

MEETING AGENDA

Technical Panel of the Nebraska Information Technology Commission

Tuesday, August 9, 2011
9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska

NOTE: Due to road construction on Holdrege Street please use these [alternate directions](#) to Varner Hall.

AGENDA

Meeting Documents: Click the links in the agenda or [click here](#) for all documents (20 pages).

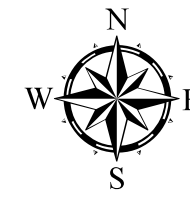
1. Roll Call, Meeting Notice & Open Meetings Act Information
2. Public Comment
3. Approval of Minutes* - [June 14, 2011](#)
4. Enterprise Projects
 - Project Updates
 - Nebraska State Accountability (NeSA- Reading, Math, and Science) - John Moon
 - Project Status [Dashboard](#) - Skip Philson
5. Standards and Guidelines
 - Approval of Revised [Project Status Form](#) (Attachment A to NITC 1-203)*
6. Revised Technical Panel [Charter](#)*
7. Establish Work Group for Intergovernmental Data Communications*
8. 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
9. Other Business
10. 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 July 1, 2011. The agenda was posted to the NITC website on August 5, 2011.



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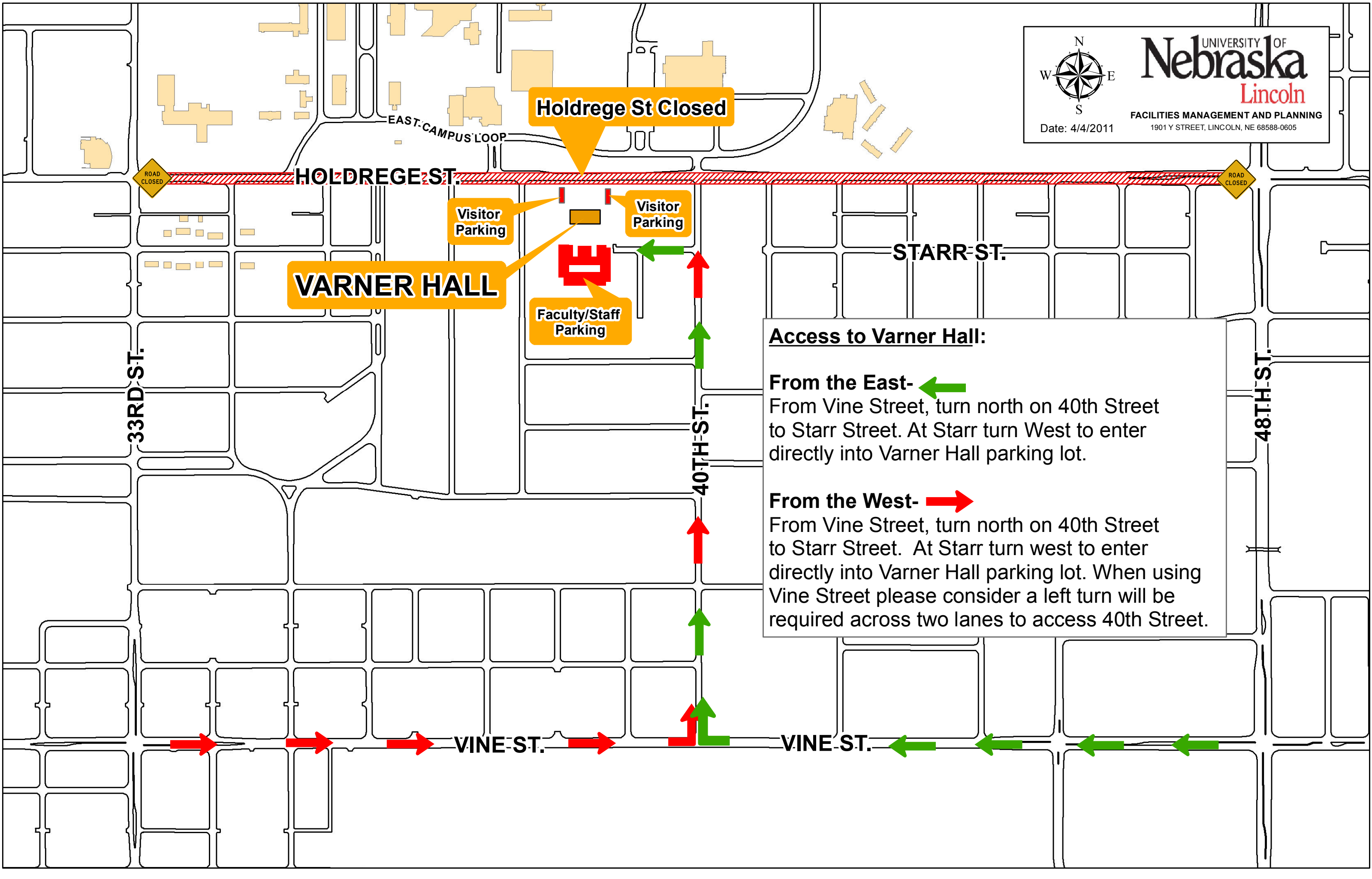
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TECHNICAL PANEL
of the
Nebraska Information Technology Commission
Tuesday, June 14, 2011, 9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska
PROPOSED MINUTES

MEMBERS PRESENT:

Walter Weir, CIO, University of Nebraska, Chair
Brenda Decker, CIO, State of Nebraska
Christy Horn, University of Nebraska
Kirk Langer, Lincoln Public Schools

MEMBERS ABSENT: Michael Winkle, NET

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Mr. Weir called the meeting to order at 9:05 a.m. There were four 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 May 13, 2011. The agenda was posted to the NITC website on June 10, 2011. 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 MAY 10, 2011 MINUTES

Ms. Decker moved approval of the [May 10, 2011 minutes](#) as presented. Mr. Langer seconded. Roll call vote: Decker-Yes, Langer-Yes, Weir-Yes, and Horn-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.

ENTERPRISE PROJECTS

Project Updates - Access Nebraska

Karen Heng and Eric Henrichsen

The technology has been working great so far. Approximately, sixty (60%) of the monthly application has been submitted over the web. Every month, more and more clients are entering case change information such as address, phone or income changes. Beginning July, departmental correspondence will be part of client's accounts. The submission of documents feature has been delayed until September due to document size. The Project has been working on the compression option for a solution. Electronic email submission is being addressed. All cases have been scanned and are in the system. Due to volume on previous phone line fax machines, the Project has recently switched to e-fax. ADA compliance testing is being done. Ms. Horn invited the Project to look at accessibility equipment at the University.

Project Update - Talent Management System

Mike McCrory, Dovi Mueller and Steve Sulek.

The previous application tracking system was 11 years old. The Talent Management System is a web-based system and has been in implementation for a year now. Since going live in June 2010, AS-Human Resources has received 65,000 applications, as well as job interest cards for over 9,000 applicants. With the interest cards, the new system will notify applicants when jobs are available in their particular areas of interest. There was a security issue but have addressed this. The vendor, NeoGov, has put a fix in the

system to stop future hacking attempts. The second component, the Learning Management System was initiated statewide in March. Agencies have the option of fully implementing this module with training designed for their staff. There are external agency staff that serve on an implementation team. There are currently over 300 courses available to employees. Project is working on new employee orientation for all state employees with agencies providing an orientation portion of their own. The Employee Performance module is scheduled to go-live in January 2012. The RFP was written so that the vendor can hire partners. NeoGov was the vendor hired for applicant tracking. Workday is the vendor for the open enrollment enhancements which is scheduled to go-live for next year's open enrollment. So far all implementation has been 508 compliant. The Project is working on a contingency plan, as well as disaster recovery plan. Data is encrypted in transfer mode and when at rest. Next year's task will be to implement the Human Capital and Compensation Management module.

The Technical Panel requested an architectural diagram of the Talent Management Project with identified vendors and components. This would assist the Panel in determining data flow and security issues. It was suggested that the Project utilizing IV&V (Independent Verification and Validation).

eProcurement, Steve Sulek, Materiel Administrator. Although the Talent Management vendor is being used, the project functionality is completely different. The eProcurement Project has signed a contract with Workday. A fit gap will be done in July. Skip Philson will work with the project team as to the reporting process.

Ms. Horn urged the project to assure that training programs are accessible for all staff. Audio description for the hearing impaired is a challenge today. Ms. Horn will send the information she has on WC3 ADA compliance that is replacing 508 ADA Compliance.

STANDARDS AND GUIDELINES RECOMMENDATIONS TO THE NITC - NITC 4-205: SOCIAL MEDIA GUIDELINES (REVISED)

Mr. Becker reported that no comments received during the 30-day public comment period. State Government Council's recommendation was to approve the standard.

STANDARDS AND GUIDELINES RECOMMENDATIONS TO THE NITC - NITC 5-204: LINKING A PERSONAL PORTABLE COMPUTING DEVICE TO THE STATE EMAIL SYSTEM (REVISED)

Mr. Becker reported that no comments received during the 30-day public comment period. State Government Council will review the standard and make a recommendation at their meeting next week.

Mr. Langer moved to recommend approval of the [NITC 4-205: Social Media Guidelines revised](#) standard and the [NITC 5-204: Linking a Personal Portable Computing Device to the State Email System revised](#) standard to the NITC. Ms. Horn seconded. Roll call vote: Weir-Yes, Langer- Yes, Horn-Yes, and Decker-Yes. Results: Yes-4, No-0, Abstain-0. Motion carried.

LINCOLN PUBLIC SCHOOLS DISASTER RECOVERY EFFORTS

Mr. Langer thanked UNL and panel members for their assistance. LPS has disaster recovery resources but are limited for business continuity. The data is backed-up within 24 hours. Two weeks have passed since the fire and all other systems are up in running. Lessons learned will be discussed with recommended changes in policy and procedures. It is hard to estimate loss of paper files.

The Office of the CIO will set up a local video conference site for Mr. Langer to discuss this topic with the NITC at the June30 meeting.

REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES (as needed)

Accessibility of Information Technology Work Group, Christy Horn. The work group has not met. Ms. Horn has been receiving and fielding information coming in from the federal government to update technology access clause.

Learning Management System Standards Work Group, Kirk Langer. The Work Group has not met. There was no report.

Security Architecture Work Group, Brad Weakly. Mr. Weakly was not available to report.

Discussion: New Work Group

Mr. Becker informed the Technical Panel that it states in statute:

The Nebraska Information Technology Commission shall: "Establish ad hoc technical advisory groups to study and make recommendations on specific topics, including workgroups to establish, coordinate, and prioritize needs for education, local communities, **intergovernmental data communications**, and state agencies."

This group originally was NIDCAC (Nebraska Intergovernmental Data Communications Advisory Council) in statute but was repealed by the Legislature and replaced with the requirement that the NITC establish an advisory group. There will be a discussion to create a chartered work group under the Technical Panel as an action item at the next meeting.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Mr. Langer moved to adjourn. Ms. Horn seconded all were in favor. Motion carried.

The meeting was adjourned at 10:20 a.m.

Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of August, 2011

Project: Access Nebraska		Contact: Karen Heng				
Start Date	09/16/2008	Orig. Completion Date	06/30/2012	Revised Completion Date	n/a	
	August	July	June	May	April	February
Overall Status						
Schedule						
Budget						
Scope						
Comments:						
<p>ACCESSNebraska completed transition into Universal Case Management of the staff and cases located in Northern and Eastern Service Areas. 75% of the cases have now moved to Universal Case Management. The Fremont and Lincoln Customer Service Centers are fully operational. We are in the process of hiring approximately 30 positions for the Fremont location. Case Management training takes approximately 2-3 months to complete. We are also currently training 2 units (20 staff) at the Scottsbluff location to begin taking telephone calls on September 7. It is hoped this will address some of the long wait time issues that have occurred.</p> <p>Construction of the Lexington site continues as planned.</p> <p>We had planned to add Submit Documents to the ACCESSNebraska Web Site in July. We had some issues in the testing of different document formats. We are having issues with pdf documents. We will begin this service in September and we will accept documents in .tiff and .jpg formats.</p>						

Project: Student Information System		Contact: Walter Weir				
	August	July	June	May	April	February
Overall Status						
Schedule						
Budget						
Scope						
Comments:						
<p>No update for August.</p> <p>ADA Compliance updates are only outstanding items.</p>						

Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of August, 2011

Project: Talent Management System		Contact: Dovi Mueller				
Start Date	6/1/2009	Orig. Completion Date	7/1/2012	Revised Completion Date	n/a	
	August	July	June	May	April	February
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>Applicant Tracking (Implemented June 21, 2010)</p> <ul style="list-style-type: none"> NEOGOV has included a lockout feature to the application process based on the State of Nebraska's recommendation. <p>Learning Development & Performance (Cornerstone OnDemand)</p> <ul style="list-style-type: none"> Finalizing the outbound CSoD integration and getting ready to run unit test Met with Technical Advisory Group (TAG) to gain sign-off on three recommendations by the Performance Team to include 1) a 4 level performance rating structure to be utilized consistently statewide; 2) there will be two levels of approvals 3) evaluations will be due on the "adjusted service date" of the employee. All recommendations were approved. <p>Benefits / Human Capital Management (Workday)</p> <ul style="list-style-type: none"> Finalizing the use cases for the P2 (prototype 2) tenant testing Analyzing HR / Benefits reports currently within EnterpriseOne to be re-written in Workday HCM training being scheduled for September and/or October <p>oCIO staff member has been added to our weekly project update meetings</p> <p>There are two issues of slight concern and therefore the reason to indicate a yellow rating:</p> <ol style="list-style-type: none"> Complete User Acceptance Test of P1 tenant and sign-off. Sign-off has not occurred on the Prototype 1 (P1) environment because all the business processes have not been thoroughly tested in the benefits area. Weekly meetings have been scheduled to get this task back on track and with a date of completion scheduled for August 31, 2011. Analyze JDE integrations (e.g. departmental feeds) and determine which need to be rewritten in Workday. There are a number of feeds in and out of JDE and some contain HR data. Each of those feeds needs to be analyzed to determine if the information in the feed should come from JDE or Workday. The analysis has started, but is not complete. There are dedicated times scheduled to review all current feeds. For example: Meetings have been held with the Department of the Labor and the feed will remain as is and will not be rewritten in Workday. All the pertinent information needed will be coming from payroll so it will remain in JDE. 						

Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of August, 2011

Project: Procurement System		Contact: Dovi Mueller				
Start Date	6/1/2009	Orig. Completion Date	7/1/2012	Revised Completion Date	n/a	
	August	July	June	May	April	February
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>This is a new project.</p> <p>eProcurement (Workday)</p> <ul style="list-style-type: none"> Initial business process design session has been held and the next steps include tenant configuration and proof of concept testing The week of August 8, the Procurement project team will be meeting with Workday consultants to review the tenant configuration and business process; they will conduct proof of concept testing. 						

Project: Network Nebraska Education		Contact: Tom Rolfes				
Start Date	05/01/2006	Orig. Completion Date	06/30/2012	Revised Completion Date	n/a	
	August	July	June	May	April	February
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>The Summer 2011 (Phase V) membership changes included 22 new members and 2 members deleted due to school consolidations. The 22 new members included 4 colleges and 18 schools/ESUs from the southeast Nebraska area. The Legislative deadline of the CIO providing access to every public education entity “no later than July 1, 2012” is rapidly approaching, which explains the yellow stop light for ‘Schedule’. Fall 2011 will involve the largest procurement event to date for Network Nebraska, with the bidding of over 150 WAN circuits, the statewide backbone circuits, and statewide Internet service. Overall Project Status, Budget, Scope and Quality are all green.</p> <p>High points for 2011-12: Internet Access demand for K-12 increased by 16% over 2010-11 amounts driven by an all-time low of \$6.00/Mbps/month; eighteen new K-12 entities, four new colleges, one public library, and one zoo joined in Summer 2011; Network Nebraska-Education Advisory Group is embracing their advisory role to the CIO; Education Council’s Network Nebraska Marketing Survey finished their 2011 Report and that is providing very good data upon which to make decisions and set strategic directions. Neb. Rev. Stat. 86-5,100 Detailed Financial Reporting was completed on November 15, 2010; Neb. Rev. Stat. 86-520.01 Equipment Notification website was finished on 3/1/2011.</p>						

Nebraska Information Technology Commission Enterprise Project Status Dashboard – As of August, 2011

Project Issues (For example, if a Milestone shown above late, what is the planned recovery?)				
Description	Impact on Project - (H,M,L)	Date Resolution is Needed	Issue Resolution Assigned to	Date Resolved
Testing and acceptance of Network Nebraska backbone circuits needs to take place as soon as possible after installation (e.g. Qwest Q-MOE at Nebraska Hall, 8/25/2010)	M	July 1, 2011	Ben Mientka, Heath Hollenbeck	7/1/2011
The Network Nebraska—Education Helpdesk (1-888-NET-NEBR) is being under-utilized and trouble tickets are not being originated to track and resolve problems and service interruptions.	M	July 2011	Brenda Decker/Walter Weir	TBD
The Emergency Power generator at Grand Island College Park must be upgraded	M	August 12, 2011	Rick Golden	TBD
Additional space for co-location of future equipment and racks must be made available at PKI or adjacent facilities.	L	July 2012	Rick Golden	TBD

Project: Public Safety Wireless		Contact: Mike Jeffres																			
	August	July	June	May	April	February															
Overall Status																					
Schedule																					
Budget																					
Scope																					
Comments																					
System acceptance is pending coverage testing, which is on temporary hold.																					
<table border="1"> <thead> <tr> <th colspan="5">Project Issues (For example, if a Milestone shown above late, what is the planned recovery?)</th> </tr> <tr> <th>Description</th> <th>Impact on Project - (H,M,L)</th> <th>Date Resolution is Needed</th> <th>Issue Resolution Assigned to</th> <th>Date Resolved</th> </tr> </thead> <tbody> <tr> <td>Coverage testing on hold – pending ongoing investigation of noise issue related to antenna used at towers, system remains in operation.</td> <td>L</td> <td>Sept 2011</td> <td>Motorola</td> <td></td> </tr> </tbody> </table>							Project Issues (For example, if a Milestone shown above late, what is the planned recovery?)					Description	Impact on Project - (H,M,L)	Date Resolution is Needed	Issue Resolution Assigned to	Date Resolved	Coverage testing on hold – pending ongoing investigation of noise issue related to antenna used at towers, system remains in operation.	L	Sept 2011	Motorola	
Project Issues (For example, if a Milestone shown above late, what is the planned recovery?)																					
Description	Impact on Project - (H,M,L)	Date Resolution is Needed	Issue Resolution Assigned to	Date Resolved																	
Coverage testing on hold – pending ongoing investigation of noise issue related to antenna used at towers, system remains in operation.	L	Sept 2011	Motorola																		

Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of August, 2011

Project: Fusion Center		Contact: Kevin Knorr				
Start Date	04/13/2010	Orig. Completion Date	06/11/2011	Revised Completion Date	12/15/2011	
	August	July	June	May	April	February
Overall Status						
Schedule						
Budget						
Scope						
Comments						
Substantial progress has been made from overall project perspective in terms of all open integrations and Training.						
Significant Accomplishments during Reporting Period						
<ul style="list-style-type: none"> • OPD RMS/CAD data integrations sign off • Continuous testing on NSP Old RMS • Penlink provided sample records and have received the initial approval from NIAC to load actual data into Training environment for further testing • PCH front end design work has been completed • Continuous testing NCJIS Citation and Jail data from NCJIS Test and Production environment both • RISS has approved NIAC's 28 CFR part 23 policy • Meeting scheduled for Gang and CI Modules 						
Schedule delay caused by issues with mobile connectivity outside of State Patrol network. Revised completion date is December, 2011.						

Project: Online Assessment		Contact: John Moon				
Start Date	07/01/2010	Orig. Completion Date	06/30/2011	Revised Completion Date	06/30/2012	
	August	July	June	May	April	February
Overall Status						
Schedule						
Budget						
Scope						
Comments						
John Moon will present a project status at the August 9, 2011 Tech Panel.						
First report for this contract. Since last report a new contract has been negotiated and approved for fiscal year 2012. An amendment to the contract was approved to add an interim assessment system to "wrap around" the NeSA tests. The online assessment of writing will begin in 2012.						
Additional Comments: Nebraska State Accountability (NeSA) is a statewide assessment system mandated by Nebraska Statute. Nebraska Department of Education has contracted with Data Recognition Corporation (DRC) to continue the development of the assessment system including management, development, delivery, administration, scanning/imaging, scoring, analysis, reporting, and standard setting for the online and pencil/paper reading, science, and mathematics tests for July 1, 2011 through June 30, 2012. Starting this year the alternate assessments will be incorporated into the assessment system with DRC. DRC will facilitate the delivery, administration, scanning/imaging, scoring, analysis, and reporting for the alternate pencil/paper reading, science, and mathematics tests during the same assessment window. Online writing assessment will be added to the NeSA system in 2012 for grades 8 and 11.						

Nebraska Information Technology Commission Enterprise Project Status Dashboard – As of August, 2011

Student data will be transferred from the Nebraska Student Staff Record System (NSSRS) to DRC's student data assessment system. The online subcontractor Computerized Assessments & Learning (CAL) for the online components of the assessment system will upload the student data from DRC. Schools will install CAL's software on local computers and software updates will be automatically uploaded when students log onto the assessment system. The student responses are cached on the local computer and sent to CAL. Each district has used CAL's school capacity process to evaluate online requirements for NeSA testing. The student responses for secure online assessments will be collected by CAL and transferred to DRC for analysis and reporting. During spring 2012, NDE is estimating that over 140,000 students will participate in the Reading, Science, and Mathematics operational testing. The NeSA reading/science/math test window is from March 26 through May 4, 2012. Test administrators will be able to monitor testing during the test window and review test results immediately after test administration (raw scores only). DRC's comprehensive corrections system will permit NDE to correct student records for duplicates, incorrect school assignment, etc during the month of June. Complete reporting of student results to districts, schools, and parents will be completed in August 2012.

Project: Interoperability Project		Contact: Rod Hutt				
Start Date	10/01/2010	Orig. Completion Date	06/01/2013	Revised Completion Date	n/a	
	August	July	June	May	April	February
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>The project is moving forward. The "Pilot Region" (Panhandle & North Central Regions) equipment has been ordered. Actual construction will take place in August and September, with completion and system testing and signoff taking place in October. In the Southwest region, all path studies, tower mapping, structural analyses and grounding tests have been completed and equipment will be ordered in August. Completion and signoff of the Pilot Region is a prerequisite for starting construction in the rest of the regions. In the South Central region, all path studies, tower mapping, structural analyses and grounding tests have been completed and equipment will be ordered in September. In the remaining regions (East Central, Southeast, Northeast and Tri-County) much of the pre-construction work has been accomplished.</p> <p>Project is moving forward nicely with lessons learned in the Pilot Region making it easier to perform tasks.</p> <p>Will upcoming target dates be missed? Possibly. Based on the uncertainty of the infrastructure needed for the project and the time involved in obtaining the environmental approvals to proceed with the project, any target dates are fluid.</p>						

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




Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of August, 2011

Project: Enterprise Content Management		Contact: Kevin Keller				
Start Date	10/15/2010	Orig. Completion Date	05/31/2011	Revised Completion Date	09/30/2011	
	August	July	June	May	April	February
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>Project remains at 98% complete.</p> <p>We still have the public access as an outstanding issue.. Hyland is providing an enhancement in their software in August that is scheduled to be installed/implemented the weekend of September 10th that will resolve the State's issue of getting public access to the ECM.</p>						

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.

Project Status Form

General Information					
Project Name				Date	
Sponsoring Agency					
Contact		Phone	Email	Employer	
Project Manager		Phone	Email	Employer	
Project Start Date	mm/dd/yyyy	Project End Date	mm/dd/yyyy	Revised End Date	mm/dd/yyyy
Key Questions				Explanation (if Yes)	
1. Has the project scope of work changed?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Will upcoming target dates be missed?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Does the project team have resource constraints?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Are there problems or concerns that require stakeholder or top management attention?				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Summary Project Status						
Any item classified as red or yellow requires an explanation in the Status box that follow this section. Additional priority items can be added to the list for status reporting.						
Select one color in each of the Reporting Period columns to indicate your best assessment of:	Last Reporting Period [MM/DD/YYYY]			This Reporting Period [MM/DD/YYYY]		
1. Overall Project Status	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green
2. Schedule	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green
3. Budget (capital, overall project hours)	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green
4. Scope	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green
5. Quality	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green
Color Legend						
	<i>Project has significant risk to baseline cost, schedule, or deliverables. Requires immediate escalation and management involvement.</i>					
	<i>Project has a current or potential risk to baseline cost, schedule, or deliverables. PM will manage based on risk mitigation planning.</i>					
	<i>Project has no significant risk to baseline cost, schedule, or project deliverables.</i>					

Monthly Status Summary

Provide a summary of the project status since the last reporting period. (This summary will become part of the monthly NITC Dashboard.)

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Significant Milestones (Met, Not Met, Scheduled)

Milestone	Met	Not Met	Scheduled	Original Date	Actual Date	Impact (if late)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Project Issues (For example, if a Milestone shown above late, what is the planned recovery?)

Description	Impact on Project - (H,M,L)	Date Resolution is Needed	Issue Resolution Assigned to	Date Resolved

Impact: **H=High** - major impact on time, scope, cost. Issue must be resolved. **M= Medium**- impact will moderately effect time, scope, cost. **L=Low**- Issue will not impact project delivery

Project Risks

Major Risk Events	High Medium Low	Risk Mitigation	Mitigation Responsible Party

Comparison of Budgeted to Actual Expenditures

Use a chart like the following to show actual expenditures compared to planned levels. Break the costs into other categories as appropriate.

Fiscal Year [YYYY]

Budget Item	Actual Costs to Date	Estimate to Complete	Total Estimated Costs	Total Planned Budget
Salaries				
Contract Services				
Hardware				
Software				
Training				
Other Expenditures*				
Total Costs				

Other Expenditures include supplies, materials, etc.

Additional Comments / Concerns

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Nebraska Information Technology Commission

--Technical Panel Charter--

DRAFT REVISED

1. Introduction

The Technical Panel was created by LB 924 in 1998 as an advisory body to the Nebraska Information Technology Commission (hereafter referred to as "Commission").

2. Purpose

The purpose of this charter is to provide operational guidance to the Technical Panel members, clarify its relationship to the Commission, and to provide general information to all who read the proceedings and recommendations of the Technical Panel.

3. Authority

The Technical Panel of the Nebraska Information Technology Commission is codified at Neb. Rev. Stat. § 86-521. ~~Section 86-521(2) provides:~~
~~The technical panel shall review any technology project or request for additional funding recommended to the Nebraska Information Technology Commission including any recommendations by working groups established under sections 86-512 to 86-524. Upon the conclusion of the review of a technology project or request for additional funding, the technical panel shall provide its analysis to the commission. The technical panel may recommend technical standards and guidelines to be considered for adoption by the commission.~~

4. Commission Mission and Responsibilities ~~(NEB. REV. STAT. § 86-516)~~

4.1 Commission Mission

"The mission of the Nebraska Information Technology Commission is to make the State of Nebraska's information technology infrastructure more accessible and responsive to the needs of its citizens, regardless of location, while making investments in government, education, health care and other services more efficient and cost effective."~~"The mission of the Nebraska Information Technology Commission is to make the State of Nebraska's investment in information technology infrastructure more accessible and responsive to the needs of its citizens regardless of location while making government, education, health care and other services more efficient and cost effective."~~
<http://www.nite.state.ne.us/>

4.2 Commission Responsibilities:

~~4.2.1 Adopt policies and procedures used to develop, review, and annually update a statewide technology plan;~~

~~4.2.2 Create a technology information clearinghouse to identify and share best practices and new developments, as well as identify existing problems and deficiencies;~~

~~4.2.3 Review and adopt policies to provide incentives for investments in information technology infrastructure services;~~

~~4.2.4 Determine a broad strategy and objectives for developing and sustaining information technology development in Nebraska, including long range funding strategies, research and development investment, support and maintenance requirements, and system usage and assessment guidelines;~~

~~4.2.5 Adopt guidelines regarding project planning and management, information sharing, and administrative and technical review procedures involving state-owned or state-supported technology and infrastructure. Governmental entities, state agencies, and political subdivisions shall submit projects that directly utilize state appropriated funds for information technology purposes to the process established by NEB. REV. STAT. §§ 86-512 to 86-524. Governmental entities and political subdivisions may submit other projects involving information technology to the Commission for comment, review, and recommendations;~~

~~4.2.6 Adopt minimum technical standards, guidelines, and architectures upon recommendation by the technical panel;~~

~~4.2.7 Establish ad hoc technical advisory groups to study and make recommendations on specific topics, including work groups to establish, coordinate, and prioritize needs for education, local communities, and state agencies;~~

~~4.2.8 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;~~

~~4.2.9 Approve grants from the Community Technology Fund and Government Technology Collaboration Fund; and~~

~~4.2.10 Adopt schedules and procedures for reporting needs, priorities, and recommended projects.~~

The responsibilities and duties of the Commission are codified at Neb. Rev. Stat. § 86-516.

5. Technical Panel Mission and Responsibilities

5.1 Technical Panel Mission

The mission of the Technical Panel is to assist in the development of a statewide technical infrastructure that will be scalable, reliable, and efficient.

5.2 Technical Panel Responsibilities

5.2.1 Assist the Commission in developing, reviewing, and updating the statewide technology plan;

5.2.2 Review any technology project ~~or request for additional funding~~ ~~recommended~~ presented to the Commission including any recommendations by working groups established by the Commission;

5.2.3 Recommend technical standards and guidelines to be considered for adoption by the Commission;

5.2.4 Review requests for funding from the Community Technology Fund, the Government Technology Collaboration Fund, and other requests for funding for technology projects as directed by the Commission; and

5.2.5 Such other responsibilities as directed by the Commission.

6. Membership

6.1 Number of Members

The Technical Panel may include but not be limited to five members approved by the Commission.

6.2 Representation

6.2.1 One representative from the Nebraska Educational Telecommunications Commission;

6.2.2 One representative from the office of Chief Information Officer;

6.2.3 One representative from the University of Nebraska Computing Services Network;

6.2.4 One member with expertise in assistive technology;

6.2.5 One member representing K-12 education; and

6.2.6 Other members as specified by the Commission.

6.3 Member Recommendations and Approval

Recommendations for membership on the Technical Panel will be considered: from the agency represented for members in sections 6.2.1 through 6.2.3; from the CIO of the University of Nebraska and the CIO of the State of Nebraska for the member listed in section 6.2.4; and from the Education Council of the NITC for the member listed in section 6.2.5.

All members of the Technical Panel must be approved by the Commission.

6.4 Member Responsibilities; Conflicts of Interest

A Member with a potential conflict of interest in a matter before the Technical Panel or a potential interest in a contract with the Technical Panel is subject to the provisions of the Nebraska Political Accountability and Disclosure Act including sections 49-1499.02 and 49-14,102. A Member with a potential conflict of interest or a potential interest in a contract shall contact the Nebraska Accountability and Disclosure Commission and take such action as required by law.

7. Meeting Procedures

7.1 Chair(s)

7.1.1 A Chair, elected by the members, will conduct the meetings of the Technical Panel, oversee the establishment, operation and dissolution of committees, propose meeting agendas, and maintain the general operations of the Panel.

7.1.2 The Chair of the Technical Panel will serve a one-year term beginning January 1 of each year.

7.2 Quorum and Action Items

An official quorum consists of at least 50% of the members or their alternates. No official voting business may be conducted without an official quorum. Issues shall be decided by a majority vote of the members present.

7.3 Designated Alternates and Non-voting Alternates

Each member of the Technical Panel shall designate one (1) official alternate to be approved by the Commission. This official voting alternate shall be registered with the Office of the Chief Information Officer and NITC and, in the absence of the official member, have all the privileges as the official member on items of discussion and voting.

7.4 Meeting Frequency

The Technical Panel shall meet not fewer than four times per year (quarterly).

7.5 ~~Open Meeting Laws and Public Notice~~ Notice of Meetings

Notice of the time and place of each meeting of the Council shall be made at least seven (7) calendar days prior to the meeting. Notice shall be published on the Technical Panel's website at <http://www.nitc.ne.gov/>.

~~7.5.1 Advance Notice
The Technical Panel shall give reasonable advance publicized notice of the time, place, and agenda of each meeting through the use of its web page, <http://www.nitc.state.ne.us/>. The agenda will also be available for public inspection during normal business hours at the Office of the CIO NITC, 501 S. 14th, Lincoln, Nebraska.~~

7.5.2 Minutes and Voting

~~The Technical Panel shall keep minutes of all meetings showing the time, place, members present and absent and the substance of all matters discussed. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the Technical Panel in open session, and the record shall state how each member voted or if the member was absent or not voting. The roll call shall be called on a rotational basis. Minutes shall be written and available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier.~~

Approved by the NITC on August 30, 1999. Amendments approved by the NITC on April 30, 2002.
Statutory references revised June 7, 2004. Amendments approved by the NITC on September 23, 2005 and November 1, 2006.