

# AGENDA

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

Tuesday, May 22, 2012  
10:00 a.m.  
Executive Building - Lower Level Conference Room  
521 S 14th Street  
Lincoln, Nebraska

## AGENDA

[Meeting Documents](#) (18 pages)

1. Roll Call, Meeting Notice & Open Meetings Act Information
2. Public Comment
3. Approval of Minutes\* - [February 9, 2012](#)
4. Standards and Guidelines - Recommendations to the NITC\*
  - NITC 1-201: Agency Information Technology Plan - [Attachment A \(IT Plan Form\)](#)
  - NITC 1-202: Project Review Process - [Attachment B \(Project Proposal Form\)](#)
5. Update on the RFI for the state financial system - Carlos Castillo
6. Agency Reports and Other Business
7. Presentation: Department of Roads' Accident Records System using ECM
8. 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.)

Meeting notice was posted to the [NITC website](#) and the [Nebraska Public Meeting Calendar](#) on April 5, 2012 . Meeting rescheduled on May 2, 2012. The agenda was posted to the NITC website on May 18, 2012.

**State Government Council  
of the  
Nebraska Information Technology Commission**  
Thursday, February 9, 2012, 1:30 p.m. - 2:30 p.m.  
Executive Building - Lower Level Conference Room  
521 S 14th Street, Lincoln, Nebraska  
**MINUTES**

**MEMBERS PRESENT:**

Brenda Decker, Chief Information Officer, Chair  
Beverlee Bornemeier, OCIO-Enterprise Computing Services  
Dennis Burling, Department of Environmental Quality  
Josh Daws, Secretary of State's Office  
Keith Dey, Department of Motor Vehicles  
Lori Henkenius, Nebraska Department of Education  
Eric Henrichsen, Department of Health and Human Services  
Joe Kellner, Department of Roads  
Mike McCrory, Administrative Services  
Glen Morton, Workers' Compensation Court  
Mike Overton, Crime Commission  
Steve Rathje, Department of Natural Resources  
Jayne Scofield, OCIO-Network Services  
Len Sloup, Department of Revenue

**MEMBERS ABSENT:** Pat Flanagan, Private Sector; Dick Clark, Policy Research Office; Mike Calvert, Legislative Fiscal Office; Dorest Harvey, Private Sector; Kelly Lammers, Department of Banking; Bill Miller, State Court Administrator's Office; Gerry Oligmueller, Budget Office; Col. David Sankey, State Patrol; Bob Shanahan, Department of Correctional Services; Terri Slone, Department of Labor; and Rod Wagner, Library Commission

**ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION**

Ms. Decker called the meeting to order at 1:30 p.m. There were 14 members present at the time of roll call. A quorum existed to conduct official business. Meeting notice was posted to the [NITC website](#) and the [Nebraska Public Meeting Calendar](#) on December 15, 2011. The agenda was posted to the NITC website on February 3, 2012.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF DECEMBER 8, 2011 MINUTES\***

**Mr. McCrory moved to approve the [December 8, 2011](#) minutes as presented. Mr. Dey seconded. Roll call vote: Overton-Abstained, Burling-Yes, McCrory-Yes, Bornemeier-Yes, Decker-Yes, Sloup-Yes, Daws-Abstained, Rathje-Yes, Morton-Yes, Dey-Yes, Henrichsen-Yes, Henkenius-Yes, Scofield-Yes, and Kellner-Yes. Results: Yes-12, No-0, Abstained-2. Motion carried.**

**STANDARDS AND GUIDELINES - RECOMMENDATIONS TO THE NITC\***

[NITC 1-204](#): IT Procurement Review Policy (Revised).

Josh Daws and Duane Doppler of the Secretary of State's Office were available to discuss the proposed addition to Section 1.2.1:

- For scanners over \$500, agencies must document that they have consulted with the Records Management Division of the Secretary of State's Office to consider the use of the Records Management Division's scanning services.

After discussion, members recommended that the bullet regarding scanners be omitted and that the OCIO handle this communication with the requesting agency as part of the review process.

It was also suggested to put together a list or catalogue of the services other agencies provide. The OCIO has a services catalogue but it does not include what services other agencies offer. Ms. Decker stated that this could be part of the Clearinghouse Project.

The preapproved items listed in Attachment A will be updated by the Technical Panel.

**Mr. Dey moved that the new language regarding scanners in Section 1.2.1 be removed, and it is recommend that the OCIO, as part of the procurement review process for scanner purchases, communicate with any agency that does not regularly purchase large scale scanners to determine if the requesting agency has considered using the Secretary of State's scanning services. Mr. Henrichsen seconded. Roll call vote: Kellner-Yes, Scofield-Yes, Henkenius-Yes, Henrichsen-Yes, Dey-Yes, Morton-Yes, Rathje-Yes, Daws-Abstained, Sloup-Yes, Decker-Yes, Bornemeier-Yes, McCrory-Yes, Burling-Yes, and Overton-Yes. Results: Yes-13, No-0, Abstained-1. Motion carried.**

[NITC 5-101](#): Enterprise Content Management System for State Agencies (New)  
Kevin Keller, Office of the CIO

**Purpose**

*The purpose of this standard is to provide, to the extent possible, a single technical solution for State agencies:*

- *Capturing all types of content and storing content electronically;*
- *Converting and minimizing the number of paper documents the State maintains;*
- *Facilitate searching and retrieval of electronic documents;*
- *Retain and dispose of electronic documents based on established document retention policies;*
- *Improve efficiency and accuracy of exchanging information; and*
- *Unify document management in a single system to take advantage of economies of scale.*

The OCIO has 9 applications in production and are working on over 30 ECM projects for 9 different agencies. Some will go into production within the next 30 days and there are other projects going into production within 60-90 days.

Mr. McCrory expressed concerns about how the Enterprise Content Management standard would impact the Talent Management System project. Ms. Decker stated that a waiver can be requested.

Members discussed the exemptions listed in Section 4.

**Mr. Burling moved to recommend approval of [NITC 5-101](#): Enterprise Content Management System for State Agencies. Mr. Dey seconded. Roll call vote: Morton-Abstained, Dey-Yes, Henrichsen-Yes, Henkenius-Yes, Scofield-Yes, Kellner-Yes, Overton-Yes, Burling-Yes, McCrory-No, Bornemeier-Yes, Decker-Yes, Sloup-Yes, Daws-Yes, and Rathje-Yes. Results: Yes-12, No-1, Abstained-1. Motion carried.**

This will go to the Technical Panel for review and posting of the 30-day comment period.

[NITC 7-301](#): Wireless Local Area Network Standard (Revised)

Jim Sheets was available for questions. This standard was last updated in 2006. The Network Services team drafted these updates to reflect current practices and to enhance network reliability and security.

**Mr. Dey moved to recommend approval of [NITC 7-301](#): Wireless Local Area Network Standard (Revised). Mr. Rathje seconded. Roll call vote: Sloup-Yes, Daws-Yes, Rathje-Yes, Morton-Yes, Dey-Yes, Henrichsen-Yes, Henkenius-Yes, Scofield-Yes, Kellner-Yes, Overton-Yes, Burling-Yes, McCrory-Yes, Bornemeier-Yes, and Decker-Yes. Results: Yes-14, No-0, Abstained-0. Motion carried.**

This will go to the Technical Panel for review and posting of the 30-day comment period.

#### **AGENCY REPORTS AND OTHER BUSINESS**

Adobe has approached the OCIO to have a conversation regarding enterprise licensing. Members were asked to contact Mr. Becker if they are interested.

Brent Hoffman informed the Council that NOL will be posting an official report of the down time experienced with Nebraska.gov earlier in the week.

**Mr. McCrory moved to adjourn. Ms. Henkenius seconded. All were in favor. Motion carried by unanimous voice vote.**

The meeting was adjourned at 2:35 p.m.

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

Nebraska Information Technology Commission  
and the  
Office of the Chief Information Officer

**Agency Information Technology Plan**  
**2010-2012 Form**

Due: September 15, 20102012

**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.” (NEB. REV. STAT. § 86-524.01). 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, 20102012.
4. **SUBMITTING THE FORM.** The completed form should be submitted as an attachment to the agency budget submission in the Nebraska Budget Request and Reporting System. In the left-margin menu, under Information Technology, click “IT Agency Summary”. Click the “Narrative” tab, and then attach the completed Agency IT Plan by clicking the “Browse...” button to locate the desired file and then clicking the “Attach” button. Finally, click the “Save” button.
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)
<b>Productivity Suite</b>		
Microsoft Office		
WordPerfect Office		
OpenOffice/StarOffice		
Other (Specify)		
<b>Internet Browser</b>		
Microsoft Internet Explorer		
Firefox/Mozilla		
Google Chrome		
Safari		
Other (Specify)		
<b>Desktop Antivirus</b>		
<a href="#">Microsoft Forefront</a>		
Sophos		
Symantec/Norton		
McAfee		
Other (Specify)		
<b>Instant Messaging</b>		
Office Communicator		
Other (Specify)		
<b>Database Management (DBMS)</b>		
IBM		
Oracle		
Microsoft SQL		
AS/400		
Other (Specify)		
<b>Applications Development Tools</b>		
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 Hardware Assets

Complete the following table. For “current” assets, enter the total number of each item currently owned/leased by the agency. For “planned” assets, enter an estimated number of each item at the end of the biennium on June 30, [20132015](#).

	Current				Planned			
	Windows	MacApple	Linux	Other	Windows	MacApple	Linux	Other
Desktop Computers								
Laptop Computers								
<a href="#">Tablet Computers</a>								
Servers								

Provide a brief narrative describing the reason/rationale for any significant change in the number of planned hardware assets as compared to the number of current hardware assets. Also, provide a description of the agency’s hardware replacement cycle.

Narrative:

## 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

Complete the following table. For “current” devices, enter the total number of each item currently owned/leased by the agency. For “planned” devices, enter an estimated number of each item at the end of the biennium on June 30, [20132015](#).

	Current	Planned
Firewalls (Hardware)		
<a href="#">Load Balancers (Hardware)</a>		
Wireless Access Points		
Video Cameras (USB)		
IP Phones		
Web Servers		
IPS/IDS Appliances		
Non-OCIO provided Switches		
Application Delivery/ <a href="#">Gateway</a> (e.g. Citrix, Terminal Services <a href="#">servers/appliances</a> ) (Specify)		

Provide a brief narrative describing the reason/rationale for any significant change in the number of planned devices as compared to the number of current devices.



Narrative:

## **1.5 Server Rooms**

### **1.5.1 Server Rooms**

Many agencies have invested in dedicated space for housing servers and network equipment. This dedicated space provided close proximity of the equipment to an agency's offices and support staff. During the early years of client/server technology, close proximity offered many advantages and was even essential in some situations. Changes in technology and higher network speeds have eroded the advantages of close proximity to the extent that separate server rooms often represent a duplication of costs and an impediment to good security, reliability, disaster recovery, and efficient operations. The trend in all large organizations is consolidation of servers and data centers.

The purpose of this section is to document the number and size of server rooms and encourage planning for use of shared services that would eliminate the need for most server rooms.

Please complete the following information:

1. Does your agency have a server room (yes / no):
2. Where is the server room located (city, building, floor):
3. What is the size of the server room (square footage):
4. Does the room have special electrical power feeds (yes/no):
5. Does the room have special cooling capacity (yes/no):
6. Does the room have uninterruptible power supply (yes/no):
7. Does the room have a separate fire suppression system (yes/no):
8. What equipment is located in the server room (number of servers, racks, network devices, etc.)?
9. What security is available for the server room?

Provide a brief narrative describing your agency's plans to reduce or eliminate the server room or explain why it is still needed.

## **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.

	<b>Approximate FTE</b>
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
<b>3.1 Security</b> - 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 <a href="http://nitc.ne.gov/standards/">http://nitc.ne.gov/standards/</a> ]				
Has your agency implemented the NITC's Security Policies?				
Has your agency implemented other security policies?				
If your answer to the previous question is YES, please list the other security policies. List:				
<b>3.2 Disaster Recovery and Business Continuity</b> - 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?				
<b>3.3 Accessibility / Assistive Technology</b>				
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 <a href="http://nitc.ne.gov/standards/">http://nitc.ne.gov/standards/</a> )				
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 persons with disabilities? If yes, what tools were used to evaluate accessibility?				
<b>3.4 Geographic Information System (GIS)</b>				
<u>Does your agency have plans, over the next biennium, for the development and/or acquisition of GIS/geospatial data (ie, imagery, LiDAR, GPS collected data, geodatabase development, metadata, demographic and address data, etc.) or geospatial data applications or web services that is estimated to cost more than \$25,000?</u> <del>Does your agency have plans, over the next biennium, for the development and/or acquisition of GIS/geospatial data or geospatial data applications or services that is estimated to cost more than \$25,000?</del>				
If your answer to the previous question is YES, please provide a brief description and/or reference where that description is provided in Section 4 below:				

	Yes	No	In Progress	Not Applicable
<b>3.5 Mobile Apps</b>				
<a href="#">Does your agency use mobile apps to provide services through mobile devices?</a>				
<b>3.6 Social Media</b>				
<a href="#">Does your agency use social media as a communications channel? If yes, which social media channels do you use (Facebook, Twitter, other)?</a>				

## 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 FY~~2010-2011~~2012-2013

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 FY~~2011-2013~~2013-2015 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 FY~~2011-2013~~2013-2015 Biennium)**

Describe any long-term plans for projects to be started after the FY~~2011-2013~~2013-2015 biennium.

Agency Narrative:

#### **4.5 Other Issues**

This is a general comment section where the agency 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:

## Nebraska Information Technology Commission

# Project Proposal Form

### Funding Requests for Information Technology Projects

FY~~2011-2013~~2013-2015 Biennial Budget

**IMPORTANT NOTE:** 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.

<b>Project Title</b>	<input type="text"/>
<b>Agency/Entity</b>	<input type="text"/>

**Project Proposal Form**  
**FY~~2011-2013~~2013-2015 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). “Governmental entities, state agencies, and noneducation 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). 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” 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).** 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 [ocio.nitc@nebraska.gov](mailto:ocio.nitc@nebraska.gov)

**Project Proposal Form**  
**FY ~~2011-2013~~ 2013-2015 Biennial Budget Requests**

**Section 1: General Information**

Project Title	
Agency (or entity)	

Contact Information for this Project:

Name	
Address	
City, State, Zip	
Telephone	
E-mail Address	

**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.

### **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.



## Section 8: Financial Analysis and Budget (20 Points)

### 15. Financial Information

The “Financial” information tab in the Nebraska Budget Request and Reporting System (NBRRS) is used to enter the financial 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.)



Worksheet in Project  
Proposal Form.xls

