

Nebraska Information Technology Commission  
and the  
Office of the Chief Information Officer

## Agency Information Technology Plan 2012 Form

Due: September 15, 2012

### Notes about this form:

1. **STATUTORY REQUIREMENT.** “On or before September 15 of each even-numbered year, all state agencies, boards, and commissions shall report to the Chief Information Officer, in a format determined by the [Nebraska Information Technology Commission], an information technology plan that includes an accounting of all technology assets, including planned acquisitions and upgrades.” (NEB. REV. STAT. § 86-524.01). This document -- prepared with input from state agencies and the Technical Panel -- is the approved format for agency information technology plans.
2. **GENERAL GUIDANCE ON COMPLETING THIS FORM.** This form provides a basic format for providing the information requested. Agencies can add clarifying comments or modify the tables provided as necessary to provide the information. The agency should assume the information provided is a public record. Do not include information which would compromise your information technology security. Please indicate in the document where information is not provided for security reasons.
3. **DEADLINE.** The Agency Information Technology Plan is due on September 15, 2012.
4. **SUBMITTING THE FORM.** The completed form should be submitted as an attachment to the agency budget submission in the Nebraska Budget Request and Reporting System. In the left-margin menu, under Information Technology, click “IT Agency Summary”. Click the “Narrative” tab, and then attach the completed Agency IT Plan by clicking the “Browse...” button to locate the desired file and then clicking the “Attach” button. Finally, click the “Save” button.
5. **QUESTIONS.** Contact the Office of the CIO/NITC at (402) 471-7984 or [ocio.nitc@nebraska.gov](mailto:ocio.nitc@nebraska.gov)

**Agency**

Agency IT Contact

Email Address

Phone

## 1. Current Assets

### 1.1 Applications

#### 1.1.1 Off-the-Shelf Applications

Provide an estimated number of licenses for each of the following applications:

	Estimated Number of Users/Licenses	Version(s) (Optional)
<b>Productivity Suite</b>		
Microsoft Office		
WordPerfect Office		
OpenOffice/StarOffice		
Other (Specify)		
<b>Internet Browser</b>		
Microsoft Internet Explorer		
Firefox/Mozilla		
Google Chrome		
Safari		
Other (Specify)		
<b>Desktop Antivirus</b>		
Microsoft Forefront		
Sophos		
Symantec/Norton		
McAfee		
Other (Specify)		
<b>Instant Messaging</b>		
Office Communicator		
Other (Specify)		
<b>Database Management (DBMS)</b>		
IBM		
Oracle		
Microsoft SQL		
AS/400		
Other (Specify)		
<b>Applications Development Tools</b>		
Microsoft Visual Studio		
IBM Rational Application Developer		
Micro Focus COBOL		
Other (Specify)		

### 1.1.2 Other Off-the-Shelf Applications

List other significant off-the-shelf applications utilized by the agency:

Application	Estimated Number of Users/Licenses	Version(s) (Optional)

### 1.1.3 Custom Applications

List custom applications used by the agency, including (a) the general purpose of the application; (b) the platform on which it is running; (c) application development tools used; and (d) how the application is supported.

Application:  
Platform:  
Development Tools:  
How Supported:

Application:  
Platform:  
Development Tools:  
How Supported:

## 1.2 Data

### 1.2.1 Databases

List the significant databases maintained by the agency and a brief description of each.

Database:  
Brief Description:

Database:  
Brief Description:

### 1.2.2 Data Exchange

List the significant electronic data exchanges your agency has with other entities.

Title/Description:  
Other Entity:  
Purpose:  
Is this exchange encrypted?:

Title/Description:  
Other Entity:  
Purpose:  
Is this exchange encrypted?:

## 1.3 Hardware

### 1.3.1 General Description of Computing Environment

Provide a general description of the elements of the computing environment in the agency (mainframe, midrange, desktop computers, thin clients, etc.).

Description:

### 1.3.2 Hardware Assets

Complete the following table. For “current” assets, enter the total number of each item currently owned/leased by the agency. For “planned” assets, enter an estimated number of each item at the end of the biennium on June 30, 2015.

	Current				Planned			
	Windows	Apple	Linux	Other	Windows	Apple	Linux	Other
Desktop Computers								
Laptop Computers								
Tablet Computers								
Servers								

Provide a brief narrative describing the reason/rationale for any significant change in the number of planned hardware assets as compared to the number of current hardware assets. Also, provide a description of the agency’s hardware replacement cycle.

Narrative:

## 1.4 Network Environment

### 1.4.1 General Description

Provide a general description of the agency’s network environment. You may optionally include any related diagrams, etc. Also, describe any desktop management and/or LAN monitoring tools used by the agency.

Description:

### 1.4.2 Network Devices

Complete the following table. For “current” devices, enter the total number of each item currently owned/leased by the agency. For “planned” devices, enter an estimated number of each item at the end of the biennium on June 30, 2015.

	Current	Planned
Firewalls (Hardware)		
Load Balancers (Hardware)		
Wireless Access Points		
Video Cameras (USB)		
IP Phones		
Web Servers		
IPS/IDS Appliances		
Non-OCIO provided Switches		
Application Delivery/Gateway (e.g. Citrix, Terminal Services appliances) (Specify)		

Provide a brief narrative describing the reason/rationale for any significant change in the number of planned devices as compared to the number of current devices.

Narrative:

## 1.5 Server Rooms

### 1.5.1 Server Rooms

Many agencies have invested in dedicated space for housing servers and network equipment. This dedicated space provided close proximity of the equipment to an agency's offices and support staff. During the early years of client/server technology, close proximity offered many advantages and was even essential in some situations. Changes in technology and higher network speeds have eroded the advantages of close proximity to the extent that separate server rooms often represent a duplication of costs and an impediment to good security, reliability, disaster recovery, and efficient operations. The trend in all large organizations is consolidation of servers and data centers.

The purpose of this section is to document the number and size of server rooms and encourage planning for use of shared services that would eliminate the need for most server rooms.

Please complete the following information:

1. Does your agency have a server room (yes / no):
2. Where is the server room located (city, building, floor):
3. What is the size of the server room (square footage):
4. Does the room have special electrical power feeds (yes/no):
5. Does the room have special cooling capacity (yes/no):
6. Does the room have uninterruptible power supply (yes/no):
7. Does the room have a separate fire suppression system (yes/no):
8. What equipment is located in the server room (number of servers, racks, network devices, etc.)?
9. What security is available for the server room?

Provide a brief narrative describing your agency's plans to reduce or eliminate the server room or explain why it is still needed.

## 2. Staff and Training

### 2.1 Staff and Related Support Personnel

Identify staffing necessary to maintain your current IT environment, including contractor and OCIO staff supporting your agency specific environment.

	Approximate FTE
Agency IT Staff	
Contractors	
OCIO Staff	

### 2.2 IT Related Training

Summarize the agency's efforts to address training needs relating to information technology, including training for IT staff and users.

Description:

### 3. Survey

	Yes	No	In Progress	Not Applicable
<b>3.1 Security</b> - Please answer the following questions regarding your agency's efforts to maintain a secure information technology environment. [The questions refer to the Nebraska Information Technology Commission's Security Policies. These policies are available at <a href="http://nitc.ne.gov/standards/">http://nitc.ne.gov/standards/</a> ]				
Has your agency implemented the NITC's Security Policies?				
Has your agency implemented other security policies?				
If your answer to the previous question is YES, please list the other security policies. List:				
<b>3.2 Disaster Recovery and Business Continuity</b> - For purposes of this document, the term "Disaster Recovery Plan" refers to preparations for restoring information technology systems following a major disruption.				
Does your agency have a disaster recovery plan?				
If your answer to the previous question is YES, have you tested your disaster recovery plan?				
If your answer to the previous question is YES, have you revised your disaster recovery plan based on the results of your test?				
Does your agency perform regular back-ups of important agency data?				
If your answer to the previous questions is YES, does your agency maintain off-site storage of back-up data?				
<b>3.3 Accessibility / Assistive Technology</b>				
Does your agency include the Nebraska Technology Access Clause in contracts for information technology purchases? (See Neb. Rev. Stat. § 73-205. The Technology Access Clause is posted at <a href="http://nitc.ne.gov/standards/">http://nitc.ne.gov/standards/</a> )				
Does your agency have procedures in place to identify the information technology related requirements of users with disabilities?				
Does your agency provide training opportunities for management, procurement, and technical personnel on how to meet the accessibility needs of users with disabilities?				
Has your agency evaluated its website(s) to ensure accessibility to all persons with disabilities? If yes, what tools were used to evaluate accessibility?				
<b>3.4 Geographic Information System (GIS)</b>				
Does your agency have plans, over the next biennium, for the development and/or acquisition of GIS/geospatial data (ie, imagery, LiDAR, GPS collected data, geodatabase development, metadata, demographic and address data, etc.) or geospatial data applications or web services that is estimated to cost more than \$25,000?				
If your answer to the previous question is YES, please provide a brief description and/or reference where that description is provided in Section 4 below:				
<b>3.5 Mobile Apps</b>				
Does your agency use mobile apps to provide services through mobile devices?				

	Yes	No	In Progress	Not Applicable
<b>3.6 Social Media</b>				
Does your agency use social media as a communications channel? If yes, which social media channels do you use (Facebook, Twitter, other)?				

## 4. Projects and Future Plans

### 4.1 Projects Currently Active

List current IT projects, including a description of the project, the current project status, projected completion date and costs.

Project Title:  
 Brief Description:  
 Current Status:  
 Projected Completion Date:  
 Total Project Cost:

Project Title:  
 Brief Description:  
 Current Status:  
 Projected Completion Date:  
 Total Project Cost:

### 4.2 Projects Planned to be Started in FY2012-2013

List IT projects that are planned to start before the end of the current fiscal year which were not listed in the previous section.

Project Title:  
 Brief Description:  
 Projected Start Date:  
 Projected Completion Date:  
 Total Project Cost:

Project Title:  
 Brief Description:  
 Projected Start Date:  
 Projected Completion Date:  
 Total Project Cost:

### 4.3 Projects Planned for the FY2013-2015 Biennium

List IT project planned for the next biennium. (Note: If funding for a project has been requested and an IT Project Proposal entered in the Nebraska Budget Request and Reporting System, you only need to list the project title and note that it is included in the agency budget request.)

Project Title:  
 Brief Description:  
 Projected Start Date:  
 Projected Completion Date:

Total Project Cost:

Project Title:

Brief Description:

Projected Start Date:

Projected Completion Date:

Total Project Cost:

#### **4.4 Long-Term Plans (Beyond the FY2013-2015 Biennium)**

Describe any long-term plans for projects to be started after the FY2013-2015 biennium.

Agency Narrative:

#### **4.5 Other Issues**

This is a general comment section where the agency can identify issues not captured in another section of the plan. This provides an opportunity to address issues which may, or may not, impact an agency IT budget; such things as known risks, trends, or issues for which there is not currently enough information to be included in the other sections. This section can also be used to summarize the agency's strategies and future direction for the use of information technology within the agency.

Agency Narrative: