

NITC 1-201 DRAFT

Technical Panel
of the
Nebraska Information Technology Commission

Standards and Guidelines

Draft Document 30-Day Comment Period

Title: Agency Information Technology Plan

Notes to Readers:

1. The following document is a draft document under review by the Technical Panel of the Nebraska Information Technology Commission (NITC). This document is posted at <http://nitc.ne.gov/standards/comment/>.
2. If you have comments on this document, you can submit them by email to rick.becker@nebraska.gov, or call 402-471-7984 for more information on submitting comments.
3. The comment period for this document ends on June 8, 2008.
4. The Technical Panel will consider this document and any comments received at a public meeting following the comment period, currently scheduled for June 10, 2008. Information about this meeting will be posted on the NITC website at <http://nitc.ne.gov/>.

**State of Nebraska
Nebraska Information Technology Commission
Standards and Guidelines**

NITC 1-201 (Draft)

Title	Agency Information Technology Plan
Category	General Provisions
Applicability	All state agencies, boards, and commissions

1. Purpose

By statute, "[o]n 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.” (Laws 2008, LB 823, §6). This document contains the approved format for agency information technology plans.

2. Approved Format for Agency Information Technology Plans

Attachment A, entitled "Agency Information Technology Plan," is the approved format for agency information technology plans due on or before September 15, 2008.

Attachment A: Agency Information Technology Plan (Word Document)

VERSION DATE: Draft - May 2, 2008
HISTORY:
PDF FORMAT: (to be added)

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

DRAFT
Agency Information Technology Plan
2008 Form

Due: September 15, 2008

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.” (Laws 2008, LB 823, §6). 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, 2008.
4. **SUBMITTING THE FORM.** The completed form should be submitted as an email attachment to the Office of the CIO at: ocio.nitc@nebraska.gov
5. **QUESTIONS.** Contact the Office of the CIO/NITC at (402) 471-7984 or ocio.nitc@nebraska.gov

Agency

Agency IT Contact
Email Address
Phone

1. Current Assets

1.1 Applications

1.1.1 Off-the-Shelf Applications

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

	Estimated Number of Users/Licenses	Version(s) (Optional)
Productivity Suite		
Microsoft Office		
WordPerfect Office		
OpenOffice/StarOffice		
Other (Specify)		
Internet Browser		
Microsoft Internet Explorer		
Firefox/Mozilla		
Safari		
Other (Specify)		
Desktop Antivirus		
Symantec/Norton		
McAfee		
Other		
Email and Calendaring		
Microsoft Outlook/Exchange		
Lotus Notes		
Other (Specify)		
Instant Messaging		
Lotus		
Jabber		
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, 2011.

	Current				Planned			
	Windows	Mac	Linux	Other	Windows	Mac	Linux	Other
Desktop Computers								
Laptop 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, 2011.

	Current	Planned
Firewalls (Hardware)		
Wireless Access Points		
Video Cameras (USB)		
IP Phones		
POP Servers		
Web Servers		
Application Delivery (e.g. Citrix, Terminal Services servers) (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:

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				

	Yes	No	In Progress	Not Applicable
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? ___ http://www.w3.org/WAI/ER/existingtools.html ___ http://www.vischeck.com/ ___ http://www.henterjoyce.com/fs_downloads/jaws_form.asp ___ Other (please specify _____)				
3.4 Geographic Information System (GIS)				
Does your agency have plans, over the next biennium, for the development and/or acquisition of GIS/geospatial data or web-based systems to display or make accessible this type of data that is estimated to cost more than \$25,000?				
If your answer to the previous question is YES, please provide a brief description:				

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 FY2008-2009

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 FY2009-2011 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 FY2009-2011 Biennium)

Describe any long-term plans for projects to be started after the FY2009-2011 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: