Nebraska Information Technology Commission

and the

Office of the Chief Information Officer

**Agency Information Technology Plan**

Due: September 15, 2024

**Notes about this form:**

1. **Requirement**. Neb. Rev. Stat. § 86-524.01 provides: “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 commission, an information technology plan that includes an accounting of all technology assets, including planned acquisitions and upgrades.”. This document is the approved format for information technology plans. This form should be treated as if it is a public record. Do not include information that would compromise information technology security.
2. **Deadline**. The information technology plan is due on September 15, 2024.
3. **Submitting the Form**. The form must be submitted online at <https://cioapps.nebraska.gov/ITPlan>.
4. **Questions**. Contact the OCIO Service Desk at (402) 471-4636.

**1. Current Assets**

**1.1 Hardware**

(Code agencies are not required to complete this subsection.)

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, 2027.

|  |  |  |
| --- | --- | --- |
|  | Current | Planned |
| Physical Servers | | |
| * Linux/Unix |  |  |
| * Microsoft |  |  |
| * Other |  |  |
| Virtual Servers | | |
| * Hyper-V |  |  |
| * VMware |  |  |
| * Other |  |  |
| Desktops | | |
| * Apple |  |  |
| * Linux/Unix |  |  |
| * Microsoft Windows |  |  |
| Laptops | | |
| * Apple |  |  |
| * Google Chromebook |  |  |
| * Microsoft Windows |  |  |
| Thin Clients |  |  |
| Virtual Desktop Infrastructure |  |  |
| Tablets | | |
| * Android |  |  |
| * Apple |  |  |
| * Microsoft Windows |  |  |
| Smart Phones | | |
| * Android |  |  |
| * Apple |  |  |

What is your agency’s current hardware refresh plan?

Narrative:

**1.2 Software**

**1.2.1 Commercial Off-the-Shelf Software**

(Code agencies are not required to complete this subsection.)

Provide an estimated number of users/licenses for each of the following:

|  |  |  |
| --- | --- | --- |
|  | **Estimated Number of Users/Licenses** | **Version(s)** |
| **Applications Development Tools** |  |  |
| IBM Rational Application Developer |  |  |
| Micro Focus COBOL |  |  |
| Microsoft Visual Studio |  |  |
| Other (Specify) |  |  |
| **Assistive Technology Software** |  |  |
| Dragon |  |  |
| JAWS |  |  |
| Kurzweil |  |  |
| NVDA |  |  |
| ZoomText |  |  |
| Other (Specify) |  |  |
| **Business Analytics** |  |  |
| IBM Cognos |  |  |
| Microsoft Power BI |  |  |
| MicroStrategy |  |  |
| OBIEE |  |  |
| SAP Crystal Reports |  |  |
| Snowflake |  |  |
| Tableau |  |  |
| Other (Specify) |  |  |
| **Database Management (DBMS)** |  |  |
| AS/400 |  |  |
| IBM |  |  |
| Microsoft SQL |  |  |
| Oracle |  |  |
| Other (Specify) |  |  |
| **Endpoint Protection** |  |  |
| FireEye |  |  |
| Malwarebytes |  |  |
| McAfee |  |  |
| Microsoft Endpoint Configuration Manager |  |  |
| Norton |  |  |
| Sophos |  |  |
| Symantec |  |  |
| Other (Specify) |  |  |
| **Instant Messaging** |  |  |
| Cisco Webex |  |  |
| Microsoft Teams |  |  |
| Zoom |  |  |
| Other (Specify) |  |  |
| **IT Service Management Suite** |  |  |
| iSupport |  |  |
| Microsoft Service Manager |  |  |
| Track-It |  |  |
| Other (Specify) |  |  |
| **Productivity Suite** |  |  |
| Microsoft Office |  |  |
| Other (Specify) |  |  |
| **Video Conferencing** |  |  |
| Adobe Connect |  |  |
| Cisco Webex |  |  |
| Microsoft Teams |  |  |
| Zoom |  |  |
| Other (Specify) |  |  |

**1.2.2 Other Commercial Off-the-Shelf Software**

(Code agencies are not required to complete this subsection.)

List other significant commercial off-the-shelf software used by the agency:

|  |  |  |  |
| --- | --- | --- | --- |
| **Software Title** | **Vendor** | **Estimated Number of Users/Licenses** | **Version(s)** |
|  |  |  |  |
|  |  |  |  |

**1.2.3 Software as a Service (SaaS)**

List software that is licensed on a subscription basis by the agency that is delivered over the Internet (sometimes called web-based software; on-demand software; or hosted software):

|  |  |  |  |
| --- | --- | --- | --- |
| **Software Title** | **Vendor** | **Estimated Number of Users/Licenses** | **Short Description** |
|  |  |  |  |
|  |  |  |  |

**1.2.4 Custom Applications**

(Code agencies are not required to complete this subsection if they have completed the application portfolio management review conducted by the OCIO.)

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:

Internet Accessible: Y/N

**1.3 Data**

**1.3.1 Databases**

List the significant databases maintained by the agency.

Database:

Brief Description:

Types of Data (PII, HIPAA, PCI, FTI, CJIS, SSA, None of the above):

Data Classification (HIGH IMPACT, MODERATE IMPACT, LOW IMPACT, or NO IMPACT):

**1.3.2 Data Exchange**

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

Title/Description:

Other Entity:

Purpose:

Is this exchange encrypted?:

**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**

(Code agencies are not required to complete this subsection.)

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, 2027.

|  |  |  |
| --- | --- | --- |
|  | **Current** | **Planned** |
| Application Delivery/Gateway (e.g. Citrix, Terminal Services appliances) (Specify) |  |  |
| Load Balancers (Hardware) |  |  |
| Non-OCIO provided Switches |  |  |
| Video Cameras |  |  |
| Wireless Access Points |  |  |
| Other (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:

**1.4.3 Other Devices that Require Network Access**

List any other devices used by the agency that require network access (examples: test equipment, lab equipment, HVAC, etc.).

Narrative:

**1.4.4 Cloud Services**

Cloud services used by the agency.

|  |  |
| --- | --- |
|  |  |
| AWS | 🞏 |
| Azure | 🞏 |
| Google | 🞏 |
| Oracle | 🞏 |
| Other  (Specify) | 🞏 |

Provide a brief description of the agency’s use of cloud services.

Narrative:

**1.4.5 Public Internet Access**

Does the agency provide internet access to the public? If yes, provide a brief description of the access provided.

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) [If no, proceed to Section 2.]:
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 backup power, such as a generator (yes/no):
8. Does the room have a separate fire suppression system (yes/no):
9. What equipment is located in the server room (number of servers, racks, network devices, etc.)?
10. 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. Projects and Future Plans**

**3.1 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:

Describe project alignment with agency goals:

Current Status:

Projected Completion Date:

Total Project Cost:

**3.2 Projects Planned to be Started in FY2025**

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:

Describe project alignment with agency goals:

Projected Start Date:

Projected Completion Date:

Total Project Cost:

**3.3 Projects Planned for the 2025-2027 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:

Describe project alignment with agency goals:

Projected Start Date:

Projected Completion Date:

Total Project Cost:

**3.4 Long-Term Plans (Beyond the 2025-2027 Biennium)**

Describe any long-term plans for projects to be started after the 2025-2027 Biennium.

Agency Narrative:

**3.5 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: