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## STATE OF NEVADA GOVERNOR'S TECHNOLOGY OFFICE

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**Subject:** Helping You Register or Update Your Agency's IT Projects

Hi Agency Leaders,

As your partners in the Governor's Technology Office, we want to make it as easy as possible for you and your staff to keep large IT projects on our shared radar. We've rolled out a new submission system, and I'd like to walk you through the essentials so no one has to hunt for instructions.

Or you can watch this quick walkthrough video ([Link](#))

### Quick snapshot

If you need to...	Do this	What you'll get back
<b>Add a new project (≥ \$2 M)</b>	Fill out the <b>IT Project Portfolio Submission Form</b>	A confirmation email with its unique <b>ProjectID</b>
<b>Update an existing project</b>	Enter the <b>ProjectID</b> in the same form <i>or</i> send a bulk-update spreadsheet (steps below)	A summary email showing what changed

### Two easy paths

- One-off projects (inside Office 365)**
  - Click the form link, choose "Submit" or "Update," and follow the prompts. ([Form Link](#))
  - For updates, fill in only the fields that changed.
- Bulk upload (anyone, inside or outside the tenant)**
  - Grab the **New Project** or **Project Update** Excel template.
    - [IT Project Portfolio](#)
      - Use this template when you are registering multiple new projects for the first time.
    - [IT Project Portfolio Update](#)
      - Use this template when you need to update information for multiple existing projects at once.

2. Note: This template requires you to provide the unique ProjectID for each project you wish to update.

- One row per project, save.
- Email it to **it-social@it.nv.gov** with the subject line:
  - **New Project Submission** – to add projects
  - **Update Project Submission** – to update them
- You'll get an automatic reply with successes and any rows that need a tweak.

*Pro tip:* Keep each **ProjectID** handy—future updates key off that number.

### **Why we're doing this together**

- **Clear visibility:** A shared portfolio keeps us from reinventing wheels and helps us spot opportunities to collaborate.
- **Smoother approvals:** Complete data up front shortens review cycles and budget questions.
- **Better storytelling:** When session time comes, we can show lawmakers exactly how technology is serving Nevadans.

Here is a link to the Policy: [Statewide Policy for Reporting of Large Information Technology Projects](#)

Thank you for everything you do. If there's anything we can clarify—or if you spot a way to make this process simpler—please let me know.

In service,

David Axtell  
Deputy Director, State CTO