

Nebraska Information Technology Commission

Project Proposal Form

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

FY2005-07 Biennium

Project Title	FSU
Agency/Entity	NDOR - Finance

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About this form...

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.” 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. For more information, see the document entitled “Guidance on Information Technology Related Budget Requests” available at <http://www.nitc.state.ne.us/forms/>.

Electronic versions of this form are available at <http://www.nitc.state.ne.us/forms/>.

For questions or comments about this form, contact the Office of the CIO/NITC at:

Mail: Office of the CIO/NITC
521 S 14th Street, Suite 301
Lincoln, NE 68508
Phone: (402) 471-3560
Fax: (402) 471-4608
E-mail: info@cio.state.ne.us

Submission of Form

Completed forms must be submitted by the same date biennial budget requests are required to be submitted to the DAS Budget Division. Completed project proposal forms must be submitted via e-mail to info@cio.state.ne.us. The project proposal form should be submitted as an attachment in one of these formats: Microsoft Word; WordPerfect; Adobe PDF; or Rich Text Format. Receipt of the form by the Office of the CIO will be confirmed by e-mail. If an agency is unable to submit the application as described, contact the Office of the CIO prior to the deadline, to make other arrangements for submitting a project proposal form.

Section I: General Information

Project Title	Financial System Upgrade
Agency (or entity)	NDOR

Contact Information for this Project:

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Section II: Executive Summary

This is an umbrella project for upgrades to the DOR Finance system to allow exporting financial data to the Nebraska Information System (NIS). The project requires some modification and upgrading of NDOR's mainframe finance system.

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

1. Describe the project, including:

Specific goals and objectives;

To convert the old VSAM General Ledger application to take advantage of greater detail in the revised Cost transactions created in the earlier phases of the FSU project. The platform and style will be determined by the initial phases of this project.

Expected beneficiaries of the project: Controller Division Staff

Expected outcomes:

The new General Ledger application will be accessible, and continuously updated so that the latest Financial Status will be available when desired. Manual adjustments should be eliminated.

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

Efficiencies will be generated by reducing manual editing and improving the speed at which the Controller Division can access information and make timely decisions.

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

NDOR's financial transactions and reporting schemes require a significant amount of customized transaction and reporting capability that change over time due to mandates and changes in business requirements. The Financial System Upgrade (FSU) has been a continuing effort to improve the efficiency and capabilities of this system relative to the core accounting functions.

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

3. 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).

The ROI for the FSU comes from NDOR's ability to continually improve access and dissemination of accurate financial information and make better decisions about expenditures, budgeting and cost containment.

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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.

The complexity of the intake and disbursement of state and federal funding through the Financial System Edit system requires a custom application approach and is prohibitive in terms of developing reasonable commercial off the shelf (COTS) solutions. Vendors who approach this application typically do it by providing custom application development for their customers rather than spending time and resources they cannot recoup in a relatively small market. Custom application development through that kind of project provides little, or no, cost advantage to NDOR.

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

Section V: 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.

The FSU project replaces MVS batch VSAM application with an accessible application that will contain timely data. While the exact platform isn't determined at this time, there will not be any new hardware or software required for the development and operation of this application. In addition, no new staff will be required to operate this application. It is anticipated that the application will be developed by current staff and no new development staffing is anticipated.

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.

This application is part of a mature and stable application environment with established security, business operation rules and experienced maintenance staff. It has sufficient scalability to address the normal growth in operations NDOR experiences on a yearly basis.

- Address conformity with applicable NITC technical standards and guidelines (available at <http://www.nitc.state.ne.us/standards/>) and generally accepted industry standards.

There will be no unusual features in this application. This application will utilize features like those currently utilized in its companion applications.

- Address the compatibility with existing institutional and/or statewide infrastructure.

This application will be totally compatible with its companion applications. (That is the reason for constructing this application.)

Section VI: Preliminary Plan for Implementation (10 Points)

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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.

Project Sponsor – Steve Maraman, NDOR controller

Stake Holder Acceptance – Controller Division provides Acceptance Testing of this application prior to it being placed in production.

Project Team -- Project Manager of Controller Applications is Kathy Largent, our senior financial system IT leader. Lee Kohrs will be the Project Manger of this application Development for ISD. Controller Division will also name a User Project Manager. The remaining developers will be determined when the project is further refined.

Project Implementation: It is anticipated that the current and new applications will be run in parallel for a period of time to be determined by Controlled Division.

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

The project plan is currently being defined and developed and will be submitted through NDOR's Horizon planning process to take advantage of senior management input relative to strategic direction and priorities.

11. Describe the training and staff development requirements.

The current staff is sufficiently steeped in FSE architecture requirements and will be utilized as the project rolls out.

11. Describe the ongoing support requirements.

It is anticipated that the IT support for this application will be normal as compared to our current Accounting Applications. It is also assumed that the user support staff actions will mirror other financial applications.

Section VII: Risk Assessment (10 Points)

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

Technology: The current mainframe-based financial system has required significant assessment and custom production of code over the years. It has required a stable infrastructure environment. The risk of maintaining a mainframe-centric approach is that we limit our options for integration and leverage of newer, strategic, commercial technologies.

Resources: Our current roster of mainframe-skilled resources continues to mature, some will be retiring and there will be fewer mainframe resources to replace them.

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

The project will be well-defined, approved by management and conform with our expectations for both future resources and the technology tools they use.

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Section VIII: 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)

Technology options for this project are still being researched. Until we understand exactly what combinations of software and hardware will be used we will not be able to adequately estimate either infrastructure or resource expenditures.

16. Provide a detailed description of the budget items listed above. Include:

- An itemized list of hardware and software.

We do not anticipate acquisition of new hardware beyond what we already maintain. We have adequate system coverage in supporting, non-mainframe, technologies as well.

- If new FTE positions are included in the request, please provide a breakdown by position, including separate totals for salary and fringe benefits.

No new FTE will be required

- Provide any on-going operation and replacement costs not included above, including funding source if known.

None

- Provide a breakdown of all non-state funding sources and funds provided per source.

None

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

NDOR Controller Division maintains budget for ongoing upgrades and enhancements