MEETING AGENDA

Technical Panel
of the
Nebraska Information Technology Commission

Tuesday, June 8, 2010
9:00 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 (20 pages).

1. Roll Call, Meeting Notice & Open Meetings Act Information

2. Public Comment

3. Approval of Minutes* - March 9, 2010

4. Discussion: A Vision for Collaborative Technologies - John Gilliam, UNL

5. Enterprise Project Updates

6. Standards and Guidelines*

   - Request for Waiver: Department of Labor - Password Standard (NITC 8-301)
   - Revised: Web Branding and Policy Consistency (NITC 4-201)
   - Revised: Agency Information Technology Plan (NITC 1-201)

7. 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 - Weakly

8. Other Business

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 May 10, 2010. The agenda was posted to the NITC website on June 4, 2010.

TECHNICAL PANEL
of the
Nebraska Information Technology Commission
Tuesday, March 9, 2010, 9:00 a.m.
Varner Hall - Board Room
3835 Holdrege Street, Lincoln, Nebraska
PROPOSED MINUTES

MEMBERS PRESENT:
Walter Weir, CIO, University of Nebraska, Chair
Brenda Decker, CIO, State of Nebraska
Christy Horn, University of Nebraska
Kirk Langer, Lincoln Public Schools
Michael Winkle, Nebraska Educational Telecommunications

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Mr. Weir called the meeting to order at 9:02 a.m. A quorum was present to conduct official business. The meeting notice was posted to the NITC website and Nebraska Public Meeting Calendar on February 18, 2010. The agenda was posted to the NITC website on March 5, 2010. The Open Meetings Act was posted on the south wall.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF FEBRUARY 9, 2010 MINUTES

Ms. Decker moved to approve the February 9, 2010 minutes as presented. Ms. Horn seconded. Roll call vote: Decker-Yes, Horn-Yes, Langer-Yes, Winkle-Yes, and Weir-Yes. Results: Yes-5, No-0, Abstained-0. Motion carried.

ENTERPRISE PROJECTS

DHHS – ACCESSNEBRASKA
Karen Heng and Eric Heinrichsen, Department of Health and Human Services

The agency had submitted a full written report to the Office of the CIO. The project began in September 2008. Full implementation is scheduled for 2012. It is anticipated that the project will produce a $5 million savings. The project is working on the following components: economic assistance delivery, food stamps and Medicare. Matching funds are required for federal funding. Nebraska's match will be made from the savings from the food stamp program. The project has four components:

- Web services. Services are available in English and Spanish. Customers will have 24/7 access to online services - screening to determine eligibility, apply for programs, report changes to living situation, see history of benefits and stats of case. Due to security of information, customer will create an online account. A pin number will be assigned to them so that they will set up their user id and password. The online application was launched in February and so far over 700 applications have been received.
- Document imaging. The agency will be utilizing File Director software. It works well with N-Focus. Regional Hubs will be set up in Omaha, Lincoln, Gering and Norfolk. These hubs will be converting active files into electronic format. It is planned that all hubs will be in operation by January. A bar code system is used for client cases. Fair Fax will be coming in to do a demonstration on converting email messages.
- Customer Services Centers. An RFP has been released to establish 4 customer service centers - Lincoln, Fremont, Lexington and Scottsbluff. Over 400 people will be employed to work in the centers. The Lincoln Customer Service Center will be open first. An enterprise solution, CTI

(Computer Telephone Integration), through the Office of the CIO will be used for the calling system. Some of the features of CTI include an automated distribution option, can record calls, and it will be able to generate reports regarding types of calls, etc. The "wait time" may be an issue but the project is researching solutions.

- Functional Universal Case Management System. Currently, every client has one caseworker assigned to the case and only that person can address concerns, etc. With this new system, any caseworker can provide assistance to any client. The client does not have to wait until the caseworker is back from vacation or leave. N-Focus will need to be redesigned to accommodate this feature. N-Focus has system alerts for workers. This is currently happening through planning and analysis. The project plans to pilot this portion of AccessNebraska.

Due to significant milestones as well the following risk factors, the project will be invited back to report at the October meeting.

- Design Mode. There are issues in the design mode for case management due to the transition of clients and workers.
- Risk of measuring the accuracy of this reduction in work force estimation by over 200 persons. With new system, workers should be able to do more.
- Accessibility. Testing has not been done. The software is designed to be ADA compliant for hard of hearing. Ms. Horn brought up the example of what happens to a client with a hearing disability being put on hold. Community Partners and Customer Work Groups will address issues of disabilities. Due to federal funding, the project needs to go through an accessibility audit especially for 24/7 access.
- Data processing costs. Increase was due to application design. The project has started an investigation of the issue and discussing this with outside entities. A more clear report should be available by the next Technical Panel meeting.
- Customer Service Center. Staffing the center in July may be a concern if possession of the Lincoln Center doesn't occur until June.
- Universal Caseload Management and Telephone System. These are high risks if the telephone system is not operable by the start dates.
- Document imaging centers. Implementation date of September 2010 to be fully operational is soon approaching.

Ms. Horn left the meeting.

NDE - STATEWIDE ONLINE ASSESSMENT SYSTEM
John Moon, Nebraska Department of Education

This year two more tests, Reading and Mathematics, will be administered. The project has spent lots of time on mathematics test making sure screens are presentable to students. So far, there has been positive feedback from students on the first go round of testing. Lincoln Public Schools has been experiencing workstations freezing up when using highlighting tools in Language Arts and have contacted the vendor about this issue. There are safeguards if the student does get locked out so that they can begin where they left off in the test.

eDirect is where the data will be available. School Districts will receive a paper copy of each child's report. This will be available via pdf file as well. Districts will have access to students demo file. Schools will need to know what is in the file and they can update info as well. This information is what will be used for the state report. This information will be available from the portal and can be downloaded. School Districts will get data in August but it will not include cut scores for reading. Only proficiency scores are available at this time. The project acknowledged that schools have been requesting this information. Mr. Moon distributed a draft copy of what the report may look like when it becomes available. The cut scores for this year will be used for next year's scores.

The following concerns were raised by the Technical Panel. Due to further information being requested, the project will be invited to report back at the September meeting.

- Data integration to School Districts. Mr. Langer wanted project to be sensitive to districts needs for data and data file layout needed. The process should be streamlined in order to meet the needs of students. Schools will be in the same situation with next year's math scores. The Panel would like to see more detailed information on how the project will address this issue.
- National Standards. There have been discussions on Nebraska's standards versus core standards. The Panel would like to see more detailed information on how the project will address this issue.
- Unique Student Identifier. Is there duplication occurring with Department of Education or K20 efforts? There have been discussions about moving to a growth model. The Panel would like to see more detailed information on how the project will address this issue.
- Accessibility. The other issues were "accessibility" have not addressed in the report. This will be deferred to Ms. Horn who had to leave the meeting. The Panel would like to see more detailed information on how the project will address this issue.
- Plan for negotiation of contract if not agreed upon by end June 30, 2010.

The Project submitted their writing report regarding accessibility issues to Mr. Weir who will deliver it to Ms. Horn.

Mr. Henderson reviewed the proposed Report Card for Project Enterprise Projects. It was recommend to include "as of date" under the month. A comment will be included regarding receiving or not receiving reports for some of the projects. This will be presented at the NITC for their review at their March 15th meeting.

STANDARDS AND GUIDELINES

FOLLOW-UP ON WAIVER GRANTED TO THE COMMISSION ON PUBLIC ADVOCACY
Brad Weakly, Office of the CIO

In Mr. Weakly's absence, Mr. Henderson reported that Mr. Weakly visited the agency. The backup tapes are now being encrypted. The Technical Panel still had concerns about offsite storage at a staff member's home. Mr. Becker will follow-up with Mr. Weakly.

DISCUSSION: AGENCY INFORMATION TECHNOLOGY PLAN FORM FOR 2010 - Previous Version of the Form.
Rick Becker, Office of the CIO

Ms. Horn agreed to get an updated list of free resources to revise this section of the form. If members have any other changes, email Mr. Becker.

REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES (as needed)

Accessibility of Information Technology Work Group, Christy Horn. Ms. Horn had to leave the meeting. There was no report

Learning Management System Standards Work Group, Kirk Langer. The Work Group will be meeting next Tuesday, February 16 at 9:00 a.m., NSA School Board-Conference Room, 14th Street with Blackboard to discuss options for enterprise solutions. This meeting was organized due to Nebraska's Race to the Top application and the virtual high school initiative.

Security Architecture Work Group, Brad Weakly. Mr. Henderson informed the Panel that Mr. Weakly plans to have a draft of the Mobile Device Data Security Standard at the next meeting.
- Mobile Device Data Security

OTHER BUSINESS

Network Nebraska Advisory Group. Mr. Weir attended their meeting. There was a lot of discussion about to whom they report. It is in their charter that they report to the Office of the CIO. The Network Nebraska Advisory Group meetings are also reported at the Education Council meetings who report to the NITC.

ADJOURN

Ms. Decker moved to adjourn the meeting. Mr. Langer seconded. All were in favor. Motion carried.

The meeting was adjourned at 10:20 a.m.

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

Non-Expiring Password Request

This is a request for a non-expiring password for the following application, system, or account:

> NDOL NEworks. This new application will be hosted at OCIO and house internal as well as public facing accounts. This request applies to the public facing accounts only.

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 8-RD-01: NITC Security Officer Instruction Guide). 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 _Unclassified/Public_ and includes the following as supporting justification: Users of this system will consist of a significant number of public self-serving job seekers and employers with on-going need to access established user accounts for a period of time that cannot be predetermined. Reestablishing or resetting passwords will prove logistically impossible to manage by agency staff.

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* * * * *

Office of the CIO Action

___ Granted   ___ Denied

Comments:

Catherine D Long 5-14-10

| Agency Representative | Date | Office of the CIO | Date |

State Information Security Officer

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NITC 8-301

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State of Nebraska
Nebraska Information Technology Commission
Standards and Guidelines

NITC 8-301

Title	Password Standard
Category	Security Architecture
Applicability	Applies to all state agencies, boards, and commissions, excluding higher education

1. Purpose

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.

2. Standard

2.1 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.

2.2 Non-Expiring Passwords

An agency may request a non-expiring password by submitting the form found in Appendix A. All non-expiring passwords should meet the character requirements listed in Section 2.1.

2.2.1 Automated System Accounts. Agencies may use non-expiring passwords for automated system accounts. Examples of automated system accounts include those that perform backups or run batch jobs.

2.2.2 Multi-user Computers. Agencies may use non-expiring passwords on multi-user computers. Examples of multi-user computers include those computers in kiosks or training labs, where users have limited or restricted access to state resources.

2.2.3 System Equipment/Devices. It is common for many devices (e.g. IP cameras, HVAC controls) in today's IT environment to utilize login capabilities to protect the device from unauthorized access. While many of these devices make use of a user ID and password in a manner similar to those found while authenticating a user, the distinction to be made is that the User ID is used to authenticate the device itself to the system and not a person.

Attachment A: Non-Expiring Password Request (Word Document)

HISTORY: Adopted on September 18, 2007. Amended on November 12, 2008.
PDF FORMAT: http://nitc.ne.gov/standards/8-301.pdf

Non-Expiring Password Request

This is a request for a non-expiring password for the following application, system, or account:

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┌──────────────────────────────────────────────────────────────┐
│                                                              │
│                                                              │
│                                                              │
└──────────────────────────────────────────────────────────────┘
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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 8-RD-01: NITC Security Officer Instruction Guide). 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.

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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 as supporting justification:

_____

_____

---

* * * * *

Office of the CIO Action

___ Granted   ___ Denied

Comments:

_____   _____   _____   _____
Agency Representative   Date   Office of the CIO   Date
                                            State Information Security Officer

Branding and Policy Consistency

Version Date: ~~April 14, 2005~~
Date Adopted by NITC: June 14, 2005

1.0 Standard
1.1 Header
1.11 The Brand Graphic shall appear in the upper left of every web page.

1.12 Any method of skipping links will come after the Brand Graphic.

1.13 The Brand Graphic must be saved on the individual web site.

1.14 The Brand Graphic will have an alt tag stating "Official Nebraska Government Website"

1.14 The Brand Graphic will have an alt tag stating "Official Nebraska Government Website" (see Section 5.32).

1.15 No changes may be made to the Brand Graphic without approval of the Nebraska Webmasters Working Group (see Section 5.3)

1.15 No changes may be made to the physical layout of the Brand Graphic without approval of the Nebraska Webmasters Working Group (see Section 5.3).

1.16 Use of HTML to stretch or condense the Brand Graphic on the web page is not permitted.

1.16 Use of HTML attributes to alter the size of the Brand Graphic on the web page is not permitted. The image on the web page must remain the exact size of the image file (see Section 5.31).

1.17 The Brand Graphic may be used as a link to the Nebraska home page, Nebraska.gov (see Section 5.32).

1.2 Footer
1.21 The bottom of each web page will contain a link to Nebraska.gov, the official State home page

1.22 The bottom of each web page will contain a link to the State privacy policy, or the agency's privacy policy.

1.23 The bottom of each web page will contain a link to the State security policy, or the agency's security policy.

2.0 Purpose and Objectives
2.1 Header
The purpose of the Brand Graphic is to make it clear that the web page being viewed is an official State of Nebraska web page with an image that cannot legally be used on non-State of Nebraska web pages.

2.2 Footer
The purpose of the footer requirements is to ensure that the public can easily view the privacy and security policies and that every web page has them available.

3.0 Definitions
3.1 Brand Graphic
The Brand Graphic is an twenty pixel tall image consisting of a filled outline of Nebraska with a star in the lower right hand area, with the words Official Nebraska Government Website, all on a colored background, with a drop shadow beneath.

3.1 Brand Graphic
The Brand Graphic is an image consisting of a filled outline of Nebraska with a star in the lower right hand area, with the words Official Nebraska Government Website, all on

a colored background. The Brand Graphic is a fifteen (15) pixel tall image. If the optional drop shadow is used, the Brand Graphic is a twenty (20) pixel tall image.

3.2 Footer
The footer is a space at the bottom of a web page, generally of a smaller font than the rest of the page, where legal information and links are usually placed.

3.3 Web Page
A document stored on a server, consisting of an HTML file and any related files for scripts and graphics, viewable through a web browser on the World Wide Web. Files linked from a Web Page such as Word (.doc), Portable Document Format (.pdf), and Excel (.xls) files are not Web Pages, as they can be viewed without access to a web browser.

3.4 Web Site
A set of interconnected Web Pages, usually including a homepage, generally located on the same server, and prepared and maintained as a collection of information by a person, group, or organization.

4.0 Applicability
This standard shall apply to all state agencies, boards, and commissions.

5.0 Responsibility
5.1 Header Placement
Each agency is responsible for ensuring the Brand Graphic is placed upon their web site, in compliance with the Standard. The Brand Graphic shall be placed upon the home page within 30 days, with all other pages within six months.

5.2 Header Availability
The Nebraska Webmasters Working Group shall maintain a portion of their web site to house a collection of Brand Graphics for use and add to it whenever a modified version is created. (http://www.webmasters.ne.gov)

5.3 Header Changes
Should an entity wish a color scheme for the Brand Graphic different than is available, that entity will contact the Chair of the Nebraska Webmasters Working Group. (Contact information available at http://www.webmasters.ne.gov) The Chair will put an authorized member in contact with the requester. The member will modify the Brand Graphic within certain parameters (see section 5.31). The Brand Graphic will then be placed on the Nebraska Webmasters Working Group web site for use.

5.3 Header Changes
Should an entity wish a color scheme for the Brand Graphic different than is available, that entity will have two options. The first option is to contact the Chair of the Nebraska Webmasters Working Group. (Contact information available at http://www.webmasters.ne.gov) The Chair will put an authorized member in contact with the requester. The member will modify the Brand Graphic within certain parameters (see section 5.31). The Brand Graphic will then be placed on the Nebraska Webmasters Working Group web site for use. The second option is to obtain the original file from the Nebraska Webmasters Working Group website (http://www.webmasters.ne.gov) and make the allowable changes (see Section 5.31) using the appropriate software.

5.31 Allowable Changes to the Brand Graphic
Allowable changes for the Brand Graphic are the color of the text, the color of the state, and the color of the background. The star will be available in several standard colors. The graphic will be available in 800 and 1280 pixel lengths. No changes may be made to the drop shadow; size or font of the text; position of the state; or the alt tag. Additionally, the colors for the Brand Graphic must be clearly visible/high contrast with clearly legible text.

5.31 Allowable Changes to the Brand Graphic

Allowable changes for the Brand Graphic are:
- The color of the text
- The color of the state
- The color of the background.
- The color of the star
- The drop shadow is optional.
- The length of the graphic. CSS (Cascading Style Sheets), background filler images, or other similar methods may be used to allow the Branding Graphic to visually stretch across the width of the browser. Examples of this are available at http://www.webmasters.ne.gov.

The following changes are not allowed for the Brand Graphic:
- The size of the text
- The font of the text
- The size and position of the state
- The size and position of the star
- The size and position of the drop shadow (if used)

Additionally, the colors for the text and the background of the Brand Graphic must be clearly visible/high contrast with clearly legible text.

5.32 Brand Graphic Alt Tag and Link

The Brand Graphic has the option of being a link to the home page of Nebraska, Nebraska.gov. If this option is taken, the appropriate alt tag will be "Official Nebraska Government Website. Go to Nebraska.gov".

5.4 Footer Placement

Each agency is responsible for ensuring the footer elements are placed upon their web site, in compliance with the Standard. The footer elements shall be placed upon the home page within 30 days, with all other pages within six months.

6.0 Exemptions and Extensions

6.1 Standard Exemption

Any web page that cannot be accessed from outside of an agency web site is exempted.

6.11 Example: A document specifically called up from a database, that cannot be found through a search engine.

6.2 Extension

Any agency may petition for an extension of time in which to make all pages marked with the brand graphic.

6.21 Application for extension will be reviewed and ruled on by the State Government Council of the Nebraska Information Technology Commission.

6.3 Exemption, Partial

An agency may petition for an exemption of some of its content. All main pages must still be marked with the brand graphic.

6.31 Exemptions will be considered on the basis of financial hardship.

6.32 Application for exemption will be reviewed by the State Government Council and ruled on by the Nebraska Information Technology Commission.

6.4 Exemption, Full

An agency may petition for a full exemption of its content with the exception of the homepage.

6.41 Exemptions will be considered on the basis of financial hardship.

6.42 Application for exemption will be reviewed by the State Government Council and ruled on by the Nebraska Information Technology Commission.

7.0 Related Documents

7.1 Brand Graphic Options
http://www.webmasters.ne.gov/branding.html
7.2 State Privacy and Security Policies
http://www.nebraska.gov/privacy.phtml

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

Agency Information Technology Plan
2010 Form

Deleted: 2008

Due: September 15, 2010

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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.

   Deleted: (Laws 2008, LB 823, §6).

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, 2010.

   Deleted: 2008

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.

   Deleted: email
   Deleted: Office of
   Deleted: CIO at: ocio.nitc@nebraska.gov

5. **QUESTIONS**. Contact the Office of the CIO/NITC at (402) 471-7984 or ocio.nitc@nebraska.gov

	Agency	

Agency IT Contact	
Email Address	
Phone	

1. Current Assets

1.1 Applications

1.1.1 Off-the-Shelf Applications
Provide an estimated number of licenses for each of the following applications:

	Estimated Number of Users/Licenses	Version(s) (Optional)
Productivity Suite		
Microsoft Office		
WordPerfect Office		
OpenOffice/StarOffice		
Other (Specify)		
Internet Browser		
Microsoft Internet Explorer		
Firefox/Mozilla		
Google Chrome		
Safari		
Other (Specify)		
Desktop Antivirus		
Sophos		
Symantec/Norton		
McAfee		
Other (Specify)		
Instant Messaging		
Office Communicator		
Other (Specify)		
Database Management (DBMS)		
IBM		
Oracle		
Microsoft SQL		
AS/400		
Other (Specify)		
Applications Development Tools		
Microsoft Visual Studio		
IBM Rational Application Developer		
Micro Focus COBOL		
Other (Specify)		

1.1.2 Other Off-the-Shelf Applications
List other significant off-the-shelf applications utilized by the agency:

Application	Estimated Number of Users/Licenses	Version(s) (Optional)

1.1.3 Custom Applications
List custom applications used by the agency, including (a) the general purpose of the application; (b) the platform on which it is running; (c) application development tools used; and (d) how the application is supported.

Application:
Platform:
Development Tools:
How Supported:

Application:
Platform:
Development Tools:
How Supported:

1.2 Data

1.2.1 Databases
List the significant databases maintained by the agency and a brief description of each.

Database:
Brief Description:

Database:
Brief Description:

1.2.2 Data Exchange
List the significant electronic data exchanges your agency has with other entities.

Title/Description:
Other Entity:
Purpose:
Is this exchange encrypted?:

Title/Description:
Other Entity:
Purpose:
Is this exchange encrypted?:

1.3 Hardware

1.3.1 General Description of Computing Environment
Provide a general description of the elements of the computing environment in the agency (mainframe, midrange, desktop computers, thin clients, etc.).

Description:

1.3.2 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, 2013.

	Current				Planned			
	Windows	Mac	Linux	Other	Windows	Mac	Linux	Other
Desktop Computers								
Laptop Computers								
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, 2013.

	Current	Planned
Firewalls (Hardware)		
Wireless Access Points		
Video Cameras (USB)		
IP Phones		
Web Servers		
IPS/IDS Appliances		
Non-OCIO provided Switches		
Application Delivery (e.g. Citrix, Terminal Services servers) (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:

2. Staff and Training

2.1 Staff and Related Support Personnel
Identify staffing necessary to maintain your current IT environment, including contactor and OCIO staff supporting your agency specific environment.

	Approximate FTE
Agency IT Staff	
Contractors	
OCIO Staff	

2.2 IT Related Training
Summarize the agency's efforts to address training needs relating to information technology, including training for IT staff and users.

Description:

3. Survey

	Yes	No	In Progress	Not Applicable
3.1 Security - Please answer the following questions regarding your agency's efforts to maintain a secure information technology environment. [The questions refer to the Nebraska Information Technology Commission's Security Policies. These policies are available at http://nitc.ne.gov/standards/]				
Has your agency implemented the NITC's Security Policies?				
Has your agency implemented other security policies?				
If your answer to the previous question is YES, please list the other security policies. List:				
3.2 Disaster Recovery and Business Continuity - For purposes of this document, the term "Disaster Recovery Plan" refers to preparations for restoring information technology systems following a major disruption.				
Does your agency have a disaster recovery plan?				
If your answer to the previous question is YES, have you tested your disaster recovery plan?				
If your answer to the previous question is YES, have you revised your disaster recovery plan based on the results of your test?				
Does your agency perform regular back-ups of important agency data?				
If your answer to the previous questions is YES, does your agency maintain off-site storage of back-up data?				
3.3 Accessibility / Assistive Technology				
Does your agency include the Nebraska Technology Access Clause in contracts for information technology purchases? (See Neb. Rev. Stat. § 73-205. The Technology Access Clause is posted at http://nitc.ne.gov/standards/)				
Does your agency have procedures in place to identify the information				

	Yes	No	In Progress	Not Applicable
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?				
3.4 Geographic Information System (GIS)				
Does your agency have plans, over the next biennium, for the development and/or acquisition of GIS/geospatial data or geospatial data applications or services that is estimated to cost more than $25,000?				
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:				

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 FY2010-2011
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 FY2011-2013 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 FY2011-2013 Biennium)

Describe any long-term plans for projects to be started after the FY2011-2013 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: