

IT Instr1200
IT Execution Plan Instructions FY06-07

This schedule is intended to provide a high-level, comprehensive overview of the agency's planned IT activities as an allocation of its total appropriated IT personnel and other IT-related resources.

Changes from last year's version

1. In section A-II (“IT Systems”), departments should now list ALL of their major (high-profile, largest, and/or most critical) IT systems.
2. Also in section A-II, the instructions no longer read that each department must include 2 fundamental systems in their IT Systems list (the requirement to address “email” and “security” has been removed).

Objective

This schedule should serve as the single-source of record for identifying a agency’s entire communications and information technology (IT) budget. This form will provide a baseline reference for future discussions concerning the agency’s IT investment portfolio.

Definition

Activity: a specified pursuit, the collection of resources focused by an organization to achieve an aim.

Synonyms: initiative, plan, project, scheme, system, undertaking, venture.

Specifically: an agency’s perspective on identifying “activities” could be:

- functional – collection of efforts with a common objective (e.g. network security);
or
- tactical – a specific undertaking of 500 or more man hours and/or \$25,000 in associated procurements (e.g. enhancing an existing system or building a new one).

Instructions

There are essentially three (3) steps to this form:

1. Identify all the IT activities your agency intends to pursue during FY05-06. This should include all those activities that are “continuing” (begun in a previous year, still underway, but with a targeted end), “on-going” (begun in previous year or beginning this year with no foreseeable end), and/or “new” (just beginning with a targeted end).

NOTE: This list must be identical to that provided on the other IT Schedules.

2. Assigning each of the above to one of two categories (project or system) further clarifies the objective and scope of that investment (see more detail in the table below).
3. For each of the above, itemizing total cost information into several resource categories.

Column headers	Description
A. Activities (see definition above)	Enter each of the agency’s IT activities on it’s own line (row) below whichever one of the two (2) horizontal sections (denoted by shaded headers) is most appropriate. Each row should be distinct and exclusive of the others. It is acknowledged that an activity (row) under section “I. Projects” may be related to one or more activities (rows) under section

Column headers	Description
<p>I. Projects</p>	<p>“II. Systems.”</p> <p>NOTE: This exact same list must be replicated on the IT Sch3000.</p> <p>Individually list all of the agency’s IT activities that represent efforts beyond regular operations and maintenance of existing IT systems (e.g. enhancements to existing systems and/or development of new systems) regardless of funding source.</p> <p>For example, ask yourself “should this activity be categorized as “growing” or “transforming” the agency’s business and/or IT capabilities (versus simply “maintaining” or “running” existing ones)?”</p>
<p>II. Systems</p>	<p>NOTE: This portion of the list must be replicated on the IT Sch2100.</p> <p>List the agency’s IT systems using the following approach:</p> <ol style="list-style-type: none"> 1) provide individual entries for, at a minimum, ALL of the agency’s major (high-profile, largest, and/or most critical) IT systems; and 2) provide one additional entry labeled “other” which represents all the remaining lesser agency IT systems in aggregate. <p>For example, ask yourself “can this activity be categorized as simply “maintaining” or “running” the agency’s existing business and/or IT capabilities (versus “growing” or “transforming” them)?”</p> <p>NOTE: This portion of the list must be replicated on the IT Sch2000.</p>
<p>B. Category</p>	<p>Assign each activity (line/row) listed to whichever one of the three (3) pre-selected categories (this field functions as a pop-up menu) is most appropriate:</p> <ul style="list-style-type: none"> • <i>Administrative</i> – any IT effort in support of administrative or support functions required by the agency. • <i>Operations</i> – any IT effort in support of the production and/or delivery of the core program/services provided by the agency. • <i>Infrastructure</i> – any IT effort primarily focused on the basic support elements (equipment, facilities, and/or staff for computing and/or network) needed for the proper functioning of the agency.
<p>C. Personnel/Contract (\$)</p>	<p>For each activity (line/row) listed, enter the amount (in whole dollars) you expect to spend for contractor labor. This category includes costs of out-sourced labor for all functionality identified on the IT Sch3000. This should be primarily for temporarily augmenting state staff. If the engagement is long-term or indefinite, consider entering it under Contract Services (section “F” below).</p> <p>NOTE: Information here must match that on the IT Sch3000. Their completion, prior to completing this section, is recommended.</p>
<p>D. Personnel/State (\$)</p>	<p>For each activity (row) listed, enter the amount (in whole dollars) of in-house, state personnel you expect to assign. This category includes costs of in-house labor for all functionality identified on the IT Sch3000.</p> <p>NOTE: Information here must match that on the IT Sch3000. Its completion, prior to completing this section, is recommended.</p>
<p>E. Administration (\$)</p>	<p>For each activity (row) listed, enter the amount (in whole dollars) you expect to spend on administrative expenses. This category includes</p>

Column headers	Description
	training, travel, rent, utilities, or other miscellaneous costs specifically related to IT.
F. Contract Services (\$)	For each activity (row) listed, enter the amount (in whole dollars) you expect to spend for contracted services. This category includes costs for services from VENDOR providers for computing, facilities, and network functionality and support (but not contractor labor... that's in Contract Personnel; nor acquiring products...that's in either Hardware or Software).
G. State Services (\$)	For each activity (row) listed, enter the amount (in whole dollars) you expect to spend for state services. This category includes: services from STATE providers for telecom, GGCC (data center), and other IT-related support services.
H. Software (\$)	<p>For each activity (row) listed, enter the amount (in whole dollars) you expect to spend for all types of software products. This category includes: purchased software costs (but not lease costs or maintenance contracts...that's in Contract Services; nor labor contracted to custom-build software...that's in Contract Personnel).</p> <p>NOTE: Information here may correspond to that on the IT Sch4000. Its completion, prior to completing this section, is recommended.</p>
I. Hardware (\$)	<p>For each activity (row) listed, enter the amount (in whole dollars) you expect to spend for hardware products. This category includes: purchased equipment costs (but not lease costs or maintenance contracts...that's in Contract Services).</p> <p>NOTE: Information here may correspond to that on the IT Sch4000. Its completion, prior to completing this section, is recommended.</p>
J. Total (\$)	This MS Excel spreadsheet has formulas embedded into these cells to automatically total each line (row).

Excel formulas have been added to this spreadsheet so that the form will subtotal and total both columns and lines as appropriate.