

MEETING AGENDA

**Technical Panel
of the
Nebraska Information Technology Commission**

Tuesday, May 8, 2012
9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska

AGENDA

[Meeting Documents](#) (38 pages)

1. Roll Call, Meeting Notice & Open Meetings Act Information
2. Public Comment
3. Approval of Minutes* - [March 13, 2012](#)
4. Enterprise Projects
 - Project Status [Dashboard](#) - Skip Philson
5. Standards and Guidelines
 - Requests for Waiver
 - Department of Roads - [Request for Waiver](#) from requirements of [NITC 8-302](#)*
 - Nebraska.gov - [Request for Waiver](#) from requirements of [NITC 4-201](#)*
 - Recommendations to the NITC
 - NITC 1-201: Agency Information Technology Plan - [Attachment A \(IT Plan Form\)](#)*
 - NITC 1-202: Project Review Process - [Attachment B \(Project Proposal Form\)](#)*
6. Regular Informational Items and Work Group Updates (as needed)
 - Accessibility of Information Technology Work Group - Christy Horn
 - Learning Management System Standards Work Group - Kirk Langer
 - Security Architecture Work Group - Brad Weakly
 - Intergovernmental Data Communications Work Group - Tim Cao
7. Other Business
8. Adjourn

* Denotes Action Item

(The Technical Panel 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 Technical Panel websites: <http://nitc.ne.gov/>

Meeting notice was posted to the NITC website and [Nebraska Public Meeting Calendar](#) on April 5, 2012. The agenda was posted to the NITC website on May 4, 2012.

TECHNICAL PANEL
of the
Nebraska Information Technology Commission
Tuesday, March 13, 2012, 9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska
MINUTES

MEMBERS PRESENT:

Walter Weir, CIO, University of Nebraska, Chair
Jayne Scofield, Alt. for Brenda Decker, CIO, State of Nebraska
Michael Winkle, NET

MEMBERS ABSENT: Christy Horn, University of Nebraska and Kirk Langer, Lincoln Public Schools

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Mr. Weir called the meeting to order at 9:05 a.m. There were three voting members present at the time of roll call. A quorum existed to conduct official business. Meeting notice was posted to the NITC website and [Nebraska Public Meeting Calendar](#) on February 23, 2012. The agenda was posted to the NITC website on March 9, 2012. A copy of the Open Meetings Act was posted on the South wall of the meeting room.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF FEBRUARY MINUTES*

Mr. Winkle moved approval of the [February 14, 2012](#) minutes as presented. Mr. Weir seconded. Roll call vote: Scofield-Abstained, Winkle-Yes and Weir-Yes. Results: Yes-2, No-0, Abstained-1. Motion carried.

ENTERPRISE PROJECTS

Skip Philson

Project Closure*

OCIO - Enterprise Content Management System. Kevin Keller from the Office of the CIO gave a final report presentation at last month's meeting. The project is completed. Mr. Winkle informed the panel that NET will be working with the ECM Project on media management.

University of Nebraska and State College System - Student Information System and SAP. This project is, for most purposes, a completed project. There is still an accessibility issue that is being addressed. Mr. Philson recommended closure of the project with the understanding that we will continue to monitor the accessibility issue.

Mr. Winkle moved to recommend project closure for the OCIO - Enterprise Content Management System and University of Nebraska and State College System - Student Information System and SAP enterprise projects. Ms. Scofield seconded. Roll call vote: Scofield-Yes, Winkle-Yes and Weir-Yes. Results: Yes-3, No-0, Abstained-0. Motion carried.

Project Status [Dashboard](#) [\[Addendum\]](#)

A late update from the Human Capital Management project was received and an addendum was distributed to members. For the Network Nebraska project, Mr. Rolfes has indicated the schedule is a

“red” light due to having to do a second round of RFPs and to having contracting issues to resolve on the project. The eRate deadline is March 20. Vendor contracts are now in place. The OCIO and NDE are working on getting information to schools for their approval.

STANDARDS AND GUIDELINES - RECOMMENDATIONS TO THE NITC

NITC 5-101: Enterprise Content Management System for State Agencies (New)*

Purpose: The purpose of this standard is to provide, to the extent possible, a single technical solution for State agencies:

- Capturing all types of content and storing content electronically;
- Converting and minimizing the number of paper documents the State maintains;
- Facilitate searching and retrieval of electronic documents;
- Retain and dispose of electronic documents based on established document retention policies;
- Improve efficiency and accuracy of exchanging information; and
- Unify document management in a single system to take advantage of economies of scale.

Mr. Becker reported that no comments were received and that the State Government Council has recommended approval of the standard.

Mr. Winkle moved to recommend approval of NITC 5-101: Enterprise Content Management System for State Agencies. Ms. Scofield seconded. Roll call vote: Winkle-Yes, Weir-Yes, and Scofield-Yes. Results: Yes-3, No-0, Abstained-0. Motion carried.

NITC 7-301: Wireless Local Area Network Standard (Revised)*

Purpose: The purpose of this standard is to ensure that only properly secured and managed WLANs are deployed by agencies.

Mr. Becker reported that no comments were received and that the State Government Council has recommended approval of the standard.

Ms. Scofield moved to recommend approval of the revised NITC 7-301: Wireless Local Area Network Standard. Mr. Winkle seconded. Roll call vote: Scofield-Yes, Winkle-Yes, and Weir-Yes. Results: Yes-3, No-0, Abstained-0. Motion carried.

REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES (as needed)

Accessibility of Information Technology Work Group - Christy Horn. Ms. Horn was not present to report.

Learning Management System Standards Work Group - Kirk Langer. Mr. Langer was not present to report.

Security Architecture Work Group - Brad Weakly. The Work Groups have been working on public application and password standard; the data classification resource document; and the third party hosting standard. The FBI is doing cyber security conference meetings which will be held at the State Patrol Fusion Center. He invited the University of Nebraska to be part of the discussions.

Intergovernmental Data Communications Work Group - Tim Cao. Mr. Cao was not present to report.

OTHER BUSINESS

IPv6. Mr. Becker asked if the Technical Panel still wanted to establish a Work Group or hold more discussions about this topic. It was discussed and decided to have an informational presentation at a future meeting.

ADJOURN

Mr. Winkle moved to adjourn. Ms. Scofield seconded. All were in favor. Motion carried.

The meeting was adjourned at 9:30 a.m.

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

Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of May, 2012

Project: Access Nebraska (Q)		Contact: Karen Heng				
Start Date	09/16/2008	Orig. Completion Date	06/30/2012	Revised Completion Date	n/a	
	May	April	March	February	January	December
Overall Status						
Schedule						
Budget						
Scope						
Comments:						
<p>Now reporting Quarterly.</p> <p>February update: ACCESSNebraska transition is almost complete. On January 24, the Lexington Customer Service Center went on phones. We have less than 1000 cases to move to ACCESSNebraska Universal Case Management System. Initial hiring is complete, current hiring is to fill vacancies.</p> <p>On the technology side, in December 2011 we added the ability to place email and other documents submitted to internal N-FOCUS users to be added to the Document Imaging System. An Automated Interview Scheduler was introduced on November 13. This schedules the customer interview and sends the customer a notice of interview date and time. In January an updated telephone dashboard was rolled out to staff on January 9, 2012. This new dashboard allows staff to see number of calls waiting for each queue, average wait time, number of calls answered today.</p> <p>There are no major technology pieces still in development. We have a couple of enhancements. We are developing an electronic display board for the Customer Service Centers. We are also looking at adding an automated call back feature to the phone system. The next tool for web services will be a Partner Inquiry feature were agencies working on the same customer as DHHS can look up the DHHS case status and information around case status.</p> <p>Next report due in June.</p>						

Project: Link – Human Capital Management (formerly Talent Management System)		Contact: Dovi Mueller				
Start Date	6/1/2009	Orig. Completion Date	7/1/2012	Revised Completion Date	n/a	
	May	April	March	February	January	December
Overall Status						
Schedule						
Budget						
Scope						
Comments:						
<p>No update for May.</p> <p>Naming Conventions</p> <ul style="list-style-type: none"> • LINK (a.k.a. TMS or Talent Management Solution) has been called a number of different things over the past two years. With the changes that have occurred including the addition of Benefits Open Enrollment, and with the goal of not using vendor names, we have decided upon the following (see attached picture for additional details): <ul style="list-style-type: none"> ○ Payroll & Financial Center ○ Employee Work Center ○ Career Center 						

Nebraska Information Technology Commission

Enterprise Project Status Dashboard – As of May, 2012

- Employee Development Center
- Recruitment & Selection Center

LINK Website

- With a great deal of help from the oCIO web development staff, the LINK website has been completed, is accessible via mobile devices and has been branded according to NITC standards. This website is one location where all LINK applications can be accessed.

Career Center and Recruitment / Selection

- Integration from NEOGOV to Workday is ready for full integration testing.

Employee Development Center (Learning / Performance / Succession)

- Work continues on the Workday to CSoD as additional fields were added to the integration. This remains at 95% complete with integration testing to be complete by 2nd week in April.
- Training courses for EDC- Learning continue with Retirement Systems employees scheduled for April 3 and April 5.
- The emphasis this past month has been on providing demonstrations of how integrated the Learning, Performance and Succession components and what can be expected when the entire solution is rolled out. Demonstrations have been conducted or are scheduled for the following:
 - Nebraska State Patrol Executives
 - Nebraska State Patrol – Grand Island Training Center Staff
 - Corrections Executive Committee
 - Department of Labor
 - AS Employee Relations
 - Supreme Court / Probation

Employee Work Center (Benefits / Human Resources)

- Phase I and II of payroll testing have been completed. DHHS, Roads, Corrections, Legislature and Administrative Services have entered transactions into Workday and files have been run to test the outcome once they are received by EnterpriseOne. Global issues have been identified and resolved. There remain a few outstanding issues surrounding the SLEBC benefit groups and we continue to work through those issues one by one to get to resolution. Payroll testing continues as we begin testing the integrations as well.
- We are gearing up to do one more conversion toward the end of April of data from E1 to Workday.
- Agencies continue to clean up data in E1.
- We have run a number of test files through the integration from Workday to E1 to test how deductions and effective dates will react on the E1 side. The next step is to conduct a full integration test through all systems utilizing the established sFTP site.
- System testing continues and is scheduled again for April 3, 4 and 5. This round will include making changes in Workday, running the integration and testing the outcome in E1.
- Held Payroll HR/User Group (PHRUG) meeting on March 20. Every agency had at least one person attend. Another PHRUG meeting will be scheduled for mid-April. All agencies HR Partners are once again invited to attend.
- HR Advanced Training has officially been kicked off. This is required training through the Employee Development Center – Learning Center. The kick-off included a one day train-the-trainer course held on March 27. Two full classes for HR Partners took place Thursday, March 29 with 24 HR Partners attending. HR Advanced Training will continue over the next two weeks with a half day follow-up scheduled at the next PHRUG meeting in mid-April. We have reserved an additional couple of weeks as a contingency for those HR Partners that need additional training.
- With the help of the Blind and Visually Impaired Commission we were able to locate a person who can assist us with 508 compliance testing. Testing is scheduled to begin mid-April for Benefits Open Enrollment, the New Hire event, and any other ESS functionality.

Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of May, 2012

Project: Link - Procurement		Contact: Dovi Mueller				
Start Date	6/1/2009	Orig. Completion Date	7/1/2012	Revised Completion Date	tbd	
	May	April	March	February	January	December
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>No Update for May. Project is on hold.</p> <p>December update: Procurement</p> <ul style="list-style-type: none"> Work on the Procurement phase of the Link project has been reduced due to the implementation priorities of the HCM phase. The Procurement team is working on establishing revised project dates. 						

Project: Network Nebraska Education		Contact: Tom Rolfes										
Start Date	05/01/2006	Orig. Completion Date	06/30/2012	Revised Completion Date	n/a							
	May	April	March	February	January	December						
Overall Status												
Schedule												
Budget												
Scope												
Comments												
<p>Two tribal colleges, one nonpublic school, and two public school districts will be new Network Nebraska members by 7/1/2012, and one public school district will be deleted due to a school district merger. UNCSN staff are working with the telecommunications providers and ESU staff to help manage and coordinate the circuit upgrades and backbone replacement.</p> <p>Budget numbers are inclusive of the UNCSN 3rd Qtr REVISED invoice report, presented for payment on 4/24/2012.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Actual Costs</td> <td style="width: 33%;">Estimate to Complete</td> <td style="width: 33%;">Total Planned Budget</td> </tr> <tr> <td>\$292,096</td> <td>\$269,395</td> <td>\$561,491</td> </tr> </table>							Actual Costs	Estimate to Complete	Total Planned Budget	\$292,096	\$269,395	\$561,491
Actual Costs	Estimate to Complete	Total Planned Budget										
\$292,096	\$269,395	\$561,491										

Project: Public Safety Wireless (Q)		Contact: Mike Jeffres				
	May	April	March	February	January	December
Overall Status						
Schedule						
Budget						
Scope						
Comments						

**Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of May, 2012**

Now reporting quarterly.

March update:

System acceptance is pending coverage testing, which is on temporary hold.

We are currently in discussion with Motorola on developing the final check list any remaining open issues to complete the system acceptance plan.

Issue:

Coverage testing on hold – pending ongoing investigation of noise issue related to antenna used at towers, system remains in operation. Resolution is needed by Summer, 2012.

Next report due in June.

Project: Fusion Center		Contact: Kevin Knorr				
Start Date	04/13/2010	Orig. Completion Date	06/11/2011	Revised Completion Date	06/22/2012	
	May	April	March	February	January	December
Overall Status						
Schedule						
Budget						
Scope						
Comments						
The dual layer authentication is fixed and in final testing before we deploy our training.						
The user authentication issue was resolved and tested on April 21, 2012. Based on a planning meeting we will have on April 30, 2012 we anticipate training to begin on May14 and run for 5-6 weeks. Complete go live will occur @ June 22, 2012.						

Project: Online Assessment		Contact: John Moon				
Start Date	07/01/2010	Orig. Completion Date	06/30/2011	Revised Completion Date	06/30/2012	
	May	April	March	February	January	December
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>May Update Nebraska teachers in reading, math, and science wrote new items in March, April, and May respectively for the C4L system. After review the new items will be uploaded into the C4L system, additional items will be written in all three curriculum areas during the summer and submitted by August 1, 2012.</p> <p>Some problems were encountered during testing, but the online system address all problems with minimum interference</p>						

**Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of May, 2012**

with testing. Corrections to unique testing situations will be addressed during the corrections process in June.

Student results data file will be shared with districts in August.

Project: Interoperability Project		Contact: Bob Wilhelm				
Start Date	10/01/2010	Orig. Completion Date	06/01/2013	Revised Completion Date	09/30/2013	
	May	April	March	February	January	December
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>Construction of the Pilot Ring (Panhandle Region) began in September 2011 with completion, system testing and signoff now planned to take place in April, 2012. In the Southwest region, all path studies, tower mapping, structural analyses and grounding tests have been completed and equipment will be ordered after the Pilot Region is tested and accepted (after April, 2012) and all the environmental studies are completed for the State Homeland Security Grant. Completion and signoff of the Pilot Region is a prerequisite for starting construction in the rest of the regions. In the South Central and Southeast regions, all path studies, tower mapping, structural analyses and grounding tests are ongoing. Equipment is anticipated to be ordered for South Central by June 2012. In the remaining regions (East Central, Northeast and Tri-County) pre-construction efforts have begun.</p> <p>Although construction of the Pilot Region continues, the project has been impacted negatively by the inability to secure adequate tower sites. Alternate locations are being sought, reluctant tower hosts are being re-contacted and tower remediation options are being studied. The end result is that we do not anticipate testing or acceptance of the Pilot system prior to April, 2012. Lessons learned on the Pilot Ring will serve the project well as the project moves east.</p> <p>May Update: The contractor is planning to test the pilot ring this Friday (5/11). If successful and accepted by the Panhandle Region and the OCIO, the contractor will be allowed to proceed with construction of the remaining rings.</p> <p>Completing the Pilot Ring acquisition leases and permissions and tower remediation are critical to moving forward.</p>						

Project: MMIS		Contact:				
Start Date	n/a	Orig. Completion Date	n/a	Revised Completion Date	n/a	
	May	April	March	February	January	December
Overall Status						
Schedule						
Budget						
Scope						
Comments						
Project On Hold until renewed						

**Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of May, 2012**

Project: Adjudication Re-engineering (V) (Q)		Contact: Randy Ceclre				
Start Date	09/01/2011	Orig. Completion Date	06/30/2012	Revised Completion Date	12/31/2012	
	May	April	March	February	January	December
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>The next report will be due in June.</p> <p>-----Reporting Period Status Information</p> <p>The schedule is dependent upon the completion of the e-filing rules. The draft e-filing rules should be completed in April-May, 2012. Once the draft is completed then meetings with the Judges will be held to explain and review. Depending upon wishes of the judges, a Rule Hearing will be scheduled by August of 2012.</p> <p>Issue:</p> <p>Work has just begun on e-filing rule changes and there was not adequate time to complete the draft rules and explain and review with the Judges prior to the May Rule Hearing.</p> <p>-----Project Description</p> <p>Adjudication Re-engineering is a multi-phase project that will span a number of years to incorporate e-filing, electronic docket files, public web access to docket status, e-documents creation and judges e-signing of decisions and orders, and other performance improvement changes.</p> <p>Project 1a - Release of Liability E-Filing is focusing on the development of one pleading type to complete the full end-to-end set of e-filing functions and limited changes to Clerks Review to process the submitted e-documents in the same manner as performed today with paper.</p> <p>Project 1b - Semi-automated Docket / RFJA Setup, Electronic Docket File, and possibly Centralized Scanning will follow up immediately after 1a is completed. A rough time frame for completion is first half of calendar year 2013.</p> <p>Because of the tight integration of judicial data and functions with non-judicial data and functions, (such as Vocational Rehabilitation), WCC systems, including e-filing, are separate from the rest of the courts in the state.</p> <p>Because of the court's limited jurisdiction, our e-filing system is being designed to provide web-based drafting of pleading documents by outside attorneys, which utilize internal WCC electronic docket information. PDFs are generated for printing and "wet signatures" and the submittal with the "/s/" signature format as is the current rule and practice by the other courts in the state.</p> <p>Tentatively, Project 2 will focus on adding the remainder of the pleading types to e-filing with a rough target completion date end-of-calendar year 2013.</p> <p>Other adjudication functions to be addressed following Project 2 include:</p> <ul style="list-style-type: none"> • Scheduling and Calendar management, • Public access to case status and case documents, • Judge's Decisions and Orders management, • Automated notification to other sections of the court of court case changes, • Electronic transmission of documents to the Court of Appeals, • Electronic Exhibit management. <p>There has not been any identification of additional out-of-pocket costs following Project 2, other than the knowledge that electronic storage costs will grow as more e-documents are added to the Electronic Docket Files.</p>						

**Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of May, 2012**

Please note: The project listed below is reporting voluntarily and is not considered as an Enterprise Project by the NITC.

Project: Law Enforcement Message Switch Replacement (V)		Contact: Suzy Fredrickson				
Start Date	08/01/2011	Orig. Completion Date	05/11/2012	Revised Completion Date	n/a	
	May	April	March	February	January	December
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>No update for May.</p> <p><u>Project milestones met to this point include:</u></p> <ol style="list-style-type: none"> 1. Establishing a Project Schedule 2. Development of Design Specifications 3. Receipt of Software Licensing 4. Server Installs 5. Implementation of Interfaces – Datamaxx developing interfaces for DMV, VTR, PO 6. Functionality Testing <p>Currently performing user testing. Issues are being reported and resolved as they arise.</p> <p>Issue: On March 30, OCIO experienced an outage in the SSL VPN service which caused a delay on the project due to vendor's inability to access the servers during that time period. An alternate interim solution was made available by NSP. The issue was resolved on April 4.</p>						

On-Going Issues:			
Application	Issue	Report Date	Comment
Student Information System	ADA Compliance	May, 2012	None.

Color Legend		
	Red	Project has significant risk to baseline cost, schedule, or project deliverables. Current status requires immediate escalation and management involvement. Probable that item will NOT meet dates with acceptable quality without changes to schedule, resources, and/or scope.
	Yellow	Project has a current or potential risk to baseline cost, schedule, or project deliverables. Project Manager will manage risks based on risk mitigation planning. Good probability item will meet dates and acceptable quality. Schedule, resource, or scope changes may be needed.
	Green	Project has no significant risk to baseline cost, schedule, or project deliverables. Strong probability project will meet dates and acceptable quality.
	Gray	No report for the reporting period or the project has not yet been activated.

DATE: May 3, 2012

TO: Nebraska Information Technology Commission
ocio.nitc@nebraska.gov

FROM: Nebraska Department of Roads, Business Technology Support Division

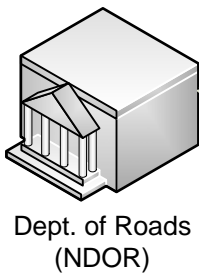
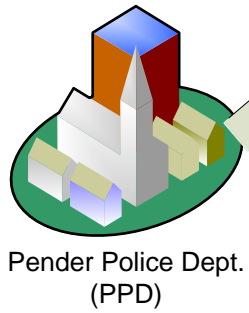
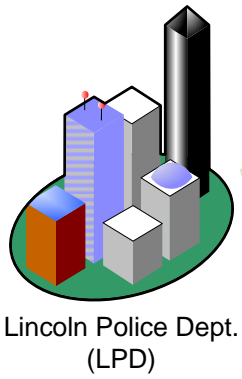
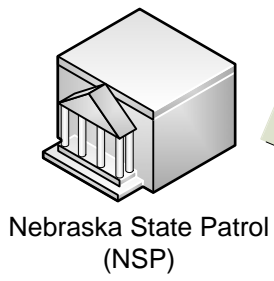
RE: Request for Exemption / Waiver

The Nebraska Department of Roads, Business Technology Support Division (BTSD) requests the committee grant a waiver of Standards and Guidelines, as outlined below:

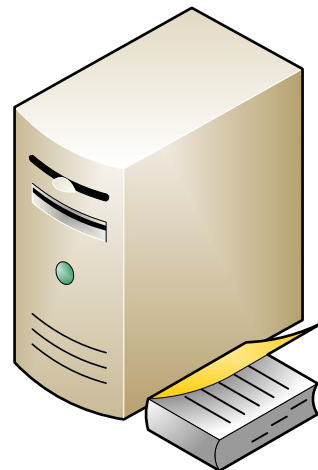
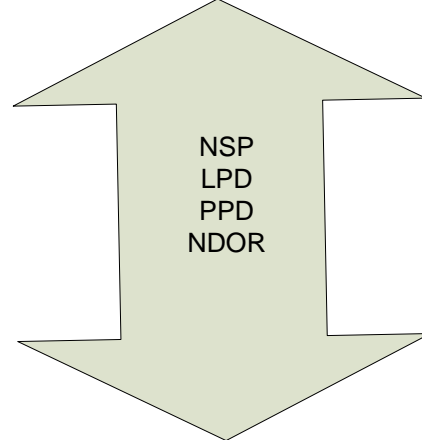
Requesting Agency and Division	Nebraska Department of Roads, Business Technology Support Division
Name, Title and Contact Information for Requesting Agency	Bill Wehling, NDOR-Engineer VII; bill.wehling@nebraska.gov ; 402.479.3986
NITC Standards and Guidelines Document	Identity and Access Management Standards for State Government Agencies (<i>adopted March 25, 2005</i>)
Description of the Issue	<p>BTSD is developing a rewrite of the current web based electronic accident form, with a planned deployment of July 1, 2012. The enhanced web application, EAF 2.0, is subject to the standards in section 4.1.1 of the aforementioned document. BTSD is requesting an exemption, as defined in section 4.2, for the following reasons:</p> <ol style="list-style-type: none"> 1. BTSD is unable to comply with the standards, defined above, for the following reasons: <ol style="list-style-type: none"> a. The timeline for enhanced OCIO support of ADFS2 infrastructure is not yet defined b. Current application of ADFS2 is limited to one application (Office 365) c. Ramp up, to meet standards, on the part of both teams would require a material investment in resources and a significant delay in the release of EAF 2.0 2. As a stop gap, the EAF 2.0 application has proactively adopted an authentication and authorization process to align with <i>Identity and Access Management Standards for State Government Agencies and Information Security Policy, Section 7 (adopted September 18, 2007)</i> to include, but not limited to: <ol style="list-style-type: none"> a. Creation of a standardized, security identification and access management architecture that is centrally managed and locally administered. b. Provides application level authentication and authorization based on the unique identity of the user c. Supports the authentication and authorization of external parties through State standardized Active Directory management processes d. Leverages the latest standards for security in a ASP.NET environment, to include Window Identify Foundation (WIF) requirements 3. The request for waiver/exemption is temporary (see <i>Additional Supporting Information, below</i>)
Description of Preferred Solution	
<i>Specific Requirements</i>	<p>The EAF application is a web application that is being re-written in ASP.NET and C# from Java and Servlets. For the EAF our preferred solution for user authorization is the use of Microsoft's WIF. This framework is used along with a group of SQL Server database tables to store complex authorization requirements. WIF is a .NET framework for enabling authentication and authorization based on the concept of claims based identity. It is our goal to utilize all components of the .NET framework since we feel the direction of the State is to be Microsoft-based.</p> <p>Our preferred choice for authentication is ADFS2, a software package from Microsoft that provides authentication services and basic user information for the EAF application. The attached document depicts various types of users for EAF and the separation of the EAF application from the ADFS2 software on a different server.</p> <p>This design satisfies a number of business and design requirements for the EAF application. Including the following:</p> <ul style="list-style-type: none"> • In order to save time we want to avoid writing additional management pieces for authentication. Specifically:

	<ul style="list-style-type: none"> ○ This choice of software allows us to use our current active directory database to store users. ○ This choice of software allows us to use our current tools to manage users stored in active directory. • We have separated the responsibility for user authentication away from the application. This provides us a number of benefits: <ul style="list-style-type: none"> ○ We have a flexible framework and pattern that can be repeated by future applications so that they can avoid writing authentication code. Depending on needs , there’s an option to also avoid writing custom authorization code. ○ This design would allow us to switch out authentication for multiple applications without re-writing each application as future need arises. ○ This design would allow us to provide authentication from multiple sources as future need arises. This could be done without creating network level trusts. • The use of WIF, ADFS, and claims based technology are important parts of Microsoft’s future. <ul style="list-style-type: none"> ○ Microsoft is integrating the use of ADFS for authentication into current and future software products. Including .NET, SharePoint, and Office 365. • We have user requirements to allow NDOR staff to logon with their current active directory based IDs and to provide IDs for the officers who will use EAF. This solution satisfies both requirements. <p>The design choices made by the EAF today will allow us to use such possible services with little or no change to the EAF application and establish a collaborative foundation with the OCIO to create authentication services specific to the .NET platform and Microsoft on future development.</p>
<p><i>Additional Supporting Information</i></p>	<ol style="list-style-type: none"> 1. EAF 2.0 provides a collaborative opportunity, for both BTSD and OCIO, to coordinate and share knowledge of ADFS2 applications and more quickly assess, define and deploy a sustainable and repeatable standard for web based applications, as defined in section 8 of the <i>Information Security Policy</i>. 2. The standards developed, either collaboratively using EAF 2.0 as a beta, or independently deployed by the OCIO, would be adopted when feasible and/or available by the EAF 2.0 project.

Reference: Identity and Access Management Standards for State Government Agencies, Section 4.2 (*adopted March 25, 2005*); Information Security Policy, Sections 7 and 8 (*adopted September 18, 2007*); NITC 1-103 Waiver Policy (General Provisions, General Applicability)



**Electronic Accident Form 2.0
on IIS**



NDOR ADFS2 / Master IP



Nebraska Information Technology Commission

STANDARDS AND GUIDELINES

Identity and Access Management Standard for State Government Agencies

Category	Security Architecture
Title	Identity and Access Management Standard for State Government Agencies.
Number	

Applicability	<input checked="" type="checkbox"/> State Government Agencies, excluding Higher Education; and agencies receiving an exemption pursuant to Section 4.2..... Standard <input type="checkbox"/> State Government Agencies, all Not Applicable <input type="checkbox"/> State Funded Entities - All entities receiving state funding for matters covered by this document..... Not Applicable <input type="checkbox"/> Other: _____ Not Applicable Definitions: Standard - Adherence is required. Certain exceptions and conditions may appear in this document. Guideline - Adherence is voluntary.
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Status	<input checked="" type="checkbox"/> Adopted <input type="checkbox"/> Draft <input type="checkbox"/> Other: _____
Dates	Date: March 15, 2005 Date Adopted by NITC: March 15, 2005 Other: To be reviewed annually by the Technical Panel.

1.0 Standard:

All state government web applications that require authentication and authorization of users will utilize the enterprise directory, known as Nebraska Directory Services.

2.0 Purpose and Objectives:

The purpose of this standard is to provide an enterprise solution for identity and access management capabilities to reduce security administration costs, ensure regulatory compliance, and increase operation efficiency and effectiveness. This standard focuses on web applications, because most if not all new applications will utilize web technology. To incorporate non-web applications into the Nebraska Directory Services would require additional cost and different policies to implement.

Objectives include:

- Build an identity-based portal that can integrate disparate applications, enable secure web access to applications and data, and enable users to access applications from their offices or remote locations.
- Implement a standardized, secure identify and access management architecture that provides centralized management with local administration of users, centralized user identity information, synchronized user identity information across multiple applications (where appropriate), and application-level authentication and authorization based on the unique identity of the user (as opposed to a shared logon ID).
- Use standards-based technology to ease application integration, provide for reuse of components and remain adaptable in the face of changing technology products.
- Ensure a solution that is scalable to meet the current and future needs of state agencies, their employees, clients and customers, and business partners.
- Meet federal security requirements for identity and access management, including HIPAA and NCIC security regulations.
- Provide a high level of security including the option of two-factor identification.

3.0 Definitions:

3.1 Authentication – The process of uniquely identifying an individual.

Authentication ensures that the individual is who he or she claims to be, but says nothing about the access rights of the individual.

3.2 Authorization – The process of giving individuals access to system objects based on their identity which allows them to add, update, delete or view information for a web application.

3.3 Identify and Access Management – Enterprise Identity Management is a system of technologies, business practices, laws and policies that manages common identification of user objects; reduce the costs while enhancing the quality of government services; protects the integrity of state resources; and safeguards the privacy of the individual.

3.4 LDAP – LDAP (Lightweight Directory Access Protocol) is an Internet protocol that applications use to look up user information from a server, such as Novell's eDirectory.

3.5 Web Applications – Web server based applications that are accessed using a web browser. This definition includes custom developed systems and third party software systems.

4.0 Applicability

4.1 State Government Agencies

This standard applies to all state government agencies, boards, and commissions, except Higher Education and those agencies receiving an exemption under Section 4.2.

4.1.1 State Agencies, Boards, and Commissions

All new web applications requiring authentication and authorization of individuals must comply with the standard listed in Section 1.0. All existing web applications requiring authentication and authorization must convert to the standard listed in Section 1.0 as soon as fiscally prudent or upon an upgrade to the web application, whichever comes first, unless the application is exempt.

4.2 Exemption

Exemptions may be granted by the Technical Panel of the NITC upon request by an agency.

4.2.1 Exemption Process

Any agency may request an exemption from this standard by submitting a "Request for Exemption" to the Technical Panel of the NITC. Requests should state the reason for the exemption. Reasons for an exemption include, but are not limited to: statutory exclusion; federal government requirements; or financial hardship. Requests may be submitted to the Office of the CIO via e-mail or letter (Office of the CIO, 521 S 14th Street, Suite 301, Lincoln, NE 68508). The Technical Panel will consider the request and grant or deny the exemption. A denial of an exemption by the Technical Panel may be appealed to the NITC.

5.0 Responsibility

5.1 IMServices

IMServices will incorporate the needed hardware and software into their infrastructure to provide the following:

- LDAP directory for user /entity objects.
- Role-based authentication and authorization to the enterprise LDAP directory and applicable applications for registered users.
- Business/disaster recovery.
- Authentication methods available:
 - User ID and password
 - Two-factor authentication
 - X.509 certificates

5.2 State Agencies, Boards and Commissions

Agencies, Boards and Commissions will carry out the following responsibilities:

- Web applications requiring authentication and authorization must comply with the standard listed in Section 1.0.
- Require this standard be referenced in all RFPs (Requests for Purchase) for web applications covered by this standard.

5.3 State Government Council Directory Services Workgroup

The State Government Council's Directory Services Workgroup will provide ongoing advice and direction, including but not limited to:

- Policies for implementation;
- Benchmarks and service level agreements;
- Funding options.

6.0 Related Policies, Standards and Guidelines

- NITC Information Security Management Policy – January 23, 2001
- NITC Access Control Policy – January 23, 2001
- NITC Network Security Policy – January 23, 2001
- State Government Council’s Directory Services Workgroup Phase I recommendation – July 30, 2003

Nebraska.gov

Brent Hoffman
General Manager
Cornhusker Business Plaza
301 S 13th St
Suite 301
Lincoln, NE 68508

Nebraska.gov is the official web site of the State of Nebraska. In the coming weeks Nebraska.gov will be implementing a web site using Responsive Design. Responsive Design allows a single web page to scale across multiple device platforms. The increased use of mobile technology has decreased the viewable size of the State's official web site. Smaller screens means every pixel counts in trying to provide users with as many electronic services as possible. NITC 4-201, 1, 1.1 Header Web branding standard requires the Brand graphic to be fifteen (15) pixels tall. This Branding is designed to provide the user with the confidence they are viewing an official Nebraska Government Web site.

Nebraska.gov is synonymous with the URL Nebraska.gov, and we understand Nebraska.gov has a responsibility to adhere to best practices by complying with the NITC standards. Because the current fixed pixel Branding Graphic was intended for larger screen sizes Nebraska.gov is requesting a waiver from the NITC 4-201 Web Branding Standard 1, 1.1 Header. This will apply to web displays less than 800 pixels in width for the following domains and sub domains; Nebraska.gov , NE.gov, desigNEgov.nebraska.gov and desigNEgov.ne.gov. This means the Branded Graphic header across the Nebraska.gov web page will only be viewable screen sizes 801 pixels or larger in order to target laptop and computer screens. All other screen sizes will not display this banner. This will allow citizens access to more electronic services using their phones/mobile devices. This preferred solution was reached in cooperation with the Nebraska State Web Masters group.

The user needs to be assured they are on an Official Government mobile web site. Nebraska.gov looks forward to continuing to work with the State Web Masters group to review web branding standards for mobile technologies.

Thank you for your consideration,

Brent

NITC 4-201

State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

NITC 4-201

Title	Web Branding and Policy Consistency
Category	E-Government Architecture
Applicability	Applies to all state government agencies, excluding higher education

1. Standard

1.1 Header

- 1.1.1 The Brand Graphic shall appear in the upper left of every web page.
- 1.1.2 Any method of skipping links will come after the Brand Graphic.
- 1.1.3 The Brand Graphic must be saved on the individual web site.
- 1.1.4 The Brand Graphic will have an alt tag stating "Official Nebraska Government Website" (see Section 4.3.2).
- 1.1.5 No changes may be made to the physical layout of the Brand Graphic without approval of the Nebraska Webmasters Working Group (see Section 4.3).
- 1.1.6 Use of HTML attributes to alter the size of the Brand Graphic on the web page is not permitted. The image on the web page must remain the exact size of the image file (see Section 4.3.1).
- 1.1.7 The Brand Graphic may be used as a link to the Nebraska home page, Nebraska.gov (see Section 4.3.2).

1.2 Footer

- 1.2.1 The bottom of each web page will contain a link to Nebraska.gov, the official State home page
- 1.2.2 The bottom of each web page will contain a link to the State privacy policy, or the agency's privacy policy.
- 1.2.3 The bottom of each web page will contain a link to the State security policy, or the agency's security policy.

2. Purpose

2.1 Header. The purpose of the Brand Graphic is to make it clear that the web page being viewed is an official State of Nebraska web page with an image that cannot legally be used on non-State of Nebraska web pages.

2.2 Footer. The purpose of the footer requirements is to ensure that the public can easily view the privacy and security policies and that every web page has them available.

3. Definitions

3.1 Brand Graphic. The Brand Graphic is an image consisting of a filled outline of Nebraska with a star in the lower right hand area, with the words Official Nebraska Government Website, all on a colored background. The Brand Graphic is a fifteen (15) pixel tall image. If the optional drop shadow is used, the Brand Graphic is a twenty (20) pixel tall image.

3.2 Footer. The footer is a space at the bottom of a web page, generally of a smaller font than the rest of the page, where legal information and links are usually placed.

3.3 Web Page. A document stored on a server, consisting of an HTML file and any related files for scripts and graphics, viewable through a web browser on the World Wide Web. Files linked from a Web Page such as Word (.doc), Portable Document Format (.pdf), and Excel (.xls) files are not Web Pages, as they can be viewed without access to a web browser.

3.4 Web Site. A set of interconnected Web Pages, usually including a homepage, generally located on the same server, and prepared and maintained as a collection of information by a person, group, or organization.

4. Responsibility

4.1 Header Placement

Each agency is responsible for ensuring the Brand Graphic is placed upon their web site, in compliance with the Standard.

4.2 Header Availability

The Nebraska Webmasters Working Group shall maintain a portion of their web site to house a collection of Brand Graphics for use and add to it whenever a modified version is created. (<http://www.webmasters.ne.gov>)

4.3 Header Changes

Should an entity wish a color scheme for the Brand Graphic different than is available, that entity will have two options. The first option is to contact the Chair of the Nebraska Webmasters Working Group. (Contact information available at <http://www.webmasters.ne.gov>) The Chair will put an authorized member in contact with the requester. The member will modify the Brand Graphic within certain parameters (see section 4.3.1). The Brand Graphic will then be placed on the Nebraska Webmasters Working Group web site for use. The second option is to obtain the original file from the Nebraska Webmasters Working Group website (<http://www.webmasters.ne.gov>) and make the allowable changes (see Section 4.3.1) using the appropriate software.

4.3.1 Allowable Changes to the Brand Graphic

Allowable changes for the Brand Graphic are:

- The color of the text
- The color of the state
- The color of the background
- The color of the star
- The drop shadow is optional
- The length of the graphic. CSS (Cascading Style Sheets), background filler images, or other similar methods may be used to allow the Branding Graphic to visually stretch across the width of the browser. Examples of this are available at: <http://www.webmasters.ne.gov>.

The following changes are *not* allowed for the Brand Graphic:

- The size of the text
- The font of the text
- The size and position of the state
- The size and position of the star
- The size and position of the drop shadow (if used)

Additionally, the colors for the text and the background of the Brand Graphic must be clearly visible/high contrast with clearly legible text.

4.3.2 Brand Graphic Alt Tag and Link

The Brand Graphic has the option of being a link to the home page of Nebraska, Nebraska.gov. If this option is taken, the appropriate alt tag will be "Official Nebraska Government Website. Go to Nebraska.gov".

4.4 Footer Placement

Each agency is responsible for ensuring the footer elements are placed upon their web site, in compliance with the Standard.

5. Exemption

5.1 Standard Exemption

Any web page that cannot be accessed from outside of an agency web site is exempted. Example: A document specifically called up from a database, that cannot be found through a search engine.

6. Related Documents

6.1 Brand Graphic Options: <http://www.webmasters.ne.gov/branding.html>

6.2 State Privacy and Security Policies: <http://www.nebraska.gov/privacy.phtml>

HISTORY: Adopted on June 14, 2005. Revised on July 12, 2010.
PDF FORMAT: <http://nitc.ne.gov/standards/4-201.pdf>

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

Agency Information Technology Plan
2010-2012 Form

Due: September 15, 20102012

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, 20102012.
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

Agency

Agency IT Contact	<input type="text"/>
Email Address	<input type="text"/>
Phone	<input type="text"/>

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)
Productivity Suite		
Microsoft Office		
WordPerfect Office		
OpenOffice/StarOffice		
Other (Specify)		
Internet Browser		
Microsoft Internet Explorer		
Firefox/Mozilla		
Google Chrome		
Safari		
Other (Specify)		
Desktop Antivirus		
Microsoft Forefront		
Sophos		
Symantec/Norton		
McAfee		
Other (Specify)		
Instant Messaging		
Office Communicator		
Other (Specify)		
Database Management (DBMS)		
IBM		
Oracle		
Microsoft SQL		
AS/400		
Other (Specify)		
Applications Development Tools		
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, [20132015](#).

	Current				Planned			
	Windows	MacApple	Linux	Other	Windows	MacApple	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, [20132015](#).

	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 servers/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
3.1 Security - 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://nitc.ne.gov/standards/]				
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:				
3.2 Disaster Recovery and Business Continuity - 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?				
3.3 Accessibility / Assistive Technology				
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 http://nitc.ne.gov/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?				
3.4 Geographic Information System (GIS)				
<u>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?</u> Does your agency have plans, over the next biennium, for the development and/or acquisition of GIS/geospatial data or geospatial data applications or 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:				

	Yes	No	In Progress	Not Applicable
3.5 Mobile Apps				
Does your agency use mobile apps to provide services through mobile devices?				
3.6 Social Media				
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 FY~~2010-2011~~2012-2013

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 FY~~2011-2013~~2013-2015 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 FY~~2011-2013~~2013-2015 Biennium)

Describe any long-term plans for projects to be started after the FY~~2011-2013~~2013-2015 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:

Nebraska Information Technology Commission

Project Proposal Form

Funding Requests for Information Technology Projects

FY~~2011-2013~~2013-2015 Biennial Budget

IMPORTANT NOTE: Project proposals should only be submitted by entering the information into the Nebraska Budget Request and Reporting System (NBRRS). The information requested in this Microsoft Word version of the form should be entered in the NBRRS in the "IT Project Proposal" section. The tabs in the "IT Project Proposal" section coincide with sections contained in this Microsoft Word version of the form. Information may be cut-and-pasted from this form or directly entered into the NBRRS. **ALSO NOTE** that for each IT Project Proposal created in the NBRRS, the submitting agency must prepare an "IT Issue" in the NBRRS to request funding for the project.

Project Title	
Agency/Entity	

Project Proposal Form
FY~~2011-2013~~2013-2015 Biennial Budget Requests

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...” Neb. Rev. Stat. §86-516(8). “Governmental entities, state agencies, and noneducation political subdivisions shall submit all projects which use any combination of general funds, federal funds, or cash funds for information technology purposes to the process established by sections 86-512 to 86-524. The commission may adopt policies that establish the format and minimum requirements for project submissions.” Neb. Rev. Stat. §86-516(5). In order to perform this review, the NITC and DAS Budget Division require agencies/entities to complete this form when requesting funding for technology projects.
2. **WHICH TECHNOLOGY BUDGET REQUESTS REQUIRE A PROJECT PROPOSAL FORM?** See the document entitled [NITC 1-202](#) “Project Review Process” available at <http://nitc.ne.gov/standards/>. Attachment A to that document establishes the minimum requirements for project submission.
3. **COMPLETING THE FORM IN THE NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM (NBRRS).** Project proposals should only be submitted by entering the information into the NBRRS. The information requested in this Microsoft Word version of the form should be entered in the NBRRS in the “IT Project Proposal” section. The tabs in the “IT Project Proposal” section coincide with sections contained in this Microsoft Word version of the form. Information may be cut-and-pasted from this form or directly entered into the NBRRS. **ALSO NOTE** that for each “IT Project Proposal” created in the NBRRS, the submitting agency must prepare an “IT Issue” in the NBRRS to request funding for the project.
4. **QUESTIONS.** Contact the Office of the CIO/NITC at (402) 471-7984 or ocio.nitc@nebraska.gov

Project Proposal Form
FY ~~2011-2013~~ 2013-2015 Biennial Budget Requests

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://nitc.ne.gov/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

The “Financial” information tab in the Nebraska Budget Request and Reporting System (NBRRS) is used to enter the financial information for this project (NOTE: For each IT Project Proposal created in the NBRRS, the submitting agency must prepare an “IT Issue” in the NBRRS to request funding for the project.)



Worksheet in Project
Proposal Form.xls

