

MEETING AGENDA

Technical Panel of the Nebraska Information Technology Commission

Tuesday, April 8, 2008
9:00 a.m. - 10:30 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska

AGENDA

Meeting Documents: Click the links in the agenda
or [click here](#) for all documents. (50 Pages)

1. Roll Call, Meeting Notice & Open Meetings Act Information
2. Public Comment
3. Approval of Minutes* - [February 12, 2008](#)
4. Project Reviews
 - Ongoing Reviews (as needed)
 - Retirement Systems - Jerry Brown
 - Health and Human Services - MMIS and LIMS - James Ohmberger
 - Nebraska State College System and University of Nebraska - Student Information System
5. Standards and Guidelines
 - Requests for Waivers*
 - Game and Parks Commission. Follow-up on conditional waiver granted by the Technical Panel on January 8, 2008 to NITC 8-301 (Password Standard)
 - [Department of Correctional Services](#). Request for waiver from [NITC 8-301](#) (Password Standard)
 - [Laurel-Concord Public Schools, et al.](#) Request for waiver from [NITC 7-403](#) (Scheduling Standard for Synchronous Distance Learning and Videoconferencing)
 - [Educational Service Unit #10](#). Request for waiver from NITC 7-403 (Scheduling Standard for Synchronous Distance Learning and Videoconferencing)
 - ESU #10 Presentation [Slides](#)
 - 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
 - NITC 1-202: IT Project Proposal Form and Project Review Process

- [Current form](#)

- o NITC 1-203: Enterprise Projects
- o NITC 1-205: Project Monitoring and Progress Reports

6. Regular Informational Items and Work Group Updates (as needed)

- Accessibility of Information Technology Work Group - Horn
- Learning Management System Standards Work Group - Langer
- Security Architecture Work Group - Hartman

7. Other Business

8. Next Meeting Date - May 13, 2008

9. Adjourn

* Denotes Action Item

(The Technical Panel will attempt to adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to take action on any of the items listed.)

NITC and Technical Panel websites: <http://nitc.ne.gov/>
Meeting notice was posted to the NITC website and [Nebraska Public Meeting Calendar](#) on March 7, 2008.

The agenda was posted to the NITC website on April 4, 2008.

TECHNICAL PANEL

Nebraska Information Technology Commission
Tuesday, February 12, 2008, 9:00 a.m. - 10:30 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska
PROPOSED MINUTES

MEMBERS PRESENT:

Walter Weir, CIO, University of Nebraska
Steve Henderson, Alt. for Brenda Decker, CIO, State of Nebraska
Kirk Langer, Technology Director, Lincoln Public Schools
Mike Winkle, Assistant GM, Nebraska Educational Telecommunications

MEMBERS ABSENT:

Christy Horn, University of Nebraska, Compliance Officer

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Mr. Weir called the meeting to order at 9:15 a.m. There were four members present at the time of roll. A quorum was present to conduct official business. The meeting notice Meeting notice was posted to the NITC Website and [Nebraska Public Meeting Calendar](#) on January 11, 2008. The agenda was posted to the NITC Website on February 10, 2008. The Open Meetings Act was posted on the south wall of the room.

Ms. Decker participated in meeting discussion via phone conference due to illness. Mr. Henderson was present as her alternate for voting purposes.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES* - JANUARY 8, 2008

Mr. Henderson moved to approve the [January 8, 2008](#) minutes as presented. Mr. Winkle seconded. Roll call vote: Henderson-Yes, Langer-Yes, Weir-Yes, and Winkle-Yes. Results: Yes-4, No-0. Motion carried.

PROJECT REVIEWS - ONGOING REVIEWS (AS NEEDED)

Retirement Systems - Jerry Brown, Project Manager

- Phase I UAT is schedule to be completed by February 29, 2008.
- Phase II Requirements Validation began December 11, 2007. This Phase includes all remaining online processing that PIONEER performs, plus new requirements, such as Retirement Seminar Tracking. It is scheduled to be completed March 26, 2008.
- Phase II Design/Development began in January 2008, for the functional areas that were validated in December, 2007.
- Phase III (Batch) Requirements Validation is scheduled to begin May 5, 2008.
- Saber is currently proposing to do Phase II & III testing at the same time. We think this is a good approach, because many functions in Phase II require a batch processes to execute at multiple points during the entire process. Otherwise, the testing would have to simulate these batch processes.
- Mike Freese, Saber Senior V. P., who is responsible for reviewing client relationship and on-site activities for the NPRIS project will be on-site February 12 & 13.

- The project has discussed accessibility testing with Christy Horn for both mobility and cognitive impairment. Ms. Horn will be contacted when the project is a couple of weeks from needing to test for these impairments. Ms. Horn will coordinate with the people who will do the testing.

An updated project schedule from Saber has been received. The end date hasn't change. The project may be combining some phase testing. Implementation is still set for February 2009.

Paul Hackencamp has been hired by the quality assurance team to assist with day-to-day efforts. Steering Committee has signed a more detailed plan than originally approved.

Health and Human Services - MMIS and LIMS - James Ohmberger No report.

Nebraska State College System - Student Information Administrative System
University of Nebraska - Student Information System
 Becky Kohrs and Walter Weir

Mr. Weir reported that the partnership has been going well. An RFP has been released and a website by www.collegiateproject.com/nebraska has been developed. The website includes a project organizational structure between the University of Nebraska and the State College Systems. The joint Appropriations Committee hearing for Agencies 50 and 51 was well received. The pre-bid conference is scheduled for February 19 at Varner Hall. The Steering Committee and core teams will be present. The official bids are due March 19. The Steering Committee has been meeting every other Friday. Dave Krouse is chair of the project's Steering Committee. Mr. Weir will send members the link to the released RFP. Collegiate has a product called Decision-Maker where colleges can input their needs for a student information system.

STANDARDS AND GUIDELINES - RECOMMENDATIONS TO THE NITC

Mr. Becker stated that all four of the recommended standards and guidelines have been posted for the 30-day comment period. The State Government Council moved to approve NITC 1-101, NITC 1-103, and NITC 1-204 at their January 10 meeting and will discuss NITC 8-401 at their meeting on February 14.

NITC 1-101: Definitions

General Provision: For purposes of the NITC Standards and Guidelines documents, the definitions found in this document apply. Some NITC Standards and Guidelines documents may contain additional definitions which will only apply to the document in which they appear.

Mr. Winkle moved to recommend approval of the [NITC 1-101](#) Definitions. Mr. Langer seconded. Roll call vote: Weir-Yes, Henderson-Yes, Langer-Yes, and Winkle-Yes. Results: Yes-4, No-0. Motion carried.

NITC 1-103: Waiver Policy

Purpose: Some agencies may have special circumstances or requirements that justify non-compliance with a standard issued by the NITC. This document authorizes the Technical Panel to issue waivers relating to the requirements contained in any of the NITC Standards and Guidelines documents and establishes the procedures for the submission and review of waiver requests.

Mr. Becker reported that the only change was that a generic email has been implemented rather than a staff's personal email.

Mr. Henderson moved to recommend approval of the [NITC 1-103](#) Waiver Policy. Mr. Winkle seconded. Roll call vote: Weir-Yes, Henderson-Yes, Langer-Yes, and Winkle-Yes. Results: Yes-4, No-0. Motion carried.

NITC 1-204: I.T. Procurement Review Policy [Comments Received](#), [Revised Version of Attachment A](#)
Policy: By statute, certain state agency purchases of communications equipment and information management items require the approval of the Office of the Chief Information Officer (OCIO). This policy provides guidance to agencies for compliance with these statutory requirements.

Mr. Winkle moved to recommend approval of the [NITC 1-204: IT Procurement Review Policy](#). Mr. Henderson seconded. Roll call vote: Weir-Yes, Henderson-Yes, Langer-Yes, and Winkle-Yes. Results: Yes-4, No-0. Motion carried.

[NITC 8-401: Incident Response and Reporting Standard](#) - [Revised Version](#)

Purpose: A formally documented and coordinated incident response capability is necessary in order to rapidly detect incidents, minimize loss and destruction, mitigate exploited weaknesses, and restore computing services. It prepares agencies to: efficiently respond, protect systems and data, and prevent disruption of services across multiple platforms and between agencies across the State network. Incorporated within these standards are accepted best practices within the law enforcement and Information Technology (IT) security communities. These standards will facilitate cooperation and information exchange among those responsible for responding to and reporting on incidents on any State of Nebraska information system.

Mr. Becker reported that the State Government Council will have this on their agenda on February 14 and may recommend additional changes. Mr. Hartman informed the panel that the Security Architecture Work Group is developing a standard/guideline for training. Homeland Security is also working on CBT training that will be available to state employees.

QUALIS has been awarded the RFP for the vulnerability scan.

Mr. Winkle moved to recommend approval of the [NITC 8-401 Incident Response and Reporting Standard](#). Mr. Henderson seconded. Roll call vote: Weir-Yes, Henderson-Yes, Langer-Yes, and Winkle-Yes. Results: Yes-4, No-0. Motion carried.

STATEWIDE TECHNOLOGY PLAN ACTION ITEMS

Technical Panel members were reminded that the NITC will be adopting the action items for the Statewide Technology Plan at their March 4 meeting.

REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES (as needed)

Accessibility of Information Technology Work Group – Horn. No update.

Learning Management System Standards Work Group – Langer. Interest in the standard has increased. Mr. Langer has been working with Mr. Rolfes.

Security Architecture Work Group – Hartman. State of Nebraska has signed a letter of intent with PGP Encryption. This will be available under federal government agreement to state agencies for \$13 plus \$5 year after that. There is a lot of interest. Plans for the April Cyber Security Conference are underway. Greg Garcia, Assistant Secretary of Homeland Security, is the opening keynote speaker. The conference will be held on April 22, at the Holiday Inn Downtown. This year it will be opened up to the private sector and the invitation has been extended to a 3-state region. There will be a law enforcement track added this year.

OTHER BUSINESS

Mr. Winkle informed the panel that NETC will be applying to the FCC to convert from analog to video beginning in November 2008.

Legislative Update, Rick Becker. LB 823 was introduced by the Legislative Performance Audit Committee. The bill is currently on Select File. Mr. Becker provided a summary of the bill and the implications for the Technical Panel and the NITC.

NEXT MEETING DATE - MARCH 11, 2008

The next meeting of the NITC Technical Panel will be held on March 11, 2008 at 9 a.m. in Varner Hall, 3835 Holdrege Street in Lincoln, Nebraska.

With no further business and with no objections, Mr. Weir adjourned the meeting at 10:40 a.m.

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

Becker, Rick

From: Wells, George
Sent: Tuesday, March 18, 2008 11:06 AM
To: Becker, Rick
Subject: Request for exception to password duration
Follow Up Flag: Follow up
Flag Status: Red

DCS requests an exception to the NITC requirement to change passwords every 90 days to permit the DCS to use a six month password change cycle for the inmate accounts assigned to thin client devices used to interface with the JDE Sales and Manufacturing modules of the NIS. When the thin client is logged into the system, it is done without the inmate entering the account ID or password. The OCIO support staff installs and updates the account IDs and passwords. The thin clients are configured to sign in and allow access to only those areas of the application deemed necessary. The NIS Team set up the application's security to meet this requirement.



Nebraska Information Technology Commission

STANDARDS AND GUIDELINES

Password Standard

Category	Security Architecture
Title	Password Standard
Number	

Applicability	<input checked="" type="checkbox"/> State Government Agencies <input type="checkbox"/> All..... Not Applicable <input checked="" type="checkbox"/> Excluding higher education institutions Standard <input type="checkbox"/> State Funded Entities - All entities receiving state funding for matters covered by this document Not Applicable <input checked="" type="checkbox"/> Other: All Public Entities Guideline Definitions: Standard - Adherence is required. Certain exceptions and conditions may appear in this document, all other deviations from the standard require prior approval (see Section 3.2) Guideline - Adherence is voluntary.
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Status	<input checked="" type="checkbox"/> Adopted <input type="checkbox"/> Draft <input type="checkbox"/> Other: _____
Dates	Date: Date Adopted by NITC: September 18, 2007 Other:

Prepared by: Technical Panel of the Nebraska Information Technology Commission
 Authority: Neb. Rev. Stat. § 86-516(6)
<http://www.nitc.state.ne.us/standards/>

1.0 Standard

Passwords are a primary means to control access to systems; therefore all users must select, use, and manage passwords to protect against unauthorized discovery or usage.

1.1 Password Construction

The following are the minimum password requirements for State of Nebraska passwords:

- Must contain at least eight (8) characters
 - Must not repeat any character sequentially more than two (2) times
- Must contain at least three (3) of the following four (4):
 - At least one (1) uppercase character
 - At least one (1) lowercase character
 - At least one (1) numeric character
 - At least one (1) symbol
- Must change at least every 90 days
- Can not repeat any of the passwords used during the previous 365 days.

1.2 Non-Expiring Passwords

Agencies may use non-expiring passwords for automated system accounts (e.g. backups and batch jobs) after submitting the form found in Appendix A. All non-expiring passwords should exceed the character requirements listed in Section 1.1.

2.0 Purpose and Objectives

Passwords are used to authenticate a unique User ID to a variety of State of Nebraska resources. Some of the more common uses include: user accounts, web accounts, email accounts.

3.0 Applicability

3.1 State Government Agencies

All State agencies, boards, and commissions are required to comply with the standard listed in Section 1.0.

3.2 Exemption

Exemptions may be granted by the NITC Technical Panel upon request by an agency.

3.2.1 Exemption Process

Any agency may request an exemption from this standard by submitting a "Request for Exemption" to the NITC Technical Panel. Requests should state the reason for the exemption. Reasons for an exemption include, but are not limited to: statutory exclusion; federal government requirements; system limitation, or financial hardship. Requests may be submitted to the Office of the NITC via e-mail or letter (Office of the NITC, 501 S 14th Street, Lincoln, NE 68509). The NITC Technical Panel will consider the request and grant or deny the exemption. A denial of an exemption by the NITC Technical Panel may be appealed to the NITC.

4.0 Responsibility

4.1 NITC

The NITC shall be responsible for adopting minimum technical standards, guidelines, and architectures upon recommendation by the technical panel. (Neb. Rev. Stat. § 86-516(6))

4.2 State Agencies

Each state agency will be responsible for ensuring that any application or system requiring the use of a password adheres to this standard.

5.0 Related Documents

5.1 NITC Information Security Policy (<http://www.nitc.state.ne.us/standards/index.html>)

5.2 Non-expiring Password Agreement (Appendix A)

Appendix A

Non-Expiring Password Agreement

This agreement describes the agreed upon policy exception and/or level of security provided by the Office of the CIO for the application known as:

To the limits dictated by the State of Nebraska and Federal laws, agency data and system owners are responsible for determining how critical and sensitive information is for their applications to insure integrity, availability, and confidentiality.

Security Classification Levels

The NITC Data Security Standard recognizes four basic levels of security classifications that are associated with varying degrees of known risks. (See NITC Security Officer Handbook for more details). They can be summarized as follows:

HIGHLY RESTRICTED is for the most sensitive information intended strictly for use within your organization and controlled by special rules to specific personnel. It is highly critical and demands the highest possible security.

CONFIDENTIAL is for less sensitive information intended for use within your organization, yet still requires a high level of security. It may be regulated for privacy considerations. (e.g. HIPAA)

INTERNAL USE ONLY is for non-sensitive information intended for use within your organization. The security is controlled, but not highly protected.

UNCLASSIFIED/ PUBLIC is for information that requires minimal security and can be handled in the public domain.

Agency Justification

The undersigned agency representative has been authorized to request a **non-expiring password** for the application and data named above with a **security classification level** of _____ and includes the following criteria as supporting justification:

* * * * *

Office of the CIO Justification

The Office of the CIO recommends **no policy exceptions** with the following justification:

Agency Representative

Date

Office of the CIO Representative

Date



Laurel-Concord Public Schools - District 54

Dr. Daniel J. Hoelsing, Superintendent of Schools
Mr. Leslie Owen, Secondary Principal
Mrs. Stephanie Petersen, Elementary Principal
Mr. Scott Petersen, Athletic Director

502 Wakefield Street - P.O. Box 8 - Laurel, Nebraska - 68745-0008
Central Office: (402) 256-3133 - Community Learning Center (402) 256-3431
Secondary Office (402) 256-3731 - Elementary Office (402) 256-3730
FAX (402) 256-9465 - <http://www.laurel.esu1.org>

RECEIVED

APR 03 2008

OFFICE OF THE CIO

April 1, 2008

Brenda Decker
Chief Information Officer
501 South 14th Street
Lincoln, NE 68509

Dear Brenda and Technical Panel Members

I am writing to request your consideration of special circumstances that justify noncompliance with Scheduling Standard for Synchronous Distance Learning and Videoconferencing 1-103, issued by the NITC. I believe special circumstances exist because the polycom cart systems, used in my districts, exceeded the capabilities of the Renovo software. At the start of this school year the Renovo software could NOT control the single codec, internal MCU devices utilized by the cart system. As a result, we were in violation of the standard requirement for all agencies offering "eligible" distance education courses to schedule through the statewide scheduling system.

The special circumstances exist We currently offer 57 distance education courses each day to over 890 students in 9 school districts in northeast Nebraska. In addition to our 4 upgraded classrooms, we utilize 17 polycom cart systems to send and receive synchronous courses. After the purchasing the cart systems, we were informed that the statewide scheduling system could not schedule courses delivered via the cart system. In addition, we were informed that the scheduling system was not capable of scheduling multi-point sessions delivered over single polycom systems to the other five school districts receiving courses from us each day.

Our commitment to purchasing this equipment, in excess of \$170,000, was dependent on our ability to recover some of our investment through the incentive program provided for in LB 1208. In purchasing this equipment, we were careful to follow the purchasing guidelines provided to us to make sure we remained eligible for this reimbursement. We believe the inability of the scheduling system to schedule our cart-to-cart, cart-to-DL Room and multi-point sessions was beyond our control and should qualify for consideration of suspension or waiver of Technical Standard 1-103.

Agencies Requesting the Waiver

Laurel-Concord Public Schools
Newcastle Public Schools

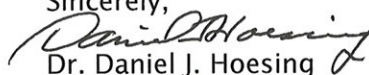
Coleridge Community Schools
Wynot Public Schools

Contact Information

Dr. Daniel J. Hoelsing
Laurel-Concord Public Schools
502 Wakefield St. P.O. Box 8
Laurel, NE 68745

Thank you for consideration of our waiver request as outlined in 3.1 of the technical panel's exemption provision and I would be more than willing to provide additional information and/or represent these school districts in person at your next technical panel meeting.

Sincerely,


Dr. Daniel J. Hoelsing

March 4, 2008

Agency Name - Educational Service Unit #10

Presented By - John Stritt, Distance Education Director, jstritt@esu10.org

NITC Standards and Guidelines - NITC Policy 7-403

Subject - Request for Exemption From State Scheduling System

Description of the problem:

ESU 10 currently provides distance education support for 29 schools in ESU 10, 9 schools in ESU 11, and 4 schools in ESU 7. As part of the statewide upgrade, the ESU 10 supported schools have made contractual agreements with transport vendors to upgrade existing networks to allow all of our member schools to operate in an IP based video network which will allow us to join Network Nebraska.

At the February 26 Distance Education Council (DEC) advisory meeting, we were made aware of NITC policy which contradicted the DEC distance education policy regarding the responsibility of all Network Nebraska member schools to have all codec devices scheduled.

As part of the NITC policy Section 1-103, it does state that a waiver exemption could be filed which we wish to do regarding NITC Policy 7-403. As ESU 10 is responsible for providing support for our area schools, we would like to be exempt from this requirement for the upcoming year of 2008-09.

The following is a brief overview supporting why we would like to be exempt from scheduling using the Renovo system.

- Renovo is the scheduling/reporting system selected to support the existing 3 and 1 codec solution and any bridge system. The southwest and the northeast distance education networks are supported for controlling their devices.
- ESU 10 has chosen to use a different technology solution in that each codec has an internal multiple connection unit (MCU). The reason we chose this solution was we felt it was less proprietary and would allow for a more mobile solution for locating the technology. Additionally the setup and purchasing cost of the 3 and 1 codec solution was at least twice as much as the mobile cart solution.
- In discussion with Renovo, they have indicated that their current scheduling solution was designed for the 3 and 1 codec solution or working as a scheduler for point-to-point devices. In early discussion, Renovo also indicated that they were not aware of an interest or need for multipoint device control.
- In November of 2007, Renovo shared that they were working on an upgrade of their scheduling system that would allow them to schedule multipoint devices. Renovo is aware that we are not planning on using the 3 and 1 codec and yet they have not demonstrated or shared that they are now capable of supporting this type of device.

At ESU 10, we believe that the vision for distance education services will continue to evolve to a portable multi-device system. In addition to being able to purchase additional codecs, we also believe that software based codecs become additional options.

Future questions that need to be answered related to the policy and the current service would include:

- Will all of these different codec systems need to be scheduled?
- Will all entities that wish to connect to a scheduled codec have to also be a licensed device or could this be a clearinghouse only cost?
- Do all higher institutions have to schedule all of their devices?
- Is the Renovo system the only solution for meeting the guidelines as stated in the scheduling standard for synchronous learning and video conferencing?
- Does Renovo even meet the defined standards?
 - Section 1.1 “Controlling the network and end point hardware and bandwidth...”
 - Section 1.1.1 “Control all hardware in a network”
 - Section 1.1.1.6 “Have a defined quality of service”
 - Section 1.1.1.15 “Capable of controlling all specific equipment...”
 - Section 1.1.1.16 “Facilitate various types of events”.
- Are there more cost efficient ways for the same or better services?

We at ESU 10 believe that the intent of the standards and guidelines are an admirable way to support a unified state system. Although we respect the intent, we believe that there is too many unknowns for the coming year including what devices the service can support, the cost of those services, the extent to which all codecs might have to be part of this service, and does this one service provide for future technology options or just take care of how we are used to doing things.

Preferred Solution - At minimum we would like our schools to have at least a one year option regarding licensing devices as outlined in the policy. The long term and best solution we believe is that K-12 schools should be allowed to make their own decision regarding the licensing of codec devices.

Educationally yours

John Stritt
ESU 10 Distance Education Director

ESU 10 Distance Learning (TVDEC) Request

Request a minimum of a one year exemption from the current NITC scheduling policy requirement based on

- **costs** related to licensing codec devices.
- **impact** the requirement will have on school eligibility to join Network Nebraska.
- video conferencing now and the near **future**.

TECH Panel Presentation

April 8, 2008

John Stritt

**Waiver request on behalf of distance learning
schools in ESU 10 and 11**

COSTS

Scheduling Costs Beyond DEC Provisioned Funding

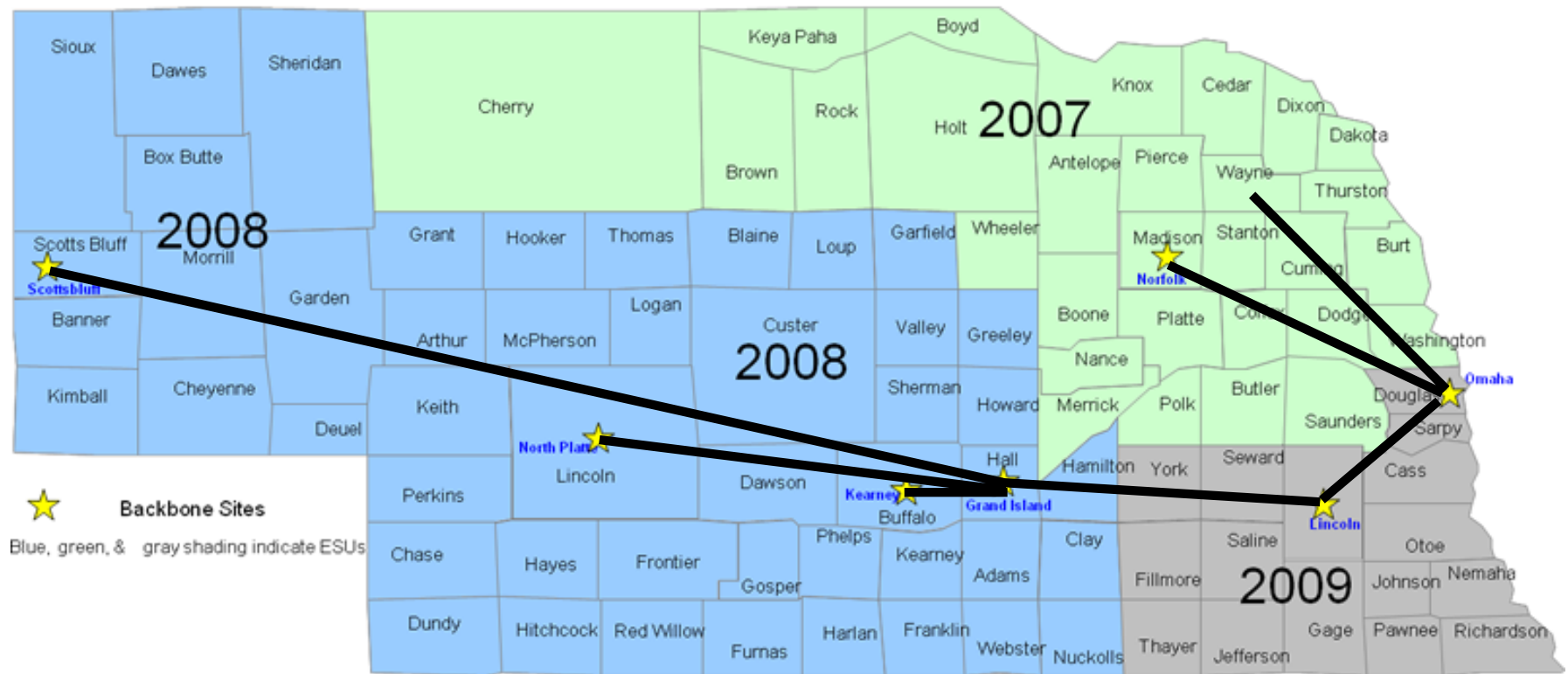
\$570 per district allowance with maximum of \$1,710

(Based on 2008 CODEC Devices)

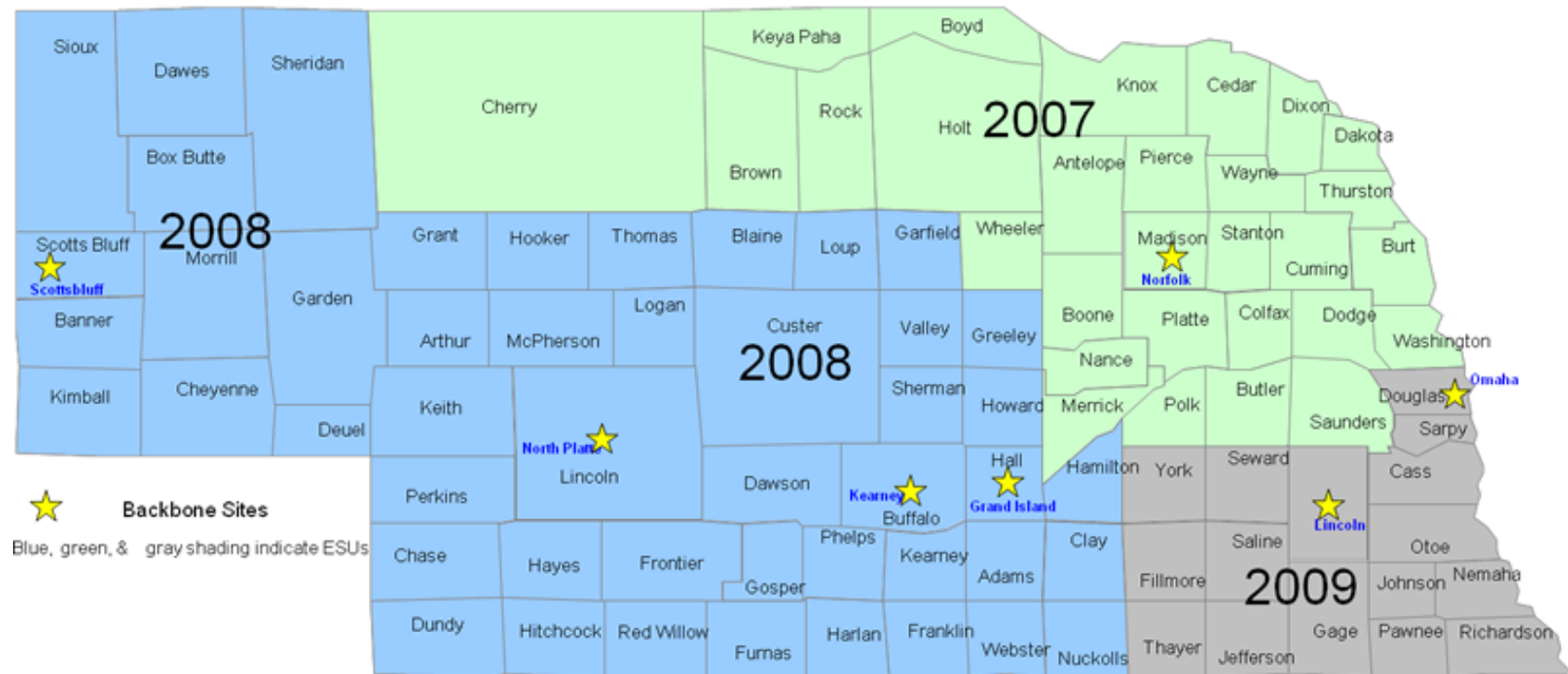
	# Codecs	DEC Funded	School Funded	Yearly Main. \$75 Codec
ESU 10/11 (41 sites)	146	\$70,110	\$18,810	\$10,950
ESU 3-4-5- 6 (58 sites)	328	\$86,070	\$100,890	\$24,000

IMPACT REQUIREMENT

Network Nebraska



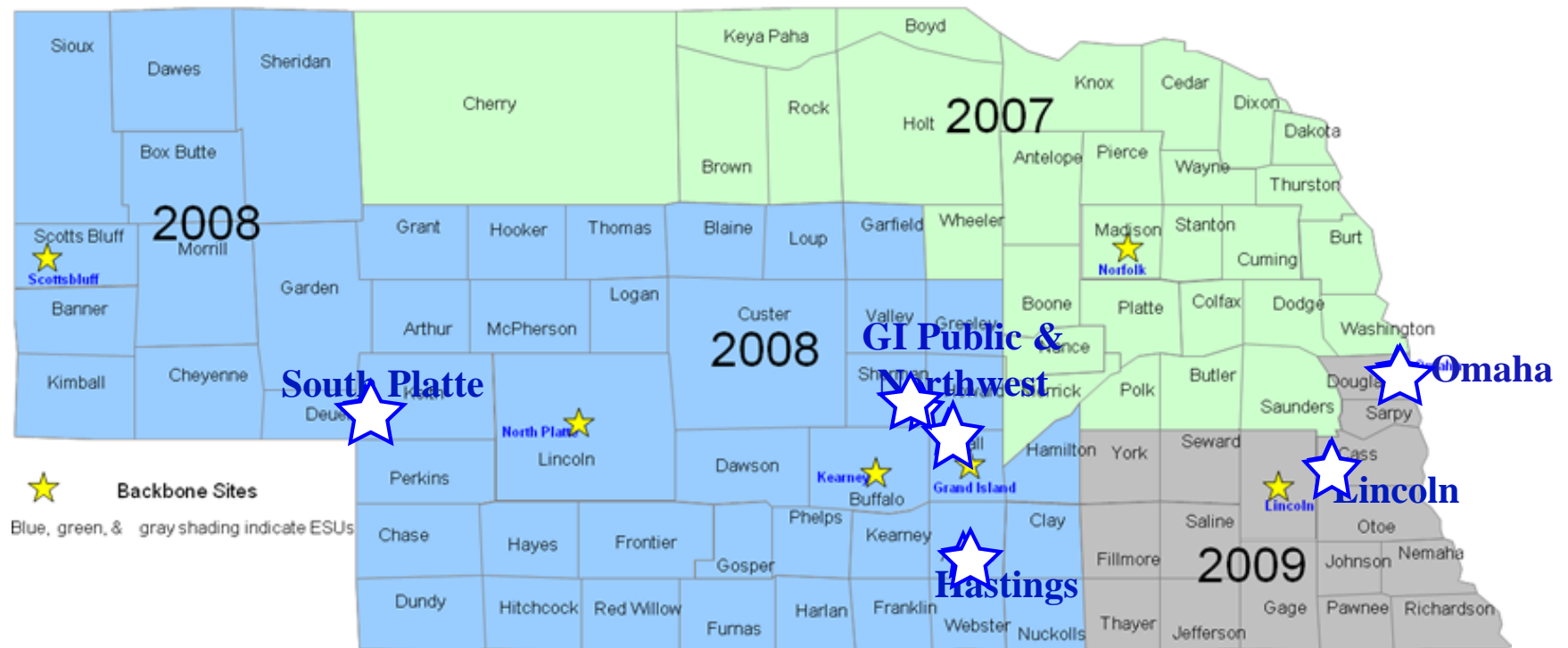
LB 1208 Incentive Eligibility Requirements



- Synchronous course offerings
- 4 Year Commitment
- Participate in a 2 semester send and/or receive high school course commitment

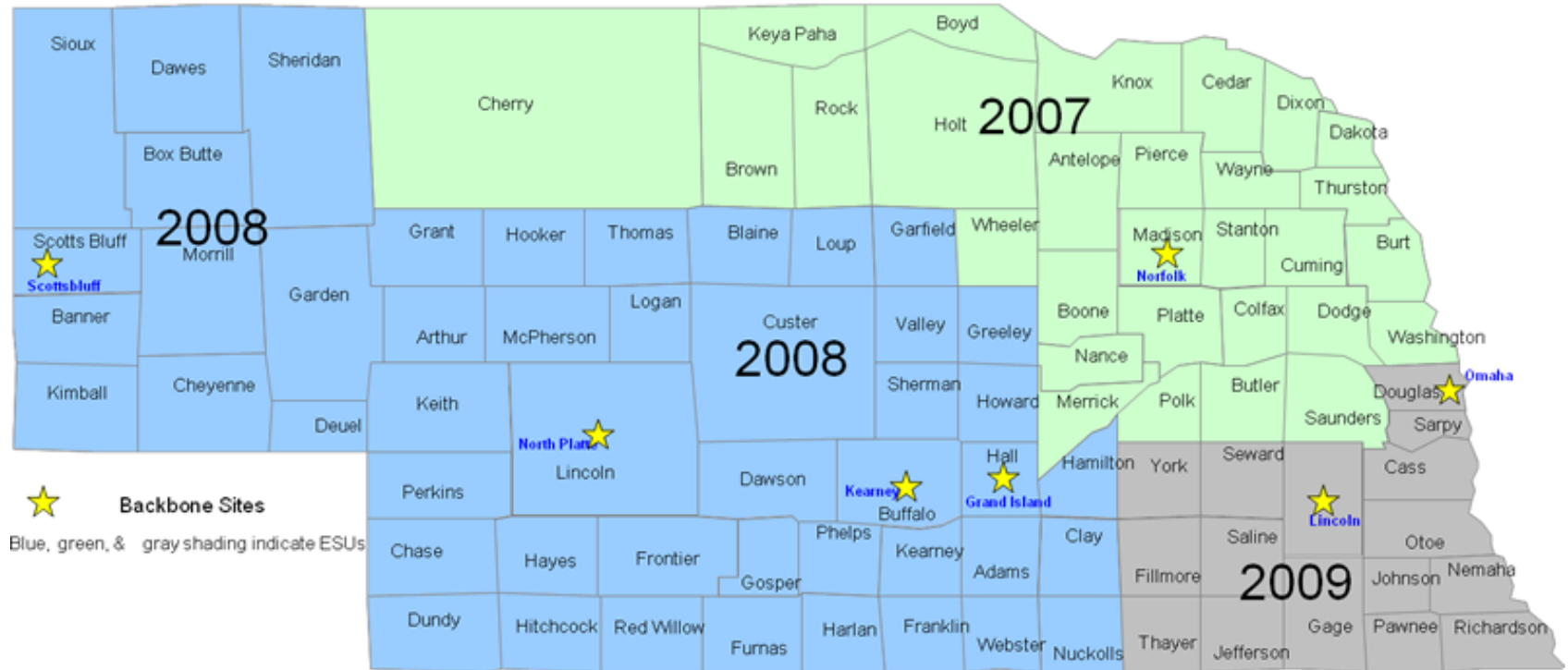
LB 1208 Incentive Eligibility Requirements

★ Non DL Sites that would not be eligible for LB 1028 incentives



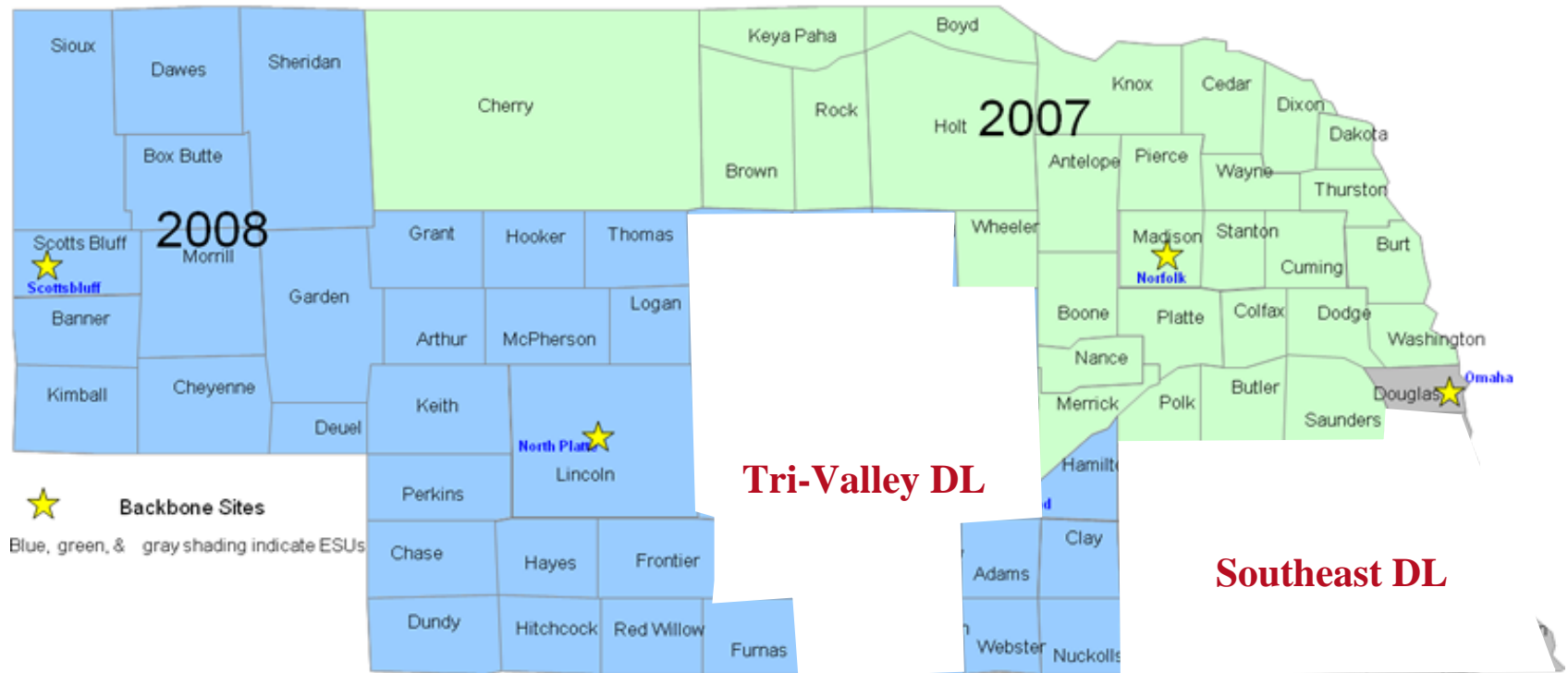
- Synchronous course offerings
- 4 Year Commitment
- Participate in a 2 semester send and/or receive high school course commitment

NITC Policy



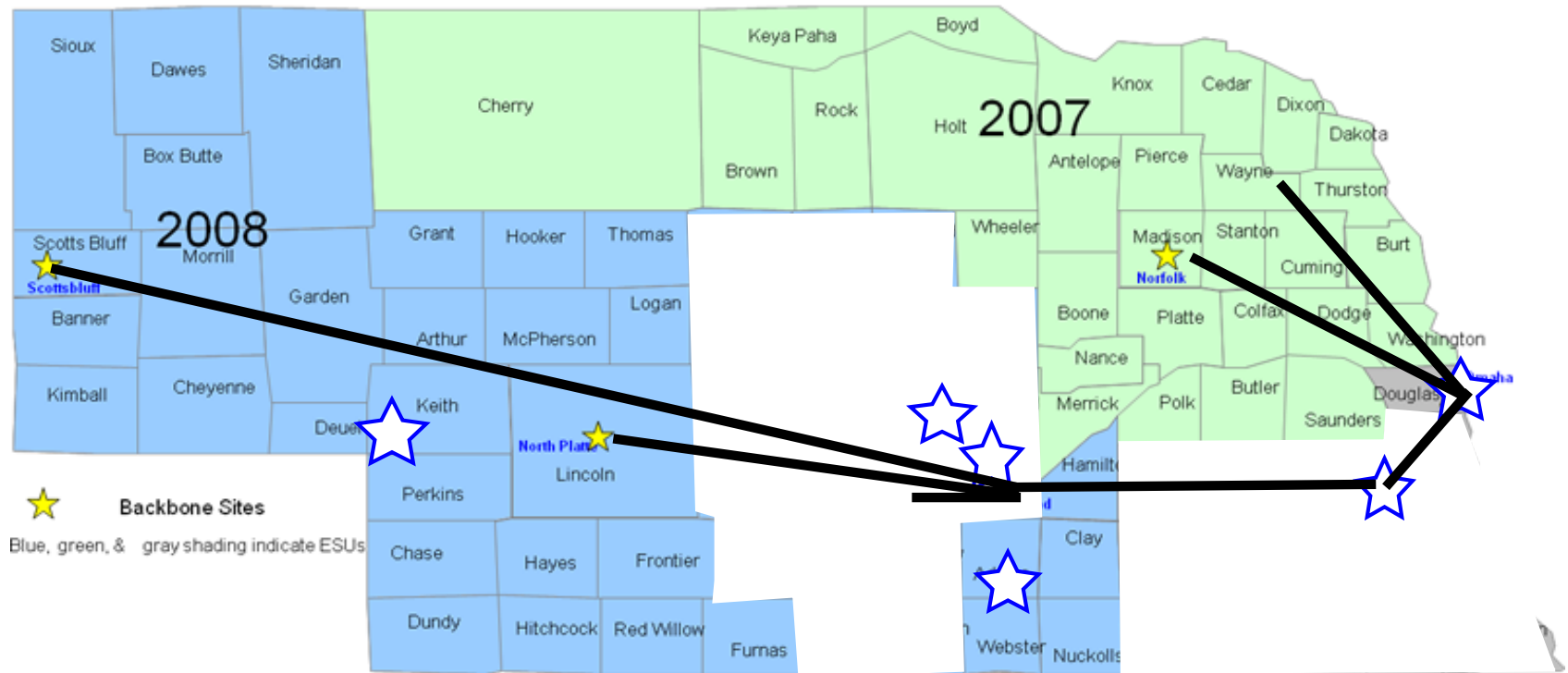
- All codec devices connected to Network Nebraska must be scheduled.

NITC Policy



- All codec devices connected to Network Nebraska must be scheduled.

LB 1208 & NITC Policy Requirements



Is this the vision for Network Nebraska?

CODEC Vision 2010

Open Source



XMeeting



Portable Carts



Software Based



Polycom PVX

ESU 10 Distance Learning (TVDEC) Request

Request a minimum of a one year exemption from the current NITC scheduling policy requirement.

This will

- allow time for a scheduling system to be tested and proven fit for all systems that meet state video and audio standards.
- allow more time to see how new technology might impact the CODEC supply or needs.
- allow time for the DEC and its advisory team to identify measurable goals and outcomes and enhance the data collection tool to support data gathering.
- allow time for the all entities including the TECH Panel/NITC to have a better look at the results generated following two years from LB 1208.



Nebraska Information Technology Commission

STANDARDS AND GUIDELINES

Scheduling Standard for Synchronous Distance Learning and Videoconferencing

Category	Video Architecture
Title	Scheduling Standard for Synchronous Distance Learning and Videoconferencing
Number	

Applicability	<input checked="" type="checkbox"/> State Government Agencies <input checked="" type="checkbox"/> All Standard <input type="checkbox"/> Excluding Not Applicable
	<input checked="" type="checkbox"/> State Funded Entities - All entities receiving state funding for matters covered by this document..... Standard
	<input checked="" type="checkbox"/> Other: Entities using state-owned or state-leased communication networks for synchronous video.....Standard
	Definitions: Standard - Adherence is required. Certain exceptions and conditions may appear in this document, all other deviations from the standard require prior approval (see Section 3.1). Guideline - Adherence is voluntary.

Status	<input checked="" type="checkbox"/> Adopted <input type="checkbox"/> Draft <input type="checkbox"/> Other: _____
Dates	Version Date: April 17, 2006 Date Adopted by NITC: May 1, 2006 Other: Contact information updated in § 3.1.1 on February 28, 2008.

1.0 Standard

This document consists of a list of features that ought to be available in any system that is developed for use in scheduling of synchronous events using videoconferencing technology.

It is the intent that any and all such scheduling systems defined by the specifications below be accessible either through the Internet or within a defined intranet as decided upon by the system administrators.

The following sections attempt to describe the various levels and types of scheduling or coordination that might be considered.

1.1 Hardware control component

When attempting to link two or more sites electronically, some system must coordinate the connectivity between/among the sites. This includes controlling the network and endpoint hardware and bandwidth necessary to cause a successful connection.

1.1.1 Standards for hardware control system

A system should be able to control all hardware in a network and be capable of linking into all the other systems listed in this standard to enable the following:

- 1.1.1.1 Browser-based access
- 1.1.1.2 Locate devices by IP address (both static and DHCP)
- 1.1.1.3 Locate devices by MAC address
- 1.1.1.4 Facilitate far-end control in endpoint devices with the capability
- 1.1.1.5 Display a call list that is understood by non-techs using plain English site description
- 1.1.1.6 Have a defined quality of service
- 1.1.1.7 Hardware and software systems must work such that the scheduling system is available for use at least 99.9% of the time
- 1.1.1.8 The system should not require reset/reboot more often than once per week
- 1.1.1.9 Have a minimum of a one-year warranty
- 1.1.1.10 Annual maintenance fees after the warranty has run out should not exceed 10% of original purchase price
- 1.1.1.11 Keep automated log data that may be defined by and searched in ways to be defined by the system administrator(s) with multiple possible search definitions
- 1.1.1.12 Maintain security in ways that can be defined by system administrators including:
 - 1.1.1.12.1 Keeping log information secure
 - 1.1.1.12.2 Limiting access to an event
 - 1.1.1.12.3 Turning encryption on/off in endpoint devices with the capability

- 1.1.1.12.4 Identifying security capability to system administrators and event coordinators by site
- 1.1.1.12.5 Provide an identity management system that allows for multiple levels of user access as defined by system administrators
- 1.1.1.13 Facilitate ad hoc events by users with permission from system administrators
- 1.1.1.14 Facilitate scheduled events by users with permission from system administrators
- 1.1.1.15 Be capable of controlling all specific equipment used in the network (CODECs, routers, switchers, MCUs, firewall systems, etc.)
- 1.1.1.16 Facilitate various types of events
 - 1.1.1.16.1 Broadcast to all
 - 1.1.1.16.2 Broadcast to some
 - 1.1.1.16.3 2-way point-to-point
 - 1.1.1.16.4 2-way multipoint
 - 1.1.1.16.5 A combination of broadcast and 2-way

1.2 Event logging component

If a system coordinator has a requirement to track information about events some mechanism would have to be in place. This may include knowing the number of people at a site, the minutes an event runs at any given site, or the number of events a specific organization schedules.

1.2.1 Standards for event logging system

A system should be able to automatically store data and permit reports and be capable of linking into the all the other systems listed in this standard to include the following:

- 1.2.1.1 Browser-based access
- 1.2.1.2 Store data in an ODBC compliant relational database
- 1.2.1.3 Provide fields for logging various pieces of information
 - 1.2.1.3.1 minutes a site is available/not available
 - 1.2.1.3.2 minutes a site is used
 - 1.2.1.3.3 number of event attendees
 - 1.2.1.3.4 type of event as defined by system administrators
 - 1.2.1.3.5 number of sites per event
- 1.2.1.4 Permit system administrator defined fields (no fewer than 64)
 - 1.2.1.4.1 Definable by site, groups of sites, and groups of groups
- 1.2.1.5 Related GUI entry for call setup as defined by system administrators
 - 1.2.1.5.1 Physical site location

- 1.2.1.5.2 Local contact and facility arrangement info
 - 1.2.1.5.2.1 Costs, availability, site rules
 - 1.2.1.5.2.2 ADA options available
- 1.2.1.5.3 Searchable criteria for describing or accessing spaces
- 1.2.1.5.4 Must have a GUI that is understandable in plain English
- 1.2.1.6 Facilitate search to know what facilities are in conflict or are often in conflict
 - 1.2.1.6.1 number of conflicts for a given site over a specific amount of time
- 1.2.1.7 Accommodate a facility “wait” list / availability queue
 - 1.2.1.7.1 If a facility is already confirmed for an event, it should log who has requested the same facility then auto notify the requester(s) if the event causing the conflict is cancelled
- 1.2.1.8 Account for billing charges per event/location and total bill generation after the event

1.3 Facilities coordination component

If an event will include locations for which more than one person/organization has responsibility, then some mechanism must exist for coordinating use of facilities. There may be technical or administrative limits as to the number or types of sites that can participate in any given event. This could be as simple as users coordinating times over the telephone or through e-mail, but for some applications there may be a greater need for pre-scheduling and coordination among multiple administrators.

1.3.1 Standards for facilities coordination system

A system should enable access to facilities based on defined permissions, resolve conflicts based on pre-determined policies and be capable of linking into all the other systems listed in this standard to include the following:

- 1.3.1.1 Browser-based access
- 1.3.1.2 System editable user access
 - 1.3.1.2.1 Activate a facility such that it is known to the system and to system users
 - 1.3.1.2.2 Building level admin such that the facilities at a specific location can set policies for that site and permit use by others
 - 1.3.1.2.3 Regional admin (organization / geo-political) such that a group of facilities can set policies for all related sites and permit use by others

- 1.3.1.2.4 Sys admin (configuration) such that technical system setup, operation and maintenance may be conducted
- 1.3.1.2.5 Sector admin such that groups of groups of facilities can set policies for all related sites and permit use by others
- 1.3.1.2.6 Room request such that any designated site user or administrator may request access to a facility they do not already have rights to schedule
- 1.3.1.2.7 Participant access defaults
 - 1.3.1.2.7.1 All denied unless specifically permitted
 - 1.3.1.2.7.2 All permitted unless specifically denied
- 1.3.1.2.8 User account directory service with definable permissions for each account
- 1.3.1.3 Types of coordination
 - 1.3.1.3.1 Event posting to inform others of possible access
 - 1.3.1.3.2 Site joining to allow other to access
 - 1.3.1.3.3 Ad hoc to allow immediate activation of unscheduled events
 - 1.3.1.3.4 Pre-planned events that may occur once or cyclically
 - 1.3.1.3.5 Inter network coordination to permit interaction of sites both within and outside a controlled network
 - 1.3.1.3.6 Intra network coordination to permit interaction of sites within a controlled network
 - 1.3.1.3.7 Administrator defined bandwidth prioritization to minimize network bottlenecks
 - 1.3.1.3.8 Administrator defined asset prioritization to minimize system conflicts
 - 1.3.1.3.9 Site-requested bandwidth speed
- 1.3.1.4 Facilities information to be posted
 - 1.3.1.4.1 Identify technology available by site
 - 1.3.1.4.2 Physical site location
 - 1.3.1.4.3 Local contact and facility arrangement info
 - 1.3.1.4.3.1 Costs, availability, site rules
 - 1.3.1.4.3.2 ADA options available
- 1.3.1.5 Event information to be posted
 - 1.3.1.5.1 Definable credit type
 - 1.3.1.5.2 Definable student type
 - 1.3.1.5.3 Event/course prerequisites
 - 1.3.1.5.4 Event/course descriptions
 - 1.3.1.5.5 Teacher / event leader / presenter
 - 1.3.1.5.6 Materials needed
 - 1.3.1.5.7 Event coordinator info
 - 1.3.1.5.8 Target audience
 - 1.3.1.5.9 Mapquest-like link

1.4 People coordination component

If a specific location is to be used this implies that operational people may need to be dedicated to cause successful events. Since there will be a variety of site designs and operations, then there will be a variety of the demand of staff time. Likewise each facility will have limits on how many people can attend at any one location. Finally, there may be limitations as to the total number of event participants allowed.

1.4.1 Standards for people coordination system

A system should enable interaction of people based on policies set by system administrators and be capable of linking into all the other systems listed in this standard to include the following:

- 1.4.1.1 Browser-based access
- 1.4.1.2 Allow for multiple permission levels
 - 1.4.1.2.1 View schedules
 - 1.4.1.2.2 Request systems/facilities
 - 1.4.1.2.3 Approve systems/facilities use
- 1.4.1.3 Provide information about instructor/facilitator and their availability
- 1.4.1.4 Allow for predetermined maximum number of attendees
- 1.4.1.5 Track and display count of committed attendees
- 1.4.1.6 Track and display remaining permitted attendees
- 1.4.1.7 Allow for predetermined maximum number of sites
- 1.4.1.8 Track and display count of committed sites
- 1.4.1.9 Track and display remaining permitted sites

1.5 Event clearinghouse component

As system users see a need for pre-scheduled events coordinated among a large number of facilities and administrators, the concept of a virtual location for brokering of events becomes attractive. Such a clearinghouse could serve as a way that event coordinators might let others know the specifics of events they are planning (a certain class with a specific sort of content will be offered on a certain schedule for a certain period of time or a specific event will happen one time on a specific day at a specific time).

Such a clearinghouse could also serve as a way for interested parties to find events that meet their specific needs (a school administrator has a certain number of students who need a specific class that is not offered locally). Availability might also include information about participant or site number limitations (the total seats/sites in the class/event, the number requested/registered so far and the number remaining of the total).

1.5.1 Standards for an event clearing house system

A system should enable online interaction for publishing of event information and be capable of linking into all the other systems listed in this standard to include the following:

- 1.5.1.1 Browser-based access
- 1.5.1.2 Posting of one-time single events
- 1.5.1.3 Posting of sequenced or cyclical events
- 1.5.1.4 Posting of costs to participate in an event
- 1.5.1.5 Permit system administrator defined fields (no less than 256)
- 1.5.1.6 Provide for automated multiple time zone accommodation
- 1.5.1.7 Posting of multiple standard bell schedules related to formal educational events
- 1.5.1.8 Permitting or excluding view of encrypted/secured events such that those with permission may see that the events are available and those without permission won't even be able to know that these events are taking place
- 1.5.1.9 Posting of all, part or none of the information defined in the standards in this document as defined by system administrators
- 1.5.1.10 Use an ODBC compliant relational database
- 1.5.1.11 System administrator defined search/reporting capability
- 1.5.1.12 Posting of facility group affiliation
- 1.5.1.13 Provide for automated email notification of site requests/confirmations
 - 1.5.1.13.1 Events offered
 - 1.5.1.13.2 Events needed
 - 1.5.1.13.3 Event outages
 - 1.5.1.13.4 Event conflicts
- 1.5.1.14 Provide for automated site schedule generation to include
 - 1.5.1.14.1 Events offered
 - 1.5.1.14.2 Events needed
 - 1.5.1.14.3 Event outages
 - 1.5.1.14.4 Event conflicts
- 1.5.1.15 Provide for event cancellation "drop dead" date policies for events to include automated email notifications
 - 1.5.1.15.1 Minimums not met
 - 1.5.1.15.2 Facilities conflict not resolved
 - 1.5.1.15.3 Email notification
- 1.5.1.16 Provide for links to asynchronous event-related material (eLearning)
- 1.5.1.17 Provide for automated billing
- 1.5.1.18 Provide for post event evaluations as defined by system administrators

2.0 Purpose and Objectives

The purpose of this standard is to establish and define the needs for scheduling to be addressed when purchasing and maintaining scheduling coordination systems.

2.1 Background

The State of Nebraska is about to exceed 300 IP-based videoconferencing facilities within the sectors of K-12 education, higher education, informal education, telehealth, and state agencies. In order for any particular entity to be able to connect to any other particular entity (within or outside their subsector), some software system is required to complete the connection, maintain the connection, and to list the directory of participating entities.

The standards expressed herein is a product of a meeting that took place on February 3, 2006, with input from over 20 representatives from the NITC Technical Panel's Statewide Synchronous Video Work Group, coming from institutions all across the State. It is this unselfish dedication to achieving a common good that makes such a software system possible.

When describing scheduling of teleconferencing events there is a variety of descriptive language expressed by those who use the technology. Depending on how "scheduling" is defined, the need may be described on a continuum from "not needed" to "locally coordinated" to "centrally coordinated".

2.2 Objective

The objective of this standard is to enable all existing and future synchronous distance learning and videoconferencing facilities in Nebraska to achieve interoperability and maintain an acceptable quality of service through scheduled and ad hoc event coordination.

3.0 Applicability

These standards apply to synchronous distance learning and videoconferencing facilities as follows:

- If utilizing state-owned or state-leased communications networks:
 - Any synchronous distance learning facility or videoconferencing application which utilizes state-owned or state-leased communications networks must comply with the scheduling standards listed in Sections 1.1 through 1.5; or
 - The entity must provide, or arrange for, coordination on their behalf through some other entity with the stated capability.

- If using state funding:
 - All **new** facilities or applications receiving state funding must comply with the scheduling standards listed in Sections 1.1 through 1.5.
 - All **existing** facilities or applications receiving state funding for ongoing operations must convert to the standards listed in Sections 1.1 through 1.5 as soon as fiscally prudent or upon renewal of any existing scheduling system service contract, whichever comes first.

- These standards **do not apply** to the following entities:
 - University of Nebraska (relating to the university’s academic research mission)
 - Any entity which applies for, and receives, an exemption.

General Statement on Applicability

The Governing board or chief administrative officer of each organization is responsible for compliance with these standards. The NITC will consider adherence to technical standards as part of its evaluation and prioritization of funding requests

3.1 Exemption

Exemptions may be granted by the NITC Technical Panel upon request by an agency or other entity.

3.1.1 Exemption Process

Any agency or other entity may request an exemption from this standard by submitting a “Request for Exemption” to the NITC Technical Panel. Requests should state the reason for the exemption. Reasons for an exemption include, but are not limited to: statutory exclusion; federal government requirements; or financial hardship. Requests may be submitted to the Office of the NITC via e-mail (ocio.nitc@nebraska.gov) or letter (Office of the NITC, 501 S. 14th Street, Lincoln, NE 68509). The NITC Technical Panel will consider the request and grant or deny the exemption. A denial of an exemption by the NITC Technical Panel may be appealed to the NITC.

4.0 Responsibility

An effective program for scheduling standards compliance involves cooperation of many different entities. Major participants and their responsibilities include:

1. Nebraska Information Technology Commission. The NITC provides strategic direction for state agencies and educational institutions in the area of information technology. The NITC also has statutory responsibility to adopt minimum technical standards and guidelines for acceptable and cost-effective use of information technology. Implicit in these requirements is the responsibility to promote adequate quality of service and uniformity for information systems through adoption of policies, standards, and guidelines.
2. Technical Panel Statewide Synchronous Video Work Group. The NITC Technical Panel, with advice from the Statewide Synchronous Video Work Group, has responsibility for recommending scheduling standard policies and guidelines and making available best practices to operational entities.
3. Agency and Institutional Heads. The highest authority within an agency or institution is responsible for interoperability of information resources that are consistent with this policy. The authority may delegate this responsibility but delegation does not remove the accountability.
4. Information Technology Staff. Technical staff must be aware of the opportunities and responsibility to meet the goals of interoperability of information systems.

5.0 Related Documents

5.1 Statewide Synchronous Video Work Group Charter:

<http://www.nitc.state.ne.us/tp/workgroups/video/charter.pdf>

5.2 Glossary of Technical Terms

<http://www.nitc.state.ne.us/itc/citizens/glossary.htm>

State of Nebraska Agency Comprehensive Information Technology Plan

2004

Due: August 16, 2004

Submit completed plan as an e-mail attachment to:
info@cio.state.ne.us

For an electronic version of this form; instructions; and
links to agency IT Plans from 2000 and 2002 go to:
<http://www.nitc.state.ne.us/forms/>

Agency	
Date	

1. Agency Contact Information

Person responsible for Information Technology in the agency:

Name	<input type="text"/>
Phone Number	<input type="text"/>
E-mail	<input type="text"/>

Person to contact for additional information about the agency Comprehensive Information Technology Plan:

Name	<input type="text"/>
Phone Number	<input type="text"/>
E-mail	<input type="text"/>

If **this document** is posted on your agency's Web site, please provide the URL for this document:

<input type="text" value="http://"/>

2. Agency Mission, Goals and Objectives

Describe the mission of the agency. This is a statement of why the agency exists and its fundamental purpose. Describe the primary business goals and objectives for the next five years (or for that timeframe for which they are formally established).

Explain the primary programs or service areas of the agency and whom they impact. This should include primary beneficiaries, partners, and other organizations that have an interest in the agency's activities. Please identify how the organization interacts with these other agencies, local governments, the public, businesses, and other entities. How does the agency promote a customer focus and collaboration with these groups?

Please include the URL, if a fuller explanation of this topic is available on the agency's web site.

3. Current Use of Information Technology

3.A. Existing IT Environment

3.A.1. Applications

Off-the-Shelf Applications

Provide the estimated number of licenses for each of the following applications:

Off-the-Shelf Applications		Number of Licenses (Best estimate, exact number not necessary)	Versions in Use (Optional)	
Productivity Suites				
	Microsoft Office Suite			
	Corel WordPerfect Office			
	Other (Specify)			
Internet Browser				
	Microsoft Internet Explorer			
	Netscape / Mozilla			
	Other (Specify)			
Anti-Virus				
	Symantec/Norton			
	McAfee			
	Other (Specify)			
E-mail and Calendaring				
	Microsoft Exchange			
	Lotus Notes			
	Other (Specify)			
Database Management (DBMS)				
	IBM DB2 or UDB			
		Client Licenses		
		Server Licenses		
		Mainframe Licenses		
	Oracle			
		Client Licenses		
		Server Licenses		
		Mainframe Licenses		
	Microsoft SQL Server			
		Client Licenses		
		Server Licenses		
	AS/400			
		Licenses		
Other (Specify)				
	Client Licenses			
	Server Licenses			

List any other significant off-the-shelf applications utilized by the agency:

Other Applications

List other significant applications, including custom applications developed for the agency. Include information pertaining to (a) the general purpose of the application; (b) the platform on which it is running; and (c) if a custom applications, development tools used:

3.A.2. Data

Databases

List major databases maintained by the agency and the general purpose of each:

Data Exchange

List the significant electronic data exchanges your agency has with other entities:

3.A.3. Hardware, Operating Systems, and Networks

Hardware

Provide a general description of the elements of the computing environment (mainframe, midrange, PC workstations, etc.).

Desktop Operating System(s)

Operating System	Approximate number of users/licenses
Windows 95, 98, or ME	
Windows NT	
Windows 2000	
Windows XP	
OS/2	
Linux	
Mac OS	
Other (Specify:)	

Networks - LANs and WANs

Provide a general description of the agency's network environment:

Networks – Server Operating System

Indicate the network operating system(s) utilized:

Network Server Operating System	Number of server licenses
Novell Netware	
Windows NT	
Windows 2000	
Windows 2003	
Unix	
Linux	
AS/400	
OS/2 LAN Server	
Other (Specify:)	

3.A.4. Staffing

General Information

Identify, in general terms, the agency personnel resources currently devoted to supporting the items listed in this section (3.A). This should include both personnel whose job titles and description are clearly related to technology, other personnel whose responsibilities relate significantly to technology support regardless of job title, and contract staffing provided to the agency. Please provide an organizational chart, if available, or describe the organizational structure for managing IT related staff.

NIS Tracking

The Nebraska Information System (NIS) includes the capability of tracking personnel service expenditures for staff who are devoted to information technology activities. Have you designated any business units in NIS that are focused on providing information technology services by using Category Code 7 (UDC 00/07)? Or have you used the Time Card Category Code 4 (UDC 06/04) for employees who may need to have their time recorded as I/T related expense?

3.A.5. Other

Please list any other issues relating to your current IT environment:

3.B. Value

Describe and document the tangible and intangible benefits of the agency's investment in information technology.

3.C. Security

Security Policies

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://www.nitc.state.ne.us/standards/>]

	YES	NO	IN PROGRESS
Has your agency implemented the NITC's Security Policies?			
If your answers to the previous question is NO, has your agency implemented other security policies?			

Agency Contact Information

Please provide contact information for the person responsible for IT security:

Name	
Phone Number	
E-mail	

Narrative

Provide a general description of the agency's efforts to develop and implement a security program:

(NOTE: Agency IT Plans are posted on a state Web server, accessible only from computers on the state network. Agencies have the option of providing security information here, or in the alternative, can submit the information directly to the state CIO and it will not be posted. Contact Steve Schafer at slschafe@notes.state.ne.us or 402-471-4385 to submit your security information in an alternative format.)

3.D. Disaster Recovery and Business Continuity Planning

Definitions. For purposes of this document the term, "Disaster Recovery Plan" refers to preparations for restoring information technology systems following a major disruption. The term, "Business Continuity Plan" refers to preparations for restoring the operational functions of the agency. As used here, disaster recovery is a subset of business continuity, because information technology supports the business functions of the agency.

Questions

	YES	NO	IN PROGRESS
Does your agency have a disaster/emergency recovery plan?			
Does your agency perform regular back-ups of important agency data?			
Does your agency maintain off-site storage of back-up data?			

Narrative

Provide a general description of the agency’s efforts regarding disaster recovery and business continuity planning:

3.E. Accessibility (Technology Access for Individuals with Disabilities)

[For more information on accessibility, contact Christy Horn at chorn@nebraska.edu]

	YES	NO
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 available at http://www.nitc.state.ne.us/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 persons with disabilities? If yes, what tools were used to evaluate accessibility? <input type="checkbox"/> http://www.w3.org/WAI/ER/existingtools.html <input type="checkbox"/> http://www.vischeck.com/ <input type="checkbox"/> http://www.henterjoyce.com/fs_downloads/jaws_form.asp <input type="checkbox"/> Other (please specify _____)		

4. Future Uses of Information Technology

4.A. Strategies and Future Direction

This section should summarize the agency's strategies and future direction for information technology within the agency. Topics should include:

- A summary of future changes in uses of technology, which the agency plans to implement.
- A description of the agency’s hardware replacement program or strategy.
- An overview of the agency's activities that promote collaboration.
- A discussion of factors and risks that will impact the success of the agency's information technology strategy.
- An overview of plans to implement e-government services.
- Your agency's efforts to retain IT staff, if applicable.

4.B. Information Technology Training

Summarize the agency's efforts to address training needs relating to information technology. This should include:

- Training for users of information technology
- Training for IT staff who develop and support the information technology systems
- List areas/topics for which a training need has been identified by the agency.

4.C. Future IT Projects

List significant information technology projects which are expected to be undertaken by the agency during the next two years.

PROJECT	STATUS (start date, etc.)

4.D. Projects Relating to the NITC's Strategic Initiatives

In creating the Nebraska Information Technology Commission (NITC), the Legislature recognized the need for "developing a statewide vision and strategic plan to guide investments in information technology". Each year, the NITC develops the Statewide Technology Plan that adopts goals and objectives to guide the work of the Commission. The NITC also reviews and prioritizes major information technology projects as part of the biennial budget process. This year, the NITC is proposing several changes to the planning process, in order to give policy makers more information about statewide technology goals. These changes include identifying a list of statewide strategic initiatives, giving agencies an opportunity to address those initiatives in their agency comprehensive information technology plans and biennial budget requests, organizing planning sessions to develop implementation strategies, and preparing a gap analysis for the Governor and Legislature in November.

On March 9, 2004, the NITC adopted a list of eight statewide strategic initiatives. These include (in no order of priority):

1. Statewide Telehealth Network
2. Community IT planning and technology-related economic development
3. Network Nebraska (statewide broadband communications and related services)
4. Statewide Synchronous Video Network
5. E-Learning
6. Enterprise Architecture (for state government agencies)

7. E-Government
8. Security and Business Resumption

A general description of each initiative is available at:
<http://www.nitc.state.ne.us/forms/>.

In this section of the Agency Comprehensive Information Technology Plan, agencies have the option to describe current or proposed activities that would promote one or more of these initiatives. Agencies should also notify Steve Schafer by May 1, 2004, of their interest in these initiatives, in order to be included in any planning sessions this summer.

Although each of these initiatives is important, the NITC does not assume that projects promoting these initiatives are a higher priority than activities supporting agency-specific missions and operations.

Nebraska Information Technology Commission

Project Proposal Form

**New or Additional State Funding Requests
for Information Technology Projects**

FY 2008 Deficit Budget Requests

Project Title
Agency/Entity

Project Proposal Form
FY 2008 Deficit 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, for which new or additional funding is requested.” Neb. Rev. Stat. §86-516(8) In order to perform this review, the NITC and DAS Budget Division require agencies/entities to complete this form when requesting new or additional funding for technology projects.
2. **WHAT TECHNOLOGY BUDGET REQUESTS REQUIRE A PROJECT PROPOSAL FORM?** See the document entitled “Guidance on Information Technology Related Budget Requests” available at <http://www.nitc.state.ne.us/forms/>.
3. **DOWNLOADABLE FORM.** A Word version of this form is available at <http://www.nitc.state.ne.us/forms/>.
4. **SUBMITTING THE FORM.** Completed project proposal forms should be submitted as an e-mail attachment to rick.becker@nitc.ne.gov.
5. **DEADLINE.** Completed forms must be submitted by October 26, 2007 (the same date deficit budget requests are required to be submitted to the DAS Budget Division).
6. **QUESTIONS.** Contact the Office of the CIO/NITC at (402) 471-7984 or rick.becker@nitc.ne.gov

Project Proposal Form
FY 2008 Deficit 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
FY 2008 Deficit 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://www.nitc.state.ne.us/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
FY 2008 Deficit Budget Requests

Section 8: Financial Analysis and Budget (20 Points)

15. Financial Information

Financial and budget information can be provided in either of the following ways:

- (1) If the information is available in some other format, either cut and paste the information into this document or transmit the information with this form; or
- (2) Provide the information by completing the spreadsheet provided below.

Instructions: Double click on the Microsoft Excel icon below. An imbedded Excel spreadsheet will be launched. Input the appropriate financial information. Close the spreadsheet. The information you entered will automatically be saved with this document. If you want to review or revise the financial information, repeat the process just described.



Excel Spreadsheet
(Double-click)

16. Provide a detailed description of the budget items listed above. Include:

- An itemized list of hardware and software.
- If new FTE positions are included in the request, please provide a breakdown by position, including separate totals for salary and fringe benefits.
- Provide any on-going operation and replacement costs not included above, including funding source if known.
- Provide a breakdown of all non-state funding sources and funds provided per source.

17. Please indicate where the funding requested for this project can be found in the agency budget request, including program numbers.

