MEETING AGENDA

**State Government Council
of the
Nebraska Information Technology Commission**

Thursday, April 10, 2008
1:30 p.m. - 2:30 p.m.
Executive Building - Lower Level Conference Room
521 S 14th Street
Lincoln, Nebraska

AGENDA

Meeting Documents: Click the links in the agenda
or click here for all documents. (xx Pages)

1. Roll Call, Meeting Notice & Open Meetings Act Information

2. Public Comment

3. Approval of Minutes* - February 14, 2008

4. Standards and Guidelines - Discussion of documents relating to LB 823 and the Legislative Performance Audit

- NITC 1-201: Agency IT Plan
  - Starting with the 2004 version of the form for discussion
- NITC 1-202: IT Project Proposal Form and Project Review Process
  - Current form
- NITC 1-203: Enterprise Projects
- NITC 1-205: Project Monitoring and Progress Reports

5. Update on Email Conversion

6. Other Business

7. Agency Reports

8. Next Meeting Date - May 8, 2008

9. Adjourn

* Denotes Action Item

(The Council will attempt to adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to take action on any of the items listed.)

NITC and State Government Council Websites: http://nitc.ne.gov
Meeting notice was posted to the NITC Website and Nebraska Public Meeting

[Calendar](#) on March 7, 2008.
The agenda posted to the NITC Website on April 4, 2008.

STATE GOVERNMENT COUNCIL
Nebraska Information Technology Commission
Thursday, February 14, 2008, 1:30 p.m.
Executive Building - Lower Level Conference Room
521 S 14th Street, Lincoln, Nebraska
PROPOSED MINUTES

MEMBERS PRESENT

Bob Beecham, NDE Support Services
Dennis Burling, Department of Environmental Quality
Randy Cecrle, Alt. for Glenn Morton, Workers' Compensation Court
Tom Conroy, OCIO-Enterprise Computing Services
Josh Daws, Secretary of State's Office
Keith Dey, Department of Motor Vehicles
Steve Henderson, Alt. for Brenda Decker, Chief Information Officer
Pat Flanagan, Private Sector
Rex Gittins, Department of Natural Resources
Dorest Harvey, Private Sector
Terry Pell, State Patrol
Bob Shanahan, Department of Labor
Len Sloup, Department of Revenue
Rod Wagner, Library Commission
Brad Weakly, Alt. for Jayne Scofield, OCIO - Network Services
Bill Wehling, Department of Roads
George Wells, Department of Correctional Services

MEMBERS ABSENT: Carlos Castillo, Department of Administrative Services; Mike Calvert, Legislative Fiscal Office; Lauren Hill, Governor's Policy Research Office; Jeanette Lee, Department of Banking; Jim Ohmberger, Health and Human Services; Gerry Oligmueller, Budget Office; Mike Overton, Crime Commission; and Janice Walker, State Court Administrator's Office

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Mr. Henderson called the meeting to order at 1:30 p.m. There were 17 voting members at the time of roll call. It was stated that the meeting notice was posted to the NITC, State Government Council and Nebraska Public Meeting Calendar Websites on January 11, 2008 and that the agenda posted to the NITC Website on February 10, 2008. A copy of the Open Meetings Act was located on the front table.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Mr. Flanagan moved to approve the January 10, 2008 minutes as presented. Mr. Sloup seconded. Roll call vote: Beecham-Yes, Burling-Yes, Conroy -Yes, Henderson-Yes, Sloup-Yes, Flanagan-Yes, Daws-Yes, Gittins-Yes, Harvey-Yes, Shanahan-Yes, Cecrle-Yes, Dey-Yes, Pell-Yes, Weakly-Yes, Wells-Yes, Wagner-Yes, and Wehling-Yes. Results: Yes-17, No-0. Motion carried.

STANDARDS AND GUIDELINES - Update on documents discussed at the January meeting

The standards have been posted the 30-day comment period.

NITC 1-204: IT Procurement Review Policy - Attachment A has been revised to include the council's recommendations.

STANDARDS AND GUIDELINES - **RECOMMENDATIONS TO THE NITC***

NITC 8-401: Incident Response and Reporting Standard (Revised)

Mr. Becker reviewed the revisions made to the document per recommendations at the January meeting.

Mr. Harvey moved to recommend the NITC 8-401: Incident Response and Reporting Standard to the NITC. Mr. Beecham seconded. Roll call vote: Wehling-No, Wagner-Yes, Wells-No, Weakly-Yes, Pell-Yes, Dey-Yes, Cecrle-No, Shanahan-No, Harvey-Yes, Gittins-No, Daws-Abstain, Flanagan-Abstain, Sloup-No, Henderson-Yes, Conroy -No, Burling-No, and Beecham-No. Results: Yes-6, No-9, Abstain-2. Motion did not pass.

Mr. Flanagan asked for clarification and verification of the council's support regarding the tier classification. Tier 1 category is still a concern. It deals with localized non-critical incidents that usually handle at the agency level. Compliance by agencies was also a concern. Several members recommended that some of the Tier 1 items be omitted so that agencies handle these internally

The frequency of reporting an incident was also discussed. Mr. Hartman's intent to have at enterprise level reporting system was to:
- Explore how big the problem is in order to get a picture of the issues within an agency. A matrix would be developed to show trends.
- Measure effectiveness of the Office of the CIO's security awareness training

He suggested that agencies could provide a Tier 1 report on a monthly basis rather than within one day. Some members commented that they often aren't informed about the resolution of internet abuse issues because they are handled by their HR departments.

Mr. Shanahan moved to recommend approval of NITC 8-401, with the following changes: delete "Internet abuse that results in disciplinary action, excluding criminal behavior" as a reportable item and make the other items in Tier 1 a monthly report. Mr. Dey seconded. Roll call vote: Conroy -Yes, Henderson-No, Sloup-Yes, Flanagan-Abstain, Daws-Abstain, Gittins-Yes, Harvey-Yes, Shanahan-Yes, Cecrle-Yes, Dey-Yes, Pell-Abstain, Weakly-Abstain, Wells-Yes, Wagner-Yes, Wehling (not present to vote), Beecham-Yes, and Burling-No. Results: Yes-10, No-2, and Abstain-4. Motion carried.

Mr. Cercle moved to amend the previous recommendation by changing the title of Section 2.3 to read "Classification of Cyber Security Incidents" and to strike the example "Incidents traceable to user error or system failure" in Tier 1. Mr. Wells seconded. Roll call vote: Shanahan-Yes, Harvey-Yes, Gittins-Yes, Daws-Abstain, Flanagan-Yes, Sloup-Yes, Henderson-Yes, Conroy -Yes, Burling-Yes, Beecham-Yes, Wagner-Yes, Wells-Yes, Weakly-Yes, Pell-Yes, Dey-Yes, Cecrle-Yes, and Wehling (not present to vote). Results: Yes-15, No-0, Abstain-1. Motion carried.

Mr. Hartman informed members that the monthly reporting will be provided on a different form.

UPDATED STATEWIDE TECHNOLOGY PLAN ACTION ITEMS

State Government Efficiency
> Objective to read as follows "The State Government Council will address multiple items improving efficiency in state government, including implementing enterprise shared services and adopting standards and guidelines."

> Future Action Items. It was recommended to omit "Lotus Domino Design and Development" and add "Desktop Virtualization".

E-Government
> Future Action Items. Item number 7 will be completed in the next two weeks and will be moved to the completed.

Security and Business Resumption
There were no recommended changes.

Mr. Conroy moved to approve the State Government action items with the recommended changes. Mr. Shanahan seconded. Roll call vote: Beecham-Yes, Burling-Yes, Conroy -Yes, Henderson-Yes, Sloup-Yes, Flanagan-Yes, Daws-Abstain, Gittins-Yes, Harvey-Yes, Shanahan-Yes, Cecrle-Yes, Dey-Yes, Pell-Yes, Weakly-Yes, Wells-Yes, Wagner-Yes, and Wehling-Yes. Results: Yes-16, No-0, Abstain-1. Motion carried.

Mr. Dey and Mr. Cecrle left the meeting.

DEMONSTRATION - DEPARTMENT OF ENVIRONMENTAL QUALITY - Dennis Burling

Mr. Burling gave a presentation about the National Environmental Information Exchange which included the Homeland Emergency Response Exchange (HERE) comprised of Kansas, Missouri, Iowa and Nebraska, and EPA Region 7. Users are able to download the entire database of shared information from each location on a daily basis. It can be utilized off of a desktop or laptop computer without a constant connection to the Internet. Individual locations can be mapped to Google Earth with a satellite view and determine the dangerous origin and all downwind or downstream locations that could be affected by an event.

Other states have begun similar development and are interested in the system developed by the HERE. There are three security levels that must be passed before an entity can use the information. Each agency server then has the ability to upload and share information with the Information Exchange Network.

OTHER BUSINESS

The question regarding a cost for automated archiving was raised. Mr. Henderson will check and report at the next meeting.

AGENCY REPORTS

There were no agency reports.

NEXT MEETING DATE AND ADJOURNMENT

The next meeting of the NITC State Government Council will be held on March 13, 2008 at 1:30 p.m.

With no further business and with no objection, Mr. Henderson adjourned the meeting at 3:07 p.m.

Meeting minutes were taken by Lori Lopez Urdiales and reviewed by Rick Becker of the Office of the CIO/NITC.

State of Nebraska
Agency Comprehensive Information Technology Plan

2004

Due: August 16, 2004

Submit completed plan as an e-mail attachment to:
info@cio.state.ne.us

For an electronic version of this form; instructions; and
links to agency IT Plans from 2000 and 2002 go to:
http://www.nitc.state.ne.us/forms/

Agency	
Date	

1. Agency Contact Information

Person responsible for Information Technology in the agency:

Name	
Phone Number	
E-mail	

Person to contact for additional information about the agency Comprehensive Information Technology Plan:

Name	
Phone Number	
E-mail	

If **this document** is posted on your agency's Web site, please provide the URL for this document:

http://

2. Agency Mission, Goals and Objectives

Describe the mission of the agency. This is a statement of why the agency exists and its fundamental purpose. Describe the primary business goals and objectives for the next five years (or for that timeframe for which they are formally established).

Explain the primary programs or service areas of the agency and whom they impact. This should include primary beneficiaries, partners, and other organizations that have an interest in the agency's activities. Please identify how the organization interacts with these other agencies, local governments, the public, businesses, and other entities. How does the agency promote a customer focus and collaboration with these groups?

Please include the URL, if a fuller explanation of this topic is available on the agency's web site.

3. Current Use of Information Technology

3.A. Existing IT Environment

3.A.1. Applications

Off-the-Shelf Applications
Provide the estimated number of licenses for each of the following applications:

Off-the-Shelf Applications		Number of Licenses (Best estimate, exact number not necessary)	Versions in Use (Optional)
Productivity Suites			
	Microsoft Office Suite		
	Corel WordPerfect Office		
	Other (Specify)		
Internet Browser			
	Microsoft Internet Explorer		
	Netscape / Mozilla		
	Other (Specify)		
Anti-Virus			
	Symantec/Norton		
	McAfee		
	Other (Specify)		
E-mail and Calendaring			
	Microsoft Exchange		
	Lotus Notes		
	Other (Specify)		
Database Management (DBMS)			
IBM DB2 or UDB			
	Client Licenses		
	Server Licenses		
	Mainframe Licenses		
Oracle			
	Client Licenses		
	Server Licenses		
	Mainframe Licenses		
Microsoft SQL Server			
	Client Licenses		
	Server Licenses		
AS/400			
	Licenses		
Other (Specify)			
	Client Licenses		
	Server Licenses		

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

Other Applications
List other significant applications, including custom applications developed for the agency. Include information pertaining to (a) the general purpose of the application; (b) the platform on which it is running; and (c) if a custom applications, development tools used:

3.A.2. Data

Databases
List major databases maintained by the agency and the general purpose of each:

Data Exchange
List the significant electronic data exchanges your agency has with other entities:

3.A.3. Hardware, Operating Systems, and Networks

Hardware
Provide a general description of the elements of the computing environment (mainframe, midrange, PC workstations, etc.).

Desktop Operating System(s)

Operating System	Approximate number of users/licenses
Windows 95, 98, or ME	
Windows NT	
Windows 2000	
Windows XP	
OS/2	
Linux	
Mac OS	
Other (Specify:)	

Networks - LANs and WANs
Provide a general description of the agency's network environment:

Networks – Server Operating System
Indicate the network operating system(s) utilized:

Network Server Operating System	Number of server licenses
Novell Netware	
Windows NT	
Windows 2000	
Windows 2003	
Unix	
Linux	
AS/400	
OS/2 LAN Server	
Other (Specify:)	

3.A.4. Staffing

General Information
Identify, in general terms, the agency personnel resources currently devoted to supporting the items listed in this section (3.A). This should include both personnel whose job titles and description are clearly related to technology, other personnel whose responsibilities relate significantly to technology support regardless of job title, and contract staffing provided to the agency. Please provide an organizational chart, if available, or describe the organizational structure for managing IT related staff.

NIS Tracking
The Nebraska Information System (NIS) includes the capability of tracking personnel service expenditures for staff who are devoted to information technology activities. Have you designated any business units in NIS that are focused on providing information technology services by using Category Code 7 (UDC 00/07)? Or have you used the Time Card Category Code 4 (UDC 06/04) for employees who may need to have their time recorded as I/T related expense?

3.A.5. Other

Please list any other issues relating to your current IT environment:

3.B. Value

Describe and document the tangible and intangible benefits of the agency's investment in information technology.

3.C. Security

Security Policies
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 http://www.nitc.state.ne.us/standards/]

	YES	NO	IN PROGRESS
Has your agency implemented the NITC's Security Policies?			
If your answers to the previous question is NO, has your agency implemented other security policies?			

Agency Contact Information
Please provide contact information for the person responsible for IT security:

Name	
Phone Number	
E-mail	

Narrative
Provide a general description of the agency's efforts to develop and implement a security program:

(NOTE: Agency IT Plans are posted on a state Web server, accessible only from computers on the state network. Agencies have the option of providing security information here, or in the alternative, can submit the information directly to the state CIO and it will not be posted. Contact Steve Schafer at slschafe@notes.state.ne.us or 402-471-4385 to submit your security information in an alternative format.)

3.D. Disaster Recovery and Business Continuity Planning

Definitions. For purposes of this document the term, "Disaster Recovery Plan" refers to preparations for restoring information technology systems following a major disruption. The term, "Business Continuity Plan" refers to preparations for restoring the operational functions of the agency. As used here, disaster recovery is a subset of business continuity, because information technology supports the business functions of the agency.

Questions

	YES	NO	IN PROGRESS
Does your agency have a disaster/emergency recovery plan?			
Does your agency perform regular back-ups of important agency data?			
Does your agency maintain off-site storage of back-up data?			

Narrative
Provide a general description of the agency's efforts regarding disaster recovery and business continuity planning:

3.E. Accessibility (Technology Access for Individuals with Disabilities)

[For more information on accessibility, contact Christy Horn at chorn@nebraska.edu]

	YES	NO
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 available at http://www.nitc.state.ne.us/standards/]		
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? ___ http://www.w3.org/WAI/ER/existingtools.html ___ http://www.vischeck.com/ ___ http://www.henterjoyce.com/fs_downloads/jaws_form.asp ___ Other (please specify _____)		

4. Future Uses of Information Technology

4.A. Strategies and Future Direction

This section should summarize the agency's strategies and future direction for information technology within the agency. Topics should include:
- A summary of future changes in uses of technology, which the agency plans to implement.
- A description of the agency's hardware replacement program or strategy.
- An overview of the agency's activities that promote collaboration.
- A discussion of factors and risks that will impact the success of the agency's information technology strategy.
- An overview of plans to implement e-government services.
- Your agency's efforts to retain IT staff, if applicable.

4.B. Information Technology Training

Summarize the agency's efforts to address training needs relating to information technology. This should include:
- Training for users of information technology
- Training for IT staff who develop and support the information technology systems
- List areas/topics for which a training need has been identified by the agency.

4.C. Future IT Projects

List significant information technology projects which are expected to be undertaken by the agency during the next two years.

PROJECT	STATUS (start date, etc.)

4.D. Projects Relating to the NITC's Strategic Initiatives

In creating the Nebraska Information Technology Commission (NITC), the Legislature recognized the need for "developing a statewide vision and strategic plan to guide investments in information technology". Each year, the NITC develops the Statewide Technology Plan that adopts goals and objectives to guide the work of the Commission. The NITC also reviews and prioritizes major information technology projects as part of the biennial budget process. This year, the NITC is proposing several changes to the planning process, in order to give policy makers more information about statewide technology goals. These changes include identifying a list of statewide strategic initiatives, giving agencies an opportunity to address those initiatives in their agency comprehensive information technology plans and biennial budget requests, organizing planning sessions to develop implementation strategies, and preparing a gap analysis for the Governor and Legislature in November.

On March 9, 2004, the NITC adopted a list of eight statewide strategic initiatives. These include (in no order of priority):
1. Statewide Telehealth Network
2. Community IT planning and technology-related economic development
3. Network Nebraska (statewide broadband communications and related services)
4. Statewide Synchronous Video Network
5. E-Learning
6. Enterprise Architecture (for state government agencies)

7. E-Government
8. Security and Business Resumption

A general description of each initiative is available at:
http://www.nitc.state.ne.us/forms/.

In this section of the Agency Comprehensive Information Technology Plan, agencies have the option to describe current or proposed activities that would promote one or more of these initiatives. Agencies should also notify Steve Schafer by May 1, 2004, of their interest in these initiatives, in order to be included in any planning sessions this summer.

Although each of these initiatives is important, the NITC does not assume that projects promoting these initiatives are a higher priority than activities supporting agency-specific missions and operations.

Nebraska Information Technology Commission

Project Proposal Form

**New or Additional State Funding Requests
for Information Technology Projects**

FY 2008 Deficit Budget Requests

Project Title	
Agency/Entity	

Notes about this form:

1. **USE.** The Nebraska Information Technology Commission ("NITC") is required by statute to "make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel, for which new or additional funding is requested." Neb. Rev. Stat. §86-516(8) In order to perform this review, the NITC and DAS Budget Division require agencies/entities to complete this form when requesting new or additional funding for technology projects.

2. **WHAT TECHNOLOGY BUDGET REQUESTS REQUIRE A PROJECT PROPOSAL FORM?** See the document entitled "Guidance on Information Technology Related Budget Requests" available at http://www.nitc.state.ne.us/forms/.

3. **DOWNLOADABLE FORM.** A Word version of this form is available at http://www.nitc.state.ne.us/forms/.

4. **SUBMITTING THE FORM.** Completed project proposal forms should be submitted as an e-mail attachment to rick.becker@nitc.ne.gov.

5. **DEADLINE.** Completed forms must be submitted by October 26, 2007 (the same date deficit budget requests are required to be submitted to the DAS Budget Division).

6. **QUESTIONS.** Contact the Office of the CIO/NITC at (402) 471-7984 or rick.becker@nitc.ne.gov

Section 1: General Information

Project Title	
Agency (or entity)	

Contact Information for this Project:

Name	
Address	
City, State, Zip	
Telephone	
E-mail Address	

Section 2: Executive Summary

Provide a one or two paragraph summary of the proposed project. This summary will be used in other externally distributed documents and should therefore clearly and succinctly describe the project and the information technology required.

Section 3: Goals, Objectives, and Projected Outcomes (15 Points)

1. Describe the project, including:
   - Specific goals and objectives;
   - Expected beneficiaries of the project; and
   - Expected outcomes.

2. Describe the measurement and assessment methods that will verify that the project outcomes have been achieved.

3. Describe the project's relationship to your agency comprehensive information technology plan.

Section 4: Project Justification / Business Case (25 Points)

4. Provide the project justification in terms of tangible benefits (i.e. economic return on investment) and/or intangible benefits (e.g. additional services for customers).

5. Describe other solutions that were evaluated, including their strengths and weaknesses, and why they were rejected. Explain the implications of doing nothing and why this option is not acceptable.

6. If the project is the result of a state or federal mandate, please specify the mandate being addressed.

Section 5: Technical Impact (20 Points)

7. Describe how the project enhances, changes or replaces present technology systems, or implements a new technology system. Describe the technical elements of the project, including hardware, software, and communications requirements. Describe the strengths and weaknesses of the proposed solution.

8. Address the following issues with respect to the proposed technology:
    *   Describe the reliability, security and scalability (future needs for growth or adaptation) of the technology.
    *   Address conformity with applicable NITC technical standards and guidelines (available at http://www.nitc.state.ne.us/standards/) and generally accepted industry standards.
    *   Address the compatibility with existing institutional and/or statewide infrastructure.

Section 6: Preliminary Plan for Implementation (10 Points)

9. Describe the preliminary plans for implementing the project. Identify project sponsor(s) and examine stakeholder acceptance. Describe the project team, including their roles, responsibilities, and experience.

10. List the major milestones and/or deliverables and provide a timeline for completing each.

11. Describe the training and staff development requirements.

12. Describe the ongoing support requirements.

Section 7: Risk Assessment (10 Points)

13. Describe possible barriers and risks related to the project and the relative importance of each.

14. Identify strategies which have been developed to minimize risks.

Section 8: Financial Analysis and Budget (20 Points)

15. Financial Information

Financial and budget information can be provided in either of the following ways:

(1) If the information is available in some other format, either cut and paste the information into this document or transmit the information with this form; or

(2) Provide the information by completing the spreadsheet provided below.

Instructions: Double click on the Microsoft Excel icon below. An imbedded Excel spreadsheet will be launched. Input the appropriate financial information. Close the spreadsheet. The information you entered will automatically be saved with this document. If you want to review or revise the financial information, repeat the process just described.

Excel Spreadsheet
(Double-click)

16. Provide a detailed description of the budget items listed above. Include:
- An itemized list of hardware and software.
- If new FTE positions are included in the request, please provide a breakdown by position, including separate totals for salary and fringe benefits.
- Provide any on-going operation and replacement costs not included above, including funding source if known.
- Provide a breakdown of all non-state funding sources and funds provided per source.

17. Please indicate where the funding requested for this project can be found in the agency budget request, including program numbers.

Nebraska Information Technology Commission
Project Proposal Form
Section 8: Financial Analysis and Budget

(Revise dates as necessary for your request.)

	Estimated Prior Expended	Request for FY2007-08 (Year 1)	Request for FY2008-09 (Year 2)	FY2009-10 (Year 3)	FY2010-011 (Year 4)	Future	Total
1. Personnel Costs							$ -
2. Contractual Services							
2.1 Design							$ -
2.2 Programming							$ -
2.3 Project Management							$ -
2.4 Other							$ -
3. Supplies and Materials							$ -
4. Telecommunications							$ -
5. Training							$ -
6. Travel							$ -
7. Other Operating Costs							$ -
8. Capital Expenditures							
8.1 Hardware							$ -
8.2 Software							$ -
8.3 Network							$ -
8.4 Other							$ -
TOTAL COSTS	$ -	$ -	$ -	$ -	$ -	$ -	$ -
General Funds							$ -
Cash Funds							$ -
Federal Funds							$ -
Revolving Funds							$ -
Other Funds							$ -
TOTAL FUNDS	$ -	$ -	$ -	$ -	$ -	$ -	$ -