

MEETING AGENDA

State Government Council of the Nebraska Information Technology Commission

Thursday, May 8, 2008
1:30 p.m. - 2:30 p.m.
Nebraska State Office Building - Conference Room 6Z
301 Centennial Mall South
Lincoln, Nebraska

AGENDA

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

1. Roll Call, Meeting Notice & Open Meetings Act Information
2. Public Comment
3. Approval of Minutes* - [April 10, 2008](#)
4. Standards and Guidelines - Recommendations to the Technical Panel and the NITC*
 - [NITC 1-201](#): Agency Information Technology Plan
 - [NITC 1-202](#): Project Review Process
5. Government Technology Collaboration Fund
 - [Suggested Uses](#)
6. Other Business
7. Agency Reports
8. Next Meeting Date - June 12, 2008
9. Adjourn

* Denotes Action Item

(The Council 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 State Government Council Websites: <http://nitc.ne.gov>
Meeting notice was posted to the NITC Website and [Nebraska Public Meeting Calendar](#) on April 15, 2008.

The agenda posted to the NITC Website on May 6, 2008.

STATE GOVERNMENT COUNCIL
of the
Nebraska Information Technology Commission
Thursday, April 10, 2008, 1:30 p.m. - 2:30 p.m.
Executive Building - Lower Level Conference Room
521 S 14th Street, Lincoln, Nebraska
PROPOSED MINUTES

MEMBERS PRESENT

Brenda Decker, Chief Information Officer, Chair
Bob Beecham, NDE Support Services
Dennis Burling, Department of Environmental Quality
Randy Cecrle, Workers' Compensation Court
Tom Conroy, OCIO-Enterprise Computing Services
Josh Daws, Secretary of State's Office
Keith Dey, Department of Motor Vehicles
Rex Gittins, Department of Natural Resources
Dorest Harvey, Private Sector
Joe Kellner, Department of Roads
Jeanette Lee, Department of Banking
Bill Miller, State Court Administrator's Office
Jim Ohmberger, Health and Human Services
Mike Overton, Crime Commission
Terry Pell, State Patrol
Jayne Scofield, OCIO-Network Services
Len Sloup, Department of Revenue
Rod Wagner, Library Commission
George Wells, Department of Correctional Services

MEMBERS ABSENT: Mike Calvert, Legislative Fiscal Office; Pat Flanagan, Private Sector; Lauren Hill, Governor's Policy Research Office; Gerry Oligmueller, Budget Office; Butch Lecuona, Department of Labor; and Carlos Castillo, Department of Administrative Services

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Ms. Decker called the meeting to order at 1:35 p.m. There were 17 members present at the time of roll call. A quorum was present. It was stated that the meeting notice was posted to the NITC Website and [Nebraska Public Meeting Calendar](#) on March 7, 2008. The agenda posted to the NITC Website on April 4, 2008. A copy of the Open Meetings Act was located on the front table.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Mr. Dey moved to approve the [February 14, 2008](#) minutes as presented. Mr. Harvey seconded. Roll call vote: Beecham-Yes, Overton-Yes, Burling-Yes, Conroy-Yes, Decker-Yes, Sloup-Yes, Harvey-Yes, Lee-Yes, Cecrle-Yes, Dey-Yes, Ohmberger-Yes, Pell-Yes, Scofield-Yes, Wells-Yes, Wagner-Yes, Miller-Yes, and Kellner-Yes. Results: Yes-17, No-0. Motion carried.

Mr. Gittins arrived at the meeting.

STANDARDS AND GUIDELINES - DISCUSSION OF DOCUMENTS RELATING TO LB 823 AND THE LEGISLATIVE PERFORMANCE AUDIT

NITC 1-201: Agency IT Plan (Starting with the [2004 version](#) of the form for discussion)
Rick Becker, Government I.T. Manager

Pursuant to LB 823, agencies are required to submit an information technology plan to the Office of the CIO by September 15 of even-numbered years, on a form approved by the NITC. For discussion purposes, the council will use the 2004 version of the form to start drafting the new form. The NITC will consider adopting the new form at their June meeting.

Josh Daws arrived at the meeting.

Members discussed elements of the form, including: several sections to be deleted; how to properly identify staff and outside support, such as from the OCIO; and security issues relating to providing information which may be a public record.

NITC 1-202: IT Project Proposal Form and Project Review Process ([Current form](#))

The current form has been used for the prior 3 biennial budget cycles. The IT Project Proposal form is included in the new budget request system. The Budget Office has requested that agencies submit both formats: paper documents to the OCIO and electronic submission in the Budget system.

NITC 1-203: Enterprise Projects

NITC 1-205: Project Monitoring and Progress Reports

These two items will be discussed at a future meeting.

UPDATE ON EMAIL CONVERSION

The Department of Corrections conversion has been completed. Email conversion for the State Patrol and the Department of Economic Development will begin this month.

The Office of the CIO will be reviewing the list of email attachments to be blocked.

OTHER BUSINESS

Downtime Notifications. Ms. Decker stated that the Office of the CIO is looking at revising downtime notifications so that users are informed about what caused an unplanned downtime event and how the issue was resolved.

Government Technology Collaboration Fund. There are funds available in the Government Technology Collaboration Fund which could be used for an enterprise type project. The funds are available until June 30, 2009. Members were asked to send ideas for use of the funds to Rick Becker.

Security Conference. Members were reminded that 2008 Cyber Security Conference will be held on April 22 at the Downtown Holiday Inn.

AGENCY REPORTS

Members were given an opportunity to provide agency reports.

NEXT MEETING DATE AND ADJOURNMENT

The next State Government Council meeting will be held on May 8, 2008 at 1:30 p.m. The location will be determined at a later time.

Mr. Miller moved to adjourn the meeting. Mr. Beecham seconded. All were in favor. Motion carried by unanimous voice vote.

The meeting was adjourned 2:46 p.m.

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

NITC 1-201 DRAFT

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](#)

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 Desktop Computers

Desktop Operating System	Estimated Number of Desktop Computers
Windows Vista	
Windows XP	
Windows Other (Specify)	
Mac OS X	
Linux	
Other (Specify)	

1.3.3 Servers

Server Operating System	Number of Servers
Windows	
Mac OS X	
Linux	
Other (Specify)	

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

	Number of Devices
Firewalls (Hardware)	
Wireless Access Points	
Video Cameras (USB)	
IP Phones	
POP Servers	
Web Servers	
Application Delivery (e.g. Citrix, Terminal Services servers) (Specify)	

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?				
If your answer to the previous question is NO, which policy(ies) have you not implemented? List:				
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 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				

	Yes	No	In Progress	Not Applicable
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

A general comment section where agencies 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:

NITC 1-202 (DRAFT)

State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

NITC 1-202 (Draft)

Title	Project Review Process
Category	General Provisions
Applicability	Applies to all entities required to submit information technology projects for review by the Technical Panel.

1. Purpose

This document establishes the project review process for certain budget requests and grant requests as required by statute.

2. Budget Request Reviews

The NITC is required by statute to “make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel...” Neb. Rev. Stat. §86-516(8) (as amended by Laws 2008, LB 823). And “[g]overnmental entities, state agencies, and political subdivisions shall submit all projects which use any combination of general funds, federal funds, or cash funds for information technology purposes to the process established by sections 86-512 to 86-524. The commission may adopt policies that establish the format and minimum requirements for project submissions.” Neb. Rev. Stat. §86-516(5) (as amended by Laws 2008, LB 823).

The following are the steps in the project review process for budget requests:

- A project is submitted by an agency.
- Individual reviewers are assigned to the project.
- Individual reviewers score and comment on the project.
- The submitting agency has the opportunity to respond to reviewer comments.
- The reviewer scores and comments, as well as any agency response, are reviewed by the Technical Panel at a public meeting. The Technical Panel may make additional comments and recommendations.
- Depending on the subject matter of the project, one or more of the NITC advisory councils may review and provide comments and recommendations on the project.
- The NITC reviews the project, along with related comments and recommendations, and makes a final recommendation to be included in a report to the Governor and Legislature.

2.1 Minimum Requirements for Project Submission

Attachment A, entitled "Guidance on Information Technology Related

Budget Requests - Project Proposal Form Requirements," provides guidance and establishes the minimum requirements for the submission of a Project Proposal Form.

2.2 Project Proposal Form

Attachment B, entitled "Project Proposal Form," establishes the format for submission of projects. Project proposals should be submitted by entering the information into the Nebraska Budget Request and Reporting System (NBRRS) in the "IT Project Proposal" section.

2.3 Individual Reviewers

2.3.1 Number of Reviewers. Each project will be reviewed and scored by at least three qualified reviewers, at least one of whom is either a member or alternate on the Technical Panel.

2.3.2 Qualified Reviewers.

2.3.2.1 All members and alternates of the Technical Panel and chartered NITC advisory councils are qualified reviewers.

2.3.2.2 Other individuals who have completed Attachment C, entitled "Project Reviewer Information Sheet," and been approved by the Technical Panel are qualified reviewers.

2.3.2.3 A provisional review may be performed by an individual who has not been formally approved by the Technical Panel as a qualified reviewer pursuant to section 2.3.2.2. The Technical Panel will be informed of any provisional review as part of the notification requirements of section 2.3.3. The Technical Panel will consider approving the individual as a qualified reviewer at the next meeting of the panel. If the Technical Panel does not approve the individual as a qualified reviewer, the project proposal review may be completed without regard to the requirements of 2.3.1.

2.3.3 Assignment of Reviewers. Based on the subject matter of each project, an initial assignment of reviewers will be preformed in a manner determined by the Technical Panel. Technical Panel members will be notified, by email, of the projects under review and the initial assignment of reviewers for each project. Members will have 24 hours to object to any of the reviewers assigned to a project. A member may object by sending an email to the other members, noting the specific assignment for which there is an objection and the reason(s) for the objection. If there are objections, new assignments will be made and communicated in the same manner as described above; or, at the discretion of the Technical Panel Chair, a special meeting of the Technical Panel may be called to assign

reviewers. If there are no objections to the initial assignments, or any reassignments, the assigned reviewers will be provided with the documents necessary to complete the reviews. Should an individual reviewer be unable to complete an assigned review, a new reviewer will be assigned and the members notified in the same manner as the initial assignment.

2.3.4 Reviewer Responsibility. Individual reviewers will review and score each section of a project proposal based on criteria established by the Technical Panel. Reviewers may also make comments or recommendations regarding the project proposal.

2.4 Agency Response

The submitting agency will be provided with the review scores and comments and be given an opportunity to submit a written response, or other clarifying information.

2.5 Technical Panel Review

The Technical Panel will review the project proposals, including the reviewer scores and comments and any agency response, at a public meeting. The Technical Panel may make additional comments and recommendations to the NITC.

2.6 Advisory Council Review

Depending on the subject matter of the project, one or more of the NITC advisory councils may review and provide comments and recommendations on a project to the NITC.

2.7 NITC Review and Recommendations

The NITC will review the projects, including any comments and recommendations from the Technical Panel and advisory councils, and make final recommendations on the projects to be included in a report to the Governor and Legislature.

3. Community Technology Fund and Government Technology Collaboration Fund Grant Reviews

Grants from the Community Technology Fund and Government Technology Collaboration Fund may be approved by the NITC "only after review by the technical panel." Neb. Rev. Stat. §§86-522 and 86-523.

3.1 Advisory Group Review and Recommendation

The Community Council and eHealth Council may review and make recommendations to the NITC regarding applications for the use of the Community Technology Fund. The State Government Council may review and make recommendations to the NITC regarding applications for the use of the Government Technology Collaboration Fund.

3.2 Technical Panel Review and Recommendation

The Technical Panel will review any application for the use of the Community Technology Fund or Government Technology Collaboration Fund at a public meeting. The Technical Panel may provide comments and recommendations to the NITC.

[Attachment A](#): Guidance on Information Technology Related Budget Requests - Project Proposal Form Requirements

[Attachment B](#): Project Proposal Form (Word Document)

[Attachment C](#): Project Reviewer Information Sheet (Word Document)

VERSION DATE: Draft - May 1, 2008
HISTORY:
PDF FORMAT: (to be added)

Nebraska Information Technology Commission

Guidance on Information Technology Related Budget Requests Project Proposal Form Requirements

Issue:

Does an information technology project in your agency's budget request require the completion of a Project Proposal Form?

Background:

The Nebraska Information Technology Commission ("NITC") is required by statute to "make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel..." Neb. Rev. Stat. §86-516(8) (as amended by Laws 2008, LB 823). "Governmental entities, state agencies, and political subdivisions shall submit all projects which use any combination of general funds, federal funds, or cash funds for information technology purposes to the process established by sections 86-512 to 86-524. The commission may adopt policies that establish the format and minimum requirements for project submissions." Neb. Rev. Stat. §86-516(5) (as amended by Laws 2008, LB 823). In order to perform this review, the NITC and DAS Budget Division require agencies/entities to complete a Project Proposal Form when requesting funding for technology projects.

Some, but not all information technology budget requests will require the completion of the Project Proposal Form. This document is intended to provide guidance on which projects require completion of this form.

Definitions:

Information technology is defined as "computing and telecommunications systems, their supporting infrastructure, and interconnectivity used to acquire, transport, process, analyze, store, and disseminate information electronically." Neb. Rev. Stat. § 86-507. Supporting infrastructure includes both the physical infrastructure such as computers or networks and non-physical components such as personnel, training, customer support, and software.

A **significant project**, for the purposes of this document, means a project which: 1) costs more than \$250,000; OR 2) costs more than \$25,000 AND has a major effect on a core business function OR has an impact that affects multiple agencies. This definition does not include on-going operational costs of information technology such as replacement of computers, operating system upgrades, routine data processing costs, existing support personnel, or application maintenance.

Guidance:

A Project Proposal Form is required for all significant information technology projects. Review the definitions above and complete the Worksheet on the following page to determine if your project requires a Project Proposal Form.

ALL requests for funding, whether or not a Project Proposal Form is completed, must still be provided for in the standard agency budget requests submitted to the DAS Budget Division.

Agencies should contact their budget analyst with any questions about whether specific projects require the completion of a Project Proposal Form. The Budget Division will consult with the Office of the CIO / NITC on these questions.

WORKSHEET

1. Is this an information technology related funding request? YES or NO

If YES, continue.

If NO, STOP. A project proposal form is not required.

2. Is the funding request for on-going operational costs such as replacement of computers, operating system upgrades, routine data processing costs, existing support personnel, or application maintenance? YES or NO

If YES, STOP. A project proposal form is not required.

If NO, continue.

3. Is the cost of the project more than \$250,000? YES or NO

If YES, STOP. A PROJECT PROPOSAL FORM NEEDS TO BE COMPLETED.

If NO, continue.

4. Is the cost of the project more than \$25,000? YES or NO

If YES, continue.

If NO, STOP. A project proposal form is not required.

5. Does the project have a major effect on a core business function? YES or NO

- OR -

6. Does the project have an impact that affects multiple agencies? YES or NO

If you answered YES to either question 5 or 6, A PROJECT PROPOSAL FORM NEEDS TO BE COMPLETED.

If you answered NO to both questions 5 and 6, a project proposal form is not required.

Nebraska Information Technology Commission

Project Proposal Form

Funding Requests for Information Technology Projects

FY2009-2011 Biennial Budget

IMPORTANT NOTE: Starting with FY2009-2011 Biennial Budget requests, project proposals should only be submitted by entering the information into the Nebraska Budget Request and Reporting System (NBRRS). The information requested in this Microsoft Word version of the form should be entered in the NBRRS in the "IT Project Proposal" section. The tabs in the "IT Project Proposal" section coincide with sections contained in this Microsoft Word version of the form. Information may be cut-and-pasted from this form or directly entered into the NBRRS.

ALSO NOTE that for each IT Project Proposal created in the NBRRS, the submitting agency must prepare an "IT Issue" in the NBRRS to request funding for the project.

Project Title	
Agency/Entity	

Project Proposal Form
FY2009-2011 Biennial Budget Requests

Notes about this form:

1. **USE.** The Nebraska Information Technology Commission (“NITC”) is required by statute to “make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel...” Neb. Rev. Stat. §86-516(8) (as amended by Laws 2008, LB 823). “Governmental entities, state agencies, and political subdivisions shall submit all projects which use any combination of general funds, federal funds, or cash funds for information technology purposes to the process established by sections 86-512 to 86-524. The commission may adopt policies that establish the format and minimum requirements for project submissions.” Neb. Rev. Stat. §86-516(5) (as amended by Laws 2008, LB 823). In order to perform this review, the NITC and DAS Budget Division require agencies/entities to complete this form when requesting funding for technology projects.
2. **WHICH TECHNOLOGY BUDGET REQUESTS REQUIRE A PROJECT PROPOSAL FORM?** See the document entitled NITC 1-202 “Project Review Process for Information Technology Budget Requests and Grant Applications” available at <http://nitc.ne.gov/standards/>. Attachment A to that document establishes the minimum requirements for project submission.
3. **COMPLETING THE FORM IN THE NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM (NBRRS).** Starting with FY2009-2011 Biennial Budget requests, project proposals should only be submitted by entering the information into the NBRRS. The information requested in this Microsoft Word version of the form should be entered in the NBRRS in the “IT Project Proposal” section. The tabs in the “IT Project Proposal” section coincide with sections contained in this Microsoft Word version of the form. Information may be cut-and-pasted from this form or directly entered into the NBRRS. **ALSO NOTE** that for each “IT Project Proposal” created in the NBRRS, the submitting agency must prepare an “IT Issue” in the NBRRS to request funding for the project.
4. **QUESTIONS.** Contact the Office of the CIO/NITC at (402) 471-7984 or rick.becker@nitc.ne.gov

Project Proposal Form
FY2009-2011 Biennial Budget Requests

Section 1: General Information

Project Title	<input type="text"/>
Agency (or entity)	<input type="text"/>

Contact Information for this Project:

Name	<input type="text"/>
Address	<input type="text"/>
City, State, Zip	<input type="text"/>
Telephone	<input type="text"/>
E-mail Address	<input type="text"/>

Section 2: Executive Summary

Provide a one or two paragraph summary of the proposed project. This summary will be used in other externally distributed documents and should therefore clearly and succinctly describe the project and the information technology required.

Section 3: Goals, Objectives, and Projected Outcomes (15 Points)

1. Describe the project, including:
 - Specific goals and objectives;
 - Expected beneficiaries of the project; and
 - Expected outcomes.
2. Describe the measurement and assessment methods that will verify that the project outcomes have been achieved.
3. Describe the project's relationship to your agency comprehensive information technology plan.

Section 4: Project Justification / Business Case (25 Points)

4. Provide the project justification in terms of tangible benefits (i.e. economic return on investment) and/or intangible benefits (e.g. additional services for customers).
5. Describe other solutions that were evaluated, including their strengths and weaknesses, and why they were rejected. Explain the implications of doing nothing and why this option is not acceptable.
6. If the project is the result of a state or federal mandate, please specify the mandate being addressed.

Project Proposal Form
FY2009-2011 Biennial Budget Requests

Section 5: Technical Impact (20 Points)

7. Describe how the project enhances, changes or replaces present technology systems, or implements a new technology system. Describe the technical elements of the project, including hardware, software, and communications requirements. Describe the strengths and weaknesses of the proposed solution.
8. Address the following issues with respect to the proposed technology:
 - Describe the reliability, security and scalability (future needs for growth or adaptation) of the technology.
 - Address conformity with applicable NITC technical standards and guidelines (available at <http://nitc.ne.gov/standards/>) and generally accepted industry standards.
 - Address the compatibility with existing institutional and/or statewide infrastructure.

Section 6: Preliminary Plan for Implementation (10 Points)

9. Describe the preliminary plans for implementing the project. Identify project sponsor(s) and examine stakeholder acceptance. Describe the project team, including their roles, responsibilities, and experience.
10. List the major milestones and/or deliverables and provide a timeline for completing each.
11. Describe the training and staff development requirements.
12. Describe the ongoing support requirements.

Section 7: Risk Assessment (10 Points)

13. Describe possible barriers and risks related to the project and the relative importance of each.
14. Identify strategies which have been developed to minimize risks.

Project Proposal Form
FY2009-2011 Biennial Budget Requests

Section 8: Financial Analysis and Budget (20 Points)

15. Financial Information

Below is a screen shot of the "Financial" information tab in the Nebraska Budget Request and Reporting System used to enter the finance information for this project (NOTE: For each IT Project Proposal created in the NBRRS, the submitting agency must prepare an "IT Issue" in the NBRRS to request funding for the project.):

IT Project Request Costs						
Contractual Services	Total	Prior Exp	FY09 Appr/Reappr	FY10 Request	FY11 Request	Future Add Request
Design	\$0					
Programming	\$0					
Project Management	\$0					
Data Conversion	\$0					
Other	\$0					
Total	\$0	\$0	\$0	\$0	\$0	\$0
Telecommunications						
Data	\$0					
Video	\$0					
Voice	\$0					
Wireless	\$0					
Total	\$0	\$0	\$0	\$0	\$0	\$0
Training						
Technical Staff	\$0					
End-user Staff	\$0					
Total	\$0	\$0	\$0	\$0	\$0	\$0
Other Operating Costs						
Personnel Cost	\$0					
Supplies & Materials	\$0					
Travel	\$0					
Other	\$0					
Total	\$0	\$0	\$0	\$0	\$0	\$0
Capital Expenditures						
Hardware	\$0					
Software	\$0					
Network	\$0					
Other	\$0					
Total	\$0	\$0	\$0	\$0	\$0	\$0
Total Request	\$0	\$0	\$0	\$0	\$0	\$0
▼ Funding						
	Total	Prior Exp	FY09 Appr/Reappr.	FY10 Request	FY11 Request	Future Add Request
General Fund	\$0					
Cash Fund	\$0					
Federal Fund	\$0					
Revolving Fund	\$0					
Other Fund	\$0					

Done

das-nebs-cat.ne.gov

Technical Panel
of the
Nebraska Information Technology Commission

Project Reviewer Information Sheet

Purpose: By statute, the Technical Panel of the Nebraska Information Technology Commission is responsible for performing technical reviews of certain budget requests and grant applications. As part of the review process established in NITC policies (NITC 1-202), the Technical Panel may request qualified individuals to review, score, and comment on project proposals as part of the technical review process. This document requests background information from potential reviewers allowing the Technical Panel to document a reviewer's qualifications. Please send the completed form to: ocio.nitc@nebraska.gov

Name	
Agency/Employer	
Title	
Email Address	
Phone	

- 1. Employment History (IT Related Only)

- 2. Education

- 3. Professional Training and Certifications

- 4. Information Technology Areas of Expertise (Optional. List areas of expertise.)

Technical Panel Review

Date	
Action	

**State Government Council
of the
Nebraska Information Technology Commission**

May 8, 2008

**Government Technology Collaboration Fund
Suggested Uses**

1. **Thin Client Computing** (George Wells)

2. **Enterprise Email Related** (Jim Ohmberger)

I have two recommendations for the grant money, both recommendations would replace solutions that currently exist for the Lotus Notes environment but will need to be developed or acquired for the Microsoft Exchange environment.

Email Archiving. My first recommendation is for the OCIO to acquire an email archiving solution for Microsoft Exchange. The grant money could be used to contribute to the start-up cost of an archiving solution to prevent duplicate solutions from being acquired by individual agencies. Email archiving should be offered as a service to those agencies using the OCIO centralized email solution and would extend the collaboration efforts of the centralized email concept.

Secure Email Solution. My second recommendation would be to for the OCIO to acquire a secure email solution for those agencies with a requirement to communicate with external entities where the email content may contain personal identification information covered under State or Federal regulations. When communicating with entities that are outside of the State's network, information contained within the email may remain in a non-secured environment and be subject to disclosure. DHHS developed with the assistance of the OCIO a secure email application called SIX (Secure Information Exchange) and will need to modify SIX or acquire a new solution. The grant money could be used to update the SIX application and make it available to all agencies or acquire a third party solution.

3. **Policy and Procedure Manager** (Randy Cecrle)

I am proposing that the funds be used to finance an enterprise implementation of an online, web-based software for policy and procedure management solution. A solution would provide the ability to:

- Monitor documents that are in the review and approval stages
- Generate reports for managers to ensure that employees have read policies
- Organize documents electronically for quick access
- Track document changes and automatically archive old documents
- Provide browser-based access
- Automate the review, approval, & publication of Policies and Procedures
- Use a standard word processor for the creation of documents
- Simplifies the compliance with ISO 9000, OSHA, Joint Commission, HIPAA, and more

WCC has been looking at Policy & Procedure Manager from Policy Technologies International, Inc. <http://www.policytech.com/>. To get a rough idea of what it may cost at the enterprise level I have contacted the sales rep for Nebraska for pricing. For 15,000 state employees:

Enterprise User License \$250,000

Annual Maintenance Fee \$45,000

Total: \$295,000

Annual Subscription Fee: 18% of net list

[Policy and Procedure Manager Overview](#)

(http://nitc.ne.gov/sgc/meetings/documents/20080508/gtcf_cecrlc_PPM_PPM_Overview.pdf)

4. **RightFax Compatibility with Outlook/Exchange, Connectors, and APIs** (Randy Cecrle)
I am requesting the monies be spent to make the Enterprise RightFax system compatible with Outlook/Exchange (may require a Microsoft Server version of RightFax), the purchase of connectors to Outlook, and APIs/Components (ActiveX, WebServices, .NET, JAVA Classes, etc.) for custom programming against RightFax. This is needed by all users of RightFax, which includes DHSS, WCC, Corrections, and the OCIO and any future users.
5. **Backup / Disaster Recovery** (Jayne Scofield) [Estimated request: \$50,000]
Purchase SAN storage to be able to offer lower cost Disaster Recovery/Business Continuity options to agencies.
6. **Portal for the Nebraska Information System (NIS)** (Doni Peterson) [Estimated request: \$50,000]
Portals can significantly improve an organization's productivity and can simplify the information technology environment. Employees and vendors of the State of Nebraska would be empowered with simplified, self-service access to only their pertinent information contained within NIS.

Employees would be able to perform self-service activities such as Pay Stub Viewing and Printing, Time Entry, Leave Requests, Leave Balance Inquiry and Open Enrollment via a single task list portlet on a portal page. Only the data and actions essential to the processes to employees with self-service needs would be displayed and require action from the users. Other useful links could also be added such as a link to the State of Nebraska's benefits providers' on-line information, a link to the Help Desk and links to NIS Training Manuals and future NIS web-based training options. There will be additional self-service features for employees introduced in the future and these, too, will be hosted on the NIS Portal.

Supplier Self-Service for the vendors of the State of Nebraska would also be hosted on the NIS Portal. This is an out-of-the box solution allowing the State of Nebraska and our suppliers to move to conducting business in a more electronic fashion. Suppliers can view and manage only information specific and relevant to them. Suppliers can access quotes and purchase orders, update their own profiles and view accounts payable information, including access to the payments made to the vendors by the State of Nebraska and the invoices paid for by these payments. Currently, many vendors struggle with the consolidated ACH payments passed to them due to the lack of information sent on these payments from the bank. This would allow vendors to see what invoices are being paid for by payments receipted at the vendor from the State of Nebraska.

The portal would also become a venue for communication from NIS to end-users. A calendar would be posted for important training opportunities and other important dates relative to NIS. Messages concerning NIS changes or the status of NIS presently sent out as "NIS Flash Memos" would also reside on the portal, thus eliminating the need to send out the series of e-mail messages. Employees would access the portal to find most information surrounding NIS.