MEETING AGENDA

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

Tuesday, December 13, 2011
9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska

AGENDA

Meeting Documents (10 pages)

1. Roll Call, Meeting Notice & Open Meetings Act Information

2. Public Comment

3. Approval of Minutes* - November 8, 2011

4. Enterprise Projects

   - Project Status Dashboard - Skip Philson

5. Other Projects

   - Nebraska State Patrol - Message Switch Replacement Project

6. Election - Technical Panel Chair for 2012*

7. 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

8. Other Business

9. 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 November 21, 2011. The agenda was posted to the NITC website on December 7, 2011.

Technical Panel
of the
Nebraska Information Technology Commission
Tuesday, November 8, 2011, 9:00 a.m.
Varner Hall - Board Room
3835 Holdrege Street, 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
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 September 21, 2011. The agenda was posted to the NITC website on November 4, 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 SEPTEMBER 13, 2011 MINUTES

Ms. Horn moved approval of the September 13, 2011 minutes as presented. Mr. Langer seconded. Roll call vote: Horn-Yes, Langer-Yes, Weir-Yes, and Winkle-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.

Ms. Decker arrived to the meeting.

ENTERPRISE PROJECTS - Project Status Dashboard
Skip Philson, Project Manager, Office of the CIO

The Talent Management System Project has changed its name to Link – Human Capital Management. The project has two major phases due to the different tasks, focuses and time frames - human capital management and procurement. The Enterprise Content Management (ECM) Project is essentially complete. Mr. Philson asked the panel if they would like a final report presentation from the project. The panel confirmed they would. Mr. Philson will have them report at a future meeting.

STANDARDS AND GUIDELINES RECOMMENDATIONS TO THE NITC

NITC 5-102: MICROSOFT ENTERPRISE AGREEMENT – HOME USE PROGRAM POLICY

Comments were received (Comments in Blue, Staff Response in Red). The policy has gone before the State Government Council and the council recommends approval of the policy.

Ms. Horn moved to recommend approval of NITC 5-102: Microsoft Enterprise Agreement – Home Use Program Policy. Ms. Decker seconded. Roll call vote: Decker-Yes, Horn-Yes, Langer-Yes, Weir-Yes, and Winkle-Yes. Results: Yes-5, No-0, Abstained-0. Motion carried.

NITC 7-201: NETWORK EDGE DEVICE STANDARD FOR ENTITIES CHOOSING TO CONNECT TO NETWORK NEBRASKA (Revised)

This is a revised standard. No comments were received during the public comment period.

A question was raised by a member regarding the wording "Network Nebraska-Education". By putting this in the document, is it restricting the standard to only education participants and not all network participants? It was recommended to leave the new wording as-is for the first two references in Sections 2.1, and in Sections 3.4 and 4.2, but change the wording to just "Network Nebraska" for the rest of the document.

Mr. Winkle moved to recommend approval of the revised NITC 7-201: Network Edge Device Standard For Entities Choosing To Connect To Network Nebraska with the changes discussed. Mr. Langer seconded. Roll call vote: Langer-Yes, Weir-Yes, Winkle-Yes, Horn-Yes, and Decker-Yes. Results: Yes-5, No-0, Abstained-0. Motion carried.

REQUEST FOR WAIVER FROM REQUIREMENTS OF NITC 8-302 - DEPARTMENT OF AGRICULTURE
Jeff Wild, Investigator, and Linda Taylor, Department of Agriculture

The Department of Agriculture's system at issue is used by veterinarians and relates to the transporting of animals, including diseased and high risk animals. Veterinarians use the system but not on a regular basis. Rather than having to change their passwords every 90 days, the agency would like the veterinarian's logon information to stay in place for easier access. No sensitive information is used. The agency averages 30 permits per week and would like a web-based self-service system so that veterinarians can enter data themselves. Currently, office staff takes the call and enters the data for them.

Mr. Weakly acknowledged the validity of the request, but would like to explore the issue further with the agency.

Mr. Langer moved to grant the waiver with the condition that the State Information Security Officer review the system and report back to the Technical Panel. Mr. Winkle seconded. Roll call vote: Weir-Yes, Langer-Yes, Horn-Yes, Decker-Yes, and Winkle-Yes. Results: Yes-5, No-0, Abstain-0. Motion carried.

PROJECT PROPOSALS - FY2012 DEFICIT BUDGET REQUESTS - RECOMMENDATION TO THE NITC - PUBLIC EMPLOYEES RETIREMENT SYSTEM - (Full Text | Summary Sheet)

Only one deficit request was submitted. The Technical Panel reviews deficit requests for recommendation to the NITC. The request is for moving the agency's infrastructure to the Office of the CIO as part of an office move.

Ms. Decker moved to provide the following comments on Public Employees Retirement System project:
The Technical Panel, having reviewed the project proposal, finds that:
1. The project is technically feasible.
2. The proposed technology is appropriate for the project.
3. The technical elements can be accomplished within the proposed timeframe and budget.
Mr. Langer seconded the motion. Roll call vote: Weir-Yes, Winkle-Yes Langer-Yes, Horn-Yes, and Decker-Yes. Results: Yes-5, No-0, Abstained-0. Motion carried.

REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES (as needed)

Accessibility of Information Technology Work Group - Christy Horn. The work group has not met.

Learning Management System Standards Work Group - Kirk Langer. No report.

Security Architecture Work Group - Brad Weakly. The work group has been working on developing a standard for external hosting. At the MS-ISAC National Conference, the organization developed a statement as to the importance and necessity of establishing a standard. It is the intent that the responsibility will be on the agency to make sure their data is protected if hosted by third party.

Intergovernmental Data Communications Work Group - Tim Cao. No report.

OTHER BUSINESS

There was no other business.

ADJOURN

With no further business, the chair adjourned the meeting at 10:00 a.m.

Meeting minutes were taken by Lori Lopez Urdiales and reviewed by Rick Becker, Office of the CIO.

Project:	**Access Nebraska (Q)**			Contact:	**Karen Heng**	
Start Date	09/16/2008	Orig. Completion Date	06/30/2012	Revised Completion Date		n/a
	December	November	October	September	August	July
Overall Status	○	●	○	○	●	○
Schedule	○	●	○	○	●	○
Budget	○	●	○	○	●	○
Scope	○	●	○	○	●	○
Comments:						

Now reporting Quarterly. No report required for December.

November update:
ACCESSNebraska transition continues. In October, staff moved into the Lexington Customer Service Center. This staff will move to Universal Case Management in January 2012. The Scottsbluff Customer Service Center started transition to Universal Case Management and answering phone calls. There were approximately 30 workers answering telephone calls as of October 31.   Staff and caseloads began transitioning into Universal Case Management from Central and Western Service Areas. This transition will continue through February 2012. The transition is currently 80% complete.

On the technology side, October 3, we added a Submit Documents application to the ACCESSNebraska web site. This application accepts documents in .tif and .jpg file formats. We have had 2,130 pages submitted in October utilizing this feature. We have had to reject 15% of the documents submitted. This is usually due to the document not being readable. Customer feedback has been positive about the application. Users especially like the email that confirms the document has moved into the Document Imaging System. An email is also sent when we are unable to accept the document into the system and offers different ways to get the document to the Department.

Testing has been completed on an automated Interview Scheduler that will be put into production on Nov. 13. This tool will schedule a required interview when an application is received by the State. Testing is currently occurring on a new phone dashboard that will provide staff statistics on their computers as to number of calls in wait and average wait times.

Project:	**Student Information System (Q)**		Contact:	**Walter Weir**	
	December	November	October	September	August	July
Overall Status	○	○	○	○	○	○
Schedule	○	○	○	○	○	○
Budget	○	○	○	○	○	○
Scope	○	○	○	○	○	○
Comments						

Now reporting quarterly. No report required for December.

ADA Compliance updates are only outstanding items.

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
	December	November	October	September	August	July
Overall Status	🟢	🟢	⚪	🟢	🟡	⚪
Schedule	🟢	🟢	⚪	🟢	🟢	⚪
Budget	🟢	🟢	⚪	🟢	🟢	⚪
Scope	🟢	🟢	⚪	🟡	🟡	⚪
Comments						

Applicant Tracking (NEOGOV)
- Data from eight states have been compiled. NEOGOV is beginning a review of possible vendor partners. NEOGOV is also planning to have testing software available by the end of the year.

Learning Development & Performance (Cornerstone OnDemand)
- Continuing to work with CSoD to finalize the outbound integration and run unit test.
- There are currently 300+ courses available in the LMS.
- The first Webinar has been loaded and employees are beginning to sign-up to attend.

Benefits / Human Capital Management (Workday)
- Testing and data validation continues in preparation for the Phase 2 load scheduled for 12/12/2011.
- Workgroup continues to compare the list of Workday standard reports to the HR/Benefits reports currently available in E1. Reports will be rewritten as needed.
- Initial HCM training has been completed (Nov).
- A training plan is under development which will include Lead training, on-line training, and Open Enrollment training.

The implementation for Benefits, Performance, and Human Capital Management is scheduled for February, 2012.

Project:	**Link - Procurement**		Contact:		**Dovi Mueller**	
Start Date	6/1/2009	Orig. Completion Date	7/1/2012	Revised Completion Date		tbd
	December	November	October	September	August	July
Overall Status	🟢	🟢	⚪	🟢	🟢	⚪
Schedule	🟡	🟢	⚪	🟢	🟢	⚪
Budget	🟢	🟢	⚪	🟢	🟢	⚪
Scope	🟢	🟢	⚪	🟢	🟢	⚪
Comments						

Procurement
- 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
	December	November	October	September	August	July
Overall Status	🟢	🟢	⚪	🟢	🟢	⚪
Schedule	🟡	🟡	⚪	🟡	🟡	⚪
Budget	🟢	🟢	⚪	🟢	🟢	⚪
Scope	🟢	🟢	⚪	🟢	🟢	⚪

Comments

The RFP calendar of events is still on schedule with bid opening to occur on Friday, December 9. Communicating bid prices to prospective purchasers and finalizing all vendor contracts prior to the end of January 2012 will be the next big challenges. The Network Nebraska website redesign project has been "awarded" to the OCIO web development team since the UNCSN web development team has been reassigned to other more pressing projects.

Budget numbers are unchanged since the 11/01/2011 report, with no new expenses to report.

Project:	**Public Safety Wireless (Q)**			Contact:		**Mike Jeffres**
	December	November	October	September	August	July
Overall Status	⚪	🟢	⚪	🟢	🟢	⚪
Schedule	⚪	🟢	⚪	🟢	🟢	⚪
Budget	⚪	🟢	⚪	🟢	🟢	⚪
Scope	⚪	🟢	⚪	🟢	🟢	⚪

Comments

Now reporting quarterly. No report required for December.

November 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.

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	Spring 2012	Motorola	

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

Project:	**Fusion Center**			Contact:		**Kevin Knorr**
Start Date	04/13/2010	Orig. Completion Date	06/11/2011	Revised Completion Date		12/15/2011

	December	November	October	September	August	July
Overall Status	green	green	(blank)	green	green	(blank)
Schedule	yellow	yellow	(blank)	yellow	yellow	(blank)
Budget	green	green	(blank)	green	green	(blank)
Scope	green	green	(blank)	green	green	(blank)

Comments

System training began on September 6, 2011 and will continue until mid-November. During that time the team will continue to bring additional data sources online and work through minor punch list items. The train the trainer has been completed, but the training of users has been delayed until a connectivity issue can be worked through (see below).

Issues:
We have encountered a system stability issue that relates to the current server configuration. This is an issue that causes the server to re-boot due to a very low level error. The error itself has not yet been identified, but the teams will be updating the operating system patches to be consistent with a stable server within a stable server.
- The system stability issue has potentially been resolved with the addition of proper server patches. We are holding on stating completion to ensure that the system remains stable.
- 12/1/2011 - The team made a determination that the system stability issue has been resolved.

Regarding the connectivity issues – the state's mobile environment caused our developers to explore a web environment that provides access to all law enforcement agencies. This creates some complexities with user authentication.
- 12/1/2011 - The team has a solution in place to resolve the user authentication issue and is working on towards implementation. The plan would provide for the work to be completed during this month.

Project:	**Online Assessment**			Contact:		**John Moon**
Start Date	07/01/2010	Orig. Completion Date	06/30/2011	Revised Completion Date		06/30/2012

	December	November	October	September	August	July
Overall Status	green	green	(blank)	green	green	(blank)
Schedule	green	green	(blank)	green	green	(blank)
Budget	green	green	(blank)	green	green	(blank)
Scope	green	green	(blank)	green	green	(blank)

Comments

December 13, 2011 Update –
 Training on updated software was completed. DRC and CAL continue to support districts in utilizing the LCS system on local servers. NDE has encouraged districts to complete the software installation and test the system through practice testing on Writing, Reading, Math, and Science Assessments. The updated software includes a revised dictionary that is more appropriate for use with secondary school students and a newly developed practice test using NeSA Science items.

Check 4 Learning Training (C4L) has been planned for December 2, 14, and 19. C4L is an online assessment system where teachers will be able to build classroom assessments in the same format as the NeSA assessments using teacher developed quality items. From November 29th through December 1st reading, math, and science teachers reviewed the submitted items for content and format to build the C4L item bank.   These items will be submitted to CAL for implementation of the system starting the end of January.

A preliminary PreID file was submitted to DRC in November. A few data errors were noted in the data and adjustments

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Enterprise Project Status Dashboard – As of December, 2011

were made. The student information PreID file for all subjects will be provided on December 8th. This will be the final upload for the writing assessment. Any additions changes in the student information will be submitted by districts through the eDIRECT system. A final upload of updated student data will be submitted to DRC on February 3, 2012.

The test window for NeSA-Writing (NeSA-W) is January 23, 2012 through February 10, 2012.   The test window for NeSA – Reading, NeSA-Math, and NeSA-Science is March 26, 2012 through May 4, 2012.

Project:	**Interoperability Project**		Contact:	**Rod Hutt**		
Start Date	10/01/2010	Orig. Completion Date	06/01/2013	Revised Completion Date		n/a
	December	November	October	September	August	July
Overall Status	🟡	🟡	⚪	🟡	🟡	⚪
Schedule	🟡	🟡	⚪	🟡	🟡	⚪
Budget	🟢	🟢	⚪	🟢	🟢	⚪
Scope	🟢	🟢	⚪	🟢	🟢	⚪

Comments

Construction began in September, with completion and system testing and signoff taking place in December. In the Southwest region, all path studies, tower mapping, structural analyses and grounding tests have been completed and equipment will be ordered in January. 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 have been completed. Equipment will be ordered for South Central in January. In the remaining regions (East Central, Northeast and Tri-County) much of the pre-construction work has been accomplished.

Project is moving forward nicely with lessons learned in the Pilot Region making it easier to perform tasks in subsequent Regions.

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.

Project Risks Insert additional lines as necessary.			
Major Risk Events	High Medium Low	Risk Mitigation	Mitigation Responsible Party
Finding adequate towers to locate the NRIN system on	H	Deal with facility owners to gain access to their towers, etc.	Rod Hutt & NCOR Representatives
MOUs and Lease Agreements	H	Deal with facility owners to gain access to their towers, etc.	Rod Hutt & NCOR Representatives

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Project:	**MMIS**			Contact:		
Start Date	n/a	Orig. Completion Date	n/a	Revised Completion Date		n/a
	December	November	October	September	August	July
Overall Status						
Schedule						
Budget						
Scope						
Comments						

Project On Hold until renewed

Project:	**Enterprise Content Management**			Contact:	**Kevin Keller**	
Start Date	10/15/2010	Orig. Completion Date	05/31/2011	Revised Completion Date		09/30/2011
	December	November	October	September	August	July
Overall Status		green		green	green	
Schedule		green		green	green	
Budget		green		green	green	
Scope		green		green	green	
Comments						

The project is complete.

Closeout presentation scheduled for February.

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.**