



State of Colorado

2006

Department Information
Technology Plan
(DITP) Guidelines

(FY06-07)

*To assess the status of current state data processing systems and
study the communications and data processing needs
of state agencies.*

3 April 2006

Commission on Information Management (IMC)
Governor's Office of Innovation and Technology (OIT)

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I. Introduction

This manual describes the process and formats to be used by all state agencies for submitting annual communications and information technology management plans to the Commission on Information Management (IMC) and Governor's Office of Innovation and Technology (OIT).

Purpose

These annual Department IT Plans (DITP) are the primary source of advance information on targeted use, by state agencies, of the bulk of state investment in communications and information technology. Governor Bill Owens and the Colorado General Assembly jointly declared, "it is the policy of this state to [via OIT] coordinate and direct the use of communications and information resources and technologies by state agencies."

*"We should strive to
make Colorado a
world leader in the
development and
implementation of 21st
century technologies
and management
efficiencies."*

*– Governor Bill Owens
(launching the New Century
Colorado initiative in 1999)*

By law, the IMC and OIT are to:

- require state agencies to prepare and submit communications and data processing **plans** to the office;
- direct the development of policies and **procedures** for state agencies to follow in developing communications and data processing plans and technology-related budget requests;
- coordinate and direct the development of policies and procedures for the effective management of technology **investments throughout their entire lifecycle**;
- direct the development of policies and procedures for review of communication and information resources and technologies **procurements**, agreements, or contracts;
- **aggregate** communication and information resources and technologies for one or more state agencies; and
- evaluate the feasibility of **outsourcing communication and information resources and services** and outsource those that would be beneficial to the state.

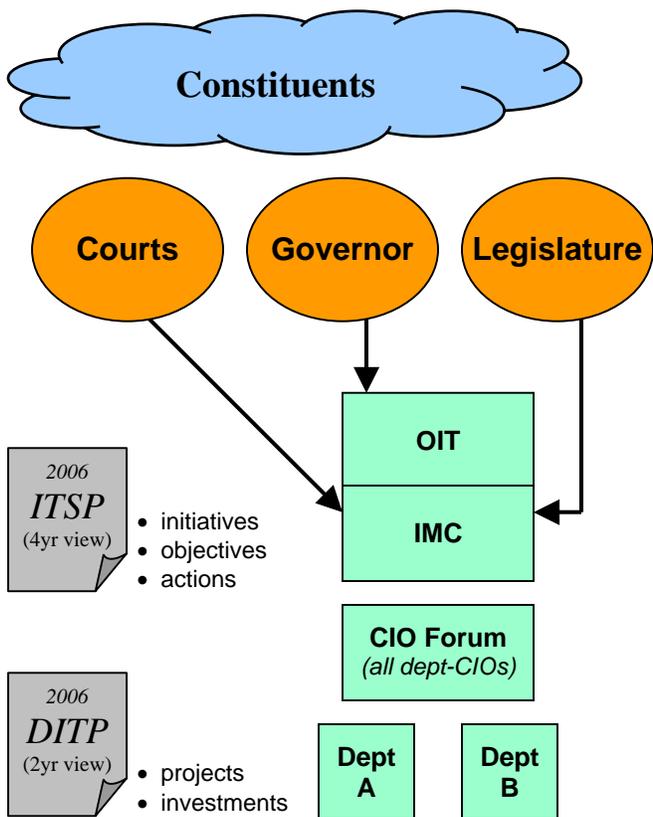
Background

In **1999**, Governor Bill Owens presented his vision for Information and Technology in Colorado state government and, in partnership with the legislature, created the Governor's Office of Innovation and Technology (OIT) to manage communications and information resources in the various agencies of state government as valuable strategic assets belonging to the people of Colorado.

In **February 2006**, Colorado's "2006 State Information and Technology Strategic Plan" was formally adopted by the IMC and replaced previous versions. This enterprise plan will guide the acquisition, management, and use of technology across Colorado State government for the next four years (2006-2009).

The plan identifies four key initiatives on which to focus our efforts over the next four years:

- Initiative 1: Cyber-Security** - Improved security of information;
- Initiative 2: e-Government / Portal** - Better integration and access to government services;
- Initiative 3: Common / Shared Services** - Better application of economies of scale and improved use of; and,
- Initiative 4: IMC / Governance** – Further leveraging our information technology governance structure to assure continuity in planning and controlling the state's investment in information technology.



The 2006 DITP should show alignment to the agency's strategic plan as well as the State's IT Strategic Plan. Specific changes to the DITP forms and schedules are detailed in Section II.

The DITP has remained virtually unchanged over the past five (5) years and, now, again this year there is little modification. This 2006 version does remove one (1) form (IT Sch4020: "IT Procurement Plan") and evolves several other forms by adding or removing some data fields.

Submission

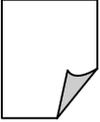
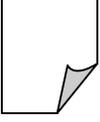
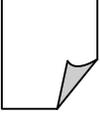
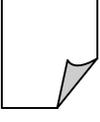
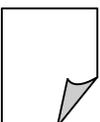
The 2005 DITP must be submitted in electronic form (i.e., MS Excel and Word documents...but no PDF files) either:

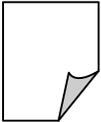
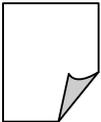
- 1) on disk to 225 E 16th Ave, Suite 260, Denver, Colorado 80203; or
- 2) via an e-mail message to itplanning@state.co.us

If you have any questions, additional contact information is on the back cover of this document.

II. DITP Components

The 2006 Department IT Plan (DITP) is comprised of the following 8 deliverables:

Document	Title	Description	Changes
 Capstone	<i>IT Plan Capstone</i>	A series of questions to supplement the other DITP components with more free flowing narrative responses that can serve to introduce and/or tie together the sets of purely quantified data captured in the individual schedules (below).	Yes, updated questions
 ARS	<i>IT Architectural Review Scorecard</i>	This form is intended to measure the compliance of targeted technology architecture (e.g. department-wide, project, procurement) with the State's Information Technology Standards.	No
 IT Sch1200	<i>IT Execution Plan</i>	This schedule is intended to provide a high-level, comprehensive overview of the department's planned IT activities as an allocation of its total appropriated IT personnel and other IT-related resources.	No
 IT Sch2000	<i>IT System Profiles Summary</i>	This schedule is intended to provide an overview of the department's primary communication and information technology systems including their architectural characteristics.	Yes, updated data fields
 IT Sch2100	<i>IT Project LCM Profiles Summary</i>	This schedule is intended to provide a high-level, comprehensive overview of the department's planned inventory of IT projects in the context of the State's IT Lifecycle Management (LCM) process.	No
 IT Sch3000	<i>IT Staffing Requirements</i>	This schedule is intended to provide a summary of the department's total IT human capital – all IT-related state employees and contractors - by both cost and quantity as allocated across the department's inventory of individual projects and systems.	Yes, removed the 2 nd (request) year pages
 IT Sch4000	<i>IT Asset Inventory Summary</i>	This schedule is intended to provide a high-level, comprehensive overview of the department's IT asset inventory and their associated costs (including those for replacement, recurring maintenance, as well as administration and support).	Yes, removed several rows (reduced detail)

Document	Title	Description	Changes
 IT Sch4010	<i>IT Asset Mgmt Plan</i>	This schedule is intended to describe the department's objectives, policies, and resources focused on supporting the decisions necessary to manage all IT assets throughout their entire lifecycle.	No
 IT Sch4020	<i>IT Procurement Plan</i>	This schedule is to provide a comprehensive list of the department's forward-looking procurement activities specifying purchase agreement information of product description summary data, vendor names, solicitation and need dates, and opportunity for aggregation opportunities.	Remove entire form

It is important to note that there is intentionally a **common denominator among several of the forms** (Schedules 1200, 2000, 2100, 3000). Although these different documents collect different types of data (fiscal, architectural, project milestone, and human capital characteristics), they do so based on the agency's single set of IT projects and/or IT systems.

Therefore, prior to completing any of these forms it is imperative the department decide on its core set of IT projects and IT systems so that this common identifying information can be entered identically on all these forms. In other words, making a change in the first column (name list of IT projects and IT systems) of any one form will require that you simultaneously change all the other forms to match.

III. Capstone

“Although departments and programs each have some unique technology needs, most or all state programs and customers share many important needs that a statewide information technology strategic plan serves best. The statewide information technology strategic plan, therefore, can be a key contributor to the execution of state programs and the measure of their success.”

– 2006 Statewide Information and Technology Strategic Plan

The “2006 DITP Capstone” is to serve as the executive summary (i.e., introduction, foreword, preface, prologue) for the department's Information Technology Plan. Although it will be read first, perhaps it will be written last. This is to be a brief but broad scoped narrative demonstrating the **agency's alignment of its technology investment portfolio with the four (4) key initiatives outlined in the “2006 Statewide Information and Technology Plan:”** Cyber-Security, e-Government/Portal, Common/Shared Services, and Governance/IMC.

At a minimum, prepare responses to the following compulsory questions (and associated bullets):

I. Cyber-Security

- 1) Does the agency have comprehensive and enforceable information security policies and standards that its IT administrators, staff, and user population are both familiar with and acknowledge compliance with? Please elaborate briefly.
- 2) On a scale of 1-5 (5 being most advanced), rate your agency level of maturity with respect to implementation of information security technology and practices.
- 3) On a scale of 1-5 (5 being most advanced), rate the agency level of maturity with respect to awareness of general information security practices and cyber security threats.
- 4) During FY06-07, which of the following information security sectors does the agency plan investment in? Please elaborate briefly.
 - Asset Inventory Management
 - Data Backup
 - Data Encryption for Portable Devices
 - Disaster Recovery (DR) and Business Continuity Planning (BCP)
 - Identity Management/Enterprise Single Sign On (ESSO)
 - Incident Response
 - IT Critical System Risk Assessment
 - Managed Security Services (MSS)
 - Network Security Tools (Firewalls, Intrusion Detection/Prevention Systems, Patch Management)
 - Outsourced Third Party Audit Services
 - Policy Development
 - Security Personnel Staffing (FTE or Contractor)

- User Awareness Training
- Other

5) How can the State Chief Information Security Officer (CISO) assist the agency in meeting its mission, securing its IT environment, or providing budget justification for information security related infrastructure, staffing, training, or services?

II. e-Government/Portal

6) How does the agency coordinate the implementation of systems in order to minimize redundancies and maximize their cost-effectiveness and use?

- Is there an IT architecture master plan? How has the agency documented its application architecture, data architecture, and technical infrastructure architecture?
- What are the agency's key IT principles (e.g., buy don't build, all apps must support single sign-on via MS ADS)?
- What people and processes are utilized to avoid investing in projects that do not conform to this envisioned future state architecture?

7) How can the Statewide Internet Portal Authority assist the agency in meeting its mission? What portions of the agency's technology-enabled business infrastructure can SIPA assist with and/or provide?

- How would the agency benefit from utilizing SIPA to help with existing applications that currently have a web interface?
- Which existing applications, that currently do not have a web interface, would benefit from one?
- What new customer-facing applications are on the agency's wish list and/or in concept development?
- During FY06-07, which of the following common/shared services does the agency plan investment in: ID mgmt (e.g., directory), payment processing (i.e., credit card/ACH authorization and reconciliation), Web content mgmt, Web service design, and/or Web services integration? Please elaborate briefly.

III. Common/Shared Services

8) What is the status of IT disaster recovery planning and preparation within your agency?

- What role (with what responsibilities) does the agency-CIO serve with regard to your agency's Continuity of Operations Planning (COOP) and participation in the statewide Continuity of Government (COG) initiative?
- Has the agency identified those systems which are "state government critical" or "agency mission essential"? If not, what are the obstacles to doing so and how will they be resolved? What level of priority is providing disaster recovery functionality for these systems (i.e., top, ahead of developing new systems but behind existing system O&M, not a priority)?

- How will your agency utilize the new statewide IT disaster recovery facility (eFOR³T) in FY06-07 and beyond (e.g., move current DR assets there, purchase new assets to locate there)?

IV. Governance/IMC

- 9) Describe the agency's efforts to improve delivery of service as it relates to IT governance and project management.
- Does the agency have a project management or program management office?
 - How does the agency identify, analyze, mitigate, and escalate project risks?
 - Explain how the agency differentiates between the roles and responsibilities for Quality Assurance (QA) and either Verification and Validation (V&V) or Independent Verification and Validation (IV&V) on projects. Describe when and how the agency uses/would use these methods on its projects.
 - Has/will the agency use the model IT Contracts recently developed by the IT Contracts Task Force and adopted by the IMC? What will be the benefits?
 - How does the agency use the State's Life Cycle Management (LCM) process? Specifically, who participates in the decision-making at each gate (to move a project from one stage to the next) and how is it helpful to utilize the IMC and/or OIT at the decision points?

IV. IT Calendars

Although this manual is intended to provide guidance for just the annual IT Planning process – and not the annual IT Budgeting process (that is available from the OSPB's *Strategic Plan and Budget Request Instructions*) – the calendars for both processes are included (below).

2006 IT *PLANNING* Calendar

April 2006	May 2006
3 <i>“DITP Guidelines” published by OIT</i>	4 SIPA mtg
5 <i>2006 DITP training session</i>	11 CIOF mtg
6 SIPA mtg	19 IMC mtg
13 CIOF mtg	
21 IMC mtg	

June 2006	July 2006 (new fiscal year begins)
1 <i>DITP due to OIT</i>	1 Dept Strategic Plans due to OIT & OSPB
SIPA mtg	5-31 <i>Department IT Review meetings</i>
5-30 <i>Department IT Review meetings</i>	6 SIPA mtg
8 CIOF mtg	13 CIOF mtg
16 IMC mtg	21 IMC mtg
	<i>IT CapCon requests ① (FY07-08) due to OIT & OSPB</i>

2006 IT *BUDGETING* Calendar

August 2006	September 2006
1 <i>IT operating requests ② (FY07-08), Schedule 7, and Program Crosswalks due to OIT & OSPB (for OSPB reporting agencies)</i>	1 <i>IT operating requests ②, Schedule 7, and Program Crosswalks due to OIT (for non-OSPB reporting agencies)</i>
3 SIPA mtg	7 SIPA mtg
10 CIOF mtg	14 CIOF mtg
18 IMC mtg	22 IMC mtg

October 2006	November 2006
5 SIPA mtg	1 <i>IMC final recommendations on IT CapCon requests ❶ delivered to CDC and operating requests ❷ delivered to JBC</i>
12 CIOF mtg	2 SIPA mtg
17 <i>IT CapCon budget amendments ❸ (FY07-08) due to OIT & OSPB</i>	3 <i>IT CapCon supplementals ❹ (FY06-07) due to OIT & OSPB</i>
20 OSPB issues Mark Letters (❶ & ❷)	9 CIOF mtg
27 <i>IMC mtg [final recommendations on IT CapCon requests ❶ (FY07-08) and operating requests ❷ (FY07-08)]</i>	17 <i>IMC mtg [final recommendations on IT CapCon BAs ❸ (FY07-08) and CapCon supplementals ❹ (FY06-07)]</i>
	22 <i>IT operating supplementals ❺ (FY06-07) and budget amendments ❻ (FY07-08) due OIT & OSPB</i>

December 2006	January 2007
7 SIPA mtg	4 SIPA mtg
14 CIOF mtg	11 CIOF mtg
15 <i>IMC mtg [final recommendations on CapCon BAs ❸ (FY07-08) and CapCon supplementals ❹ (FY06-07) to CDC; and on operating supplementals ❺ (FY06-07) to JBC]</i>	19 <i>IMC mtg [final recommendations on operating supplementals ❺ (FY06-07) and on stand-alone BAs ❻ (FY07-08) requests to JBC]</i>

Bold Italics = IT related

Shaded = agency participation and/or deliverable

❶ = capital construction requests (FY06-07)

❹ = capital construction supplementals (FY05-06)

❷ = operating budget requests (FY06-07)

❺ = operating supplementals (FY05-06)

❸ = capital construction BAs (FY06-07)

❻ = operating stand-alone BAs (FY06-07)

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