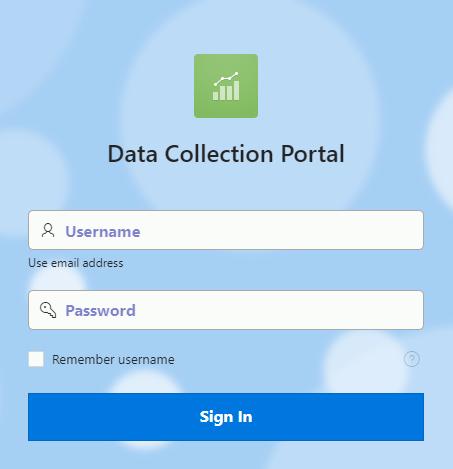
COT has created a Data Collection Portal (DCP) portal for Agency IT Leads to submit Capital IT Projects during the Capital IT Project Planning Process.

**How do I access the portal?**

1. Go to <https://dcp.ky.gov/>. Note, if working remotely, you will need to be connected to the VPN to access the portal.

* If you do not have access to DCP, please email us at [cot.capitalitprojects@ky.gov](mailto:cot.capitalitprojects@ky.gov) to request access.

1. Log into the portal by entering your full email address (i.e., including @ky.gov) and the password you use to log into your computer. You have the option for the application to “Remember username”.



How do I submit a Project?

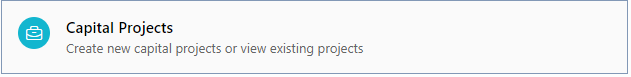
These steps assume you have followed the “How do I access the portal?” instructions above and your assigned role within the portal is “Agency IT Lead”. If you need a role assignment change, please reach out to [cot.capitalitprojects@ky.gov](mailto:cot.capitalitprojects@ky.gov).

1. **Click** on “Project Intake”.

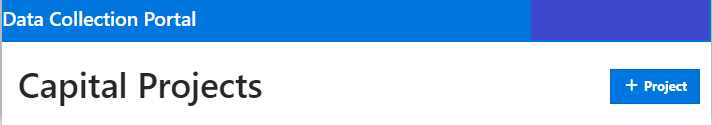
Graphical user interface, application

Description automatically generated

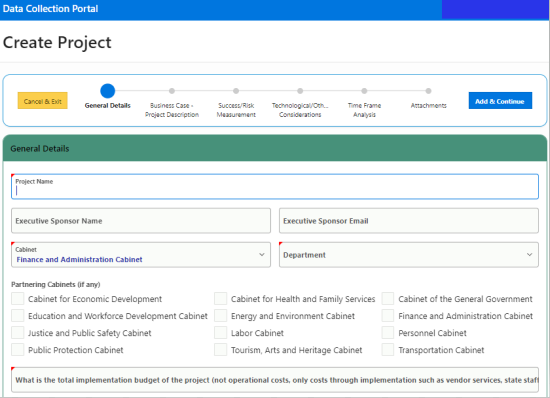
1. **Click** “Capital Projects”.



1. **Click** “+ Project”, located near the top-right corner.

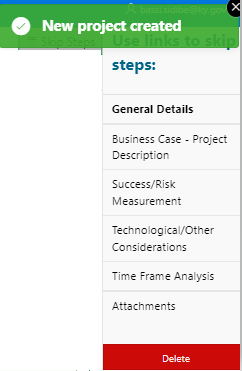


1. **Populate** the Project Intake form.



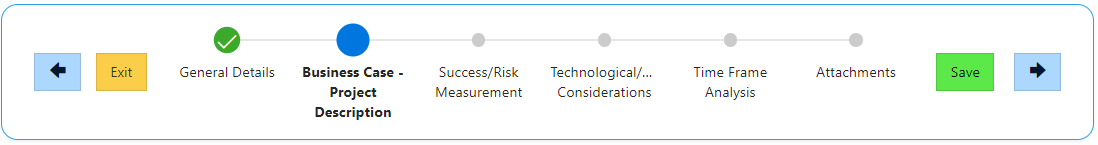
Things to remember while populating the Project Details form:

* + 1. All fields are required.
    2. **Click** **Add & Continue** after completing the “General details page”.
    3. An outline of steps will appear at the top-right corner of the screen.



* 1. Complete the remaining sections for the project.
     + **Business Case - Project Description**
     + **Success/Risk Measurement**
     + **Technological/Other Considerations**
     + **Time Frame Analysis**
     + **Attachments**

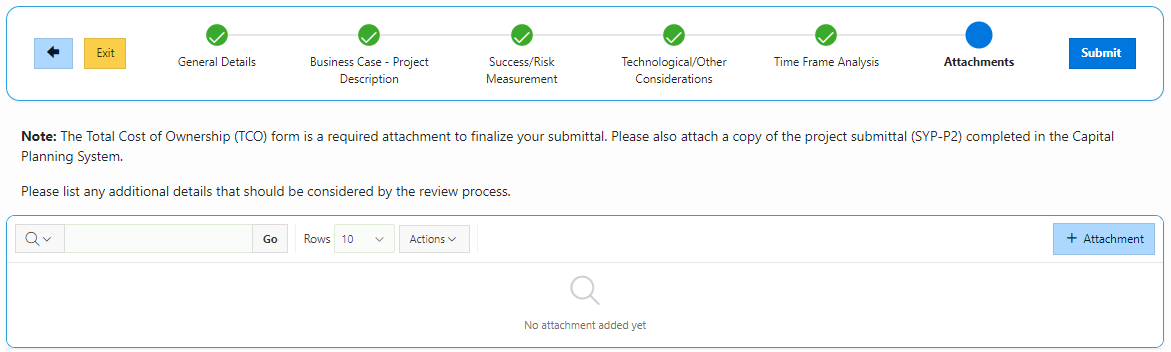
Once you enter all the required information, **click** the save green button then the arrow to proceed.



The two documents listed below are required.

1. **The Total Cost of Ownership (TCO) form**
2. **A copy of the project submittal (SYP-P2) completed in the Capital Planning System**

You can add them by clicking the  button. You will be required to select which document you are uploading.



1. Once you have completed all the required steps, **click** the submit.

**Contact Us**

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**Commonwealth of Technology Website**

* <https://technology.ky.gov/Pages/index.aspx>

**Capital IT Project Planning Webpage**

* [Capital IT Projects - Commonwealth Office of Technology (Kentucky)](https://technology.ky.gov/CapitalIT/Pages/Capital-IT-Projects.aspx)
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