# MEETING AGENDA

**Technical Panel**
**of the**
**Nebraska Information Technology Commission**

Tuesday, September 14, 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* - August 10, 2010

4. Enterprise Projects

   - Update: NDE - Statewide Online Assessment System - John Moon
   - Other Project Updates - Ryan Christensen

5. Standards and Guidelines

   - Recommendation to the NITC*
     - NITC 4-205: Social Media Guidelines
       - Comments Received

6. Biennial Budget - Project Review Process

   - Timeline
   - Reviewer Scoring Sheet
   - Review the "Three Questions"

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 August 23, 2010. The agenda was posted to the NITC website on September 10, 2010.

**Technical Panel**
**of the**
**Nebraska Information Technology Commission**
Tuesday, August 10, 2010, 9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., 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
Mike Winkle, NET

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

The Chair, Walter Weir, called the meeting to order at 9:10 a.m. Four members were present at the time of roll call. A quorum existed to conduct official business. The meeting notice was posted to the NITC website and Nebraska Public Meeting Calendar on August 3, 2010. The meeting agenda was posted to the NITC website on August 5, 2010.

**PUBLIC COMMENT**

There was no public comment.

Ms. Decker announced that Steve Henderson has left state government for a position with the City of Lincoln and that Jayne Scofield will be her alternate on the Technical Panel.

Mrs. Horn arrived at the meeting.

**APPROVAL OF JUNE 8, 2010 MINUTES**

**Ms. Decker moved to approve the June 8, 2010 minutes as presented. Mr. Langer seconded. Roll call vote: Decker-Yes, Horn-Yes, Langer-Yes, Weir-Yes, and Winkle-Yes. Results: Yes-5, No-0, Abstained-0. Motion carried.**

**ENTERPRISE PROJECT UPDATES**
Ryan Christensen

Rick Becker reported for Ryan Christiansen. For projects with "red" flags, technical panel members will get the full report in PDF form prior to the meeting.

At the next Technical Panel meeting, the Nebraska Department of Education will provide a project status report.

The Administrative Service Talent Management Project will be ending. The Technical Panel would like the project to provide a project closure report.

Mr. Weir reported that the NeSIS consultants will leave at the end of August. He recommended that the project provide a report to the Technical Panel.

The Enterprise Content Management Project is moving forward. Ms. Decker recommended contacting Kevin Keller to begin project reporting on this in lieu of the previously designated project from the Secretary of State's office.

**STANDARDS AND GUIDELINES-SET FOR 30-DAY COMMENT PERIOD- NITC 4-205: SOCIAL MEDIA GUIDELINES**

The State Webmasters Workgroup was asked by the SGC to draft a policy regarding social media.

Members discussed the following changes to the draft:
- In section 1, strike the third paragraph.
- In section 2.6 strike references to "generic" and refer to "agency."
- In section 4, link to personnel policies.

State Government is discussing an internal social network that would have internal control so that state data stays within state government. There was some discussion regarding public records law, non-public record information and guidelines for social media behavior. Mr. Langer stated that Lincoln Public Schools is taking the stance that these sites are syndication sites not origination sites.

**Mr. Winkle moved set NITC 4-205: Social Media Guidelines for the 30-day comment period with the changes discussed. Mr. Langer seconded. Roll call vote: Winkle-Yes, Weir-Yes, Langer-Yes, Horn-Yes, and Decker-Yes. Results: Yes-5, No-0, Abstaining-0. Motion carried.**

**REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES** (as needed)

*Accessibility of Information Technology Work Group, Christy Horn.* The Federal Register announcement has been released. The link will be sent to members. On July 26, a federal register notice was published. Specific regulations have not been released yet.

*Learning Management System Standards Work Group, Kirk Langer*. Discussions are occurring for K-20 to develop an overall strategy for a state learning management system. It is being led by the Educational Service Unit Coordinating Council, staffed by Matt Blomstedt. Discussions have been held with Blackboard to build on work that has already been done with the University to see if it would be a good fit for the state. There will be a meeting held August $19^{th}$, Ayars & Ayars, 2436 N. $48^{th}$ in Lincoln. Invitations have been sent out to different stakeholders. Mr. Weir recommended that the group meeting on the 19th draft a proposal that would be filtered through the Technical Panel and the NITC. He is concerned about the cost of Blackboard and would like the proposal to include cost savings. Mr. Langer would like to see Network Nebraska be recommended as the host for learning and content services.

*Security Architecture Work Group, Brad Weakly*. Mr. Weakly was not available to report. Ms. Decker reported that the Office of the CIO has been working on PCI compliance for the state. The work group has also been developing policies regarding mobile devices for state government. The University of Nebraska uses Vontu to monitor mobile devices.

**OTHER BUSINESS**

The University of Nebraska is considering changing their email system and see the benefits of moving to a cloud environment. Mr. Weir posed a question for the Technical Panel to consider for a future meeting. Should the Technical Panel develop standards and guidelines for cloud computing regarding privacy and liability issues? Another question he raised for future discussion. Should Network Nebraska host a cloud environment?

NU-RON is a University of Nebraska project grant to build out the University Research Center. It will build a fiber connection between UNMC and Creighton and between UNMC and the basement of the Doubletree Hotel at $16^{th}$ and Farnam. Major telecoms will come together at this location. Network Nebraska may be able to get lower rates.

The University of Nebraska has established teams to look at cost savings in different areas such as buildings, information technology, etc.  It would be good to identify what others are doing for cost savings perhaps through a clearinghouse. This would be good information to inform the legislature.

**ADJOURN**

**Mr. Decker moved to adjourn.  Mr. Langer seconded.  All were in favor.  Motion carried by unanimous voice vote.**

The meeting adjourned at 9:46 a.m.

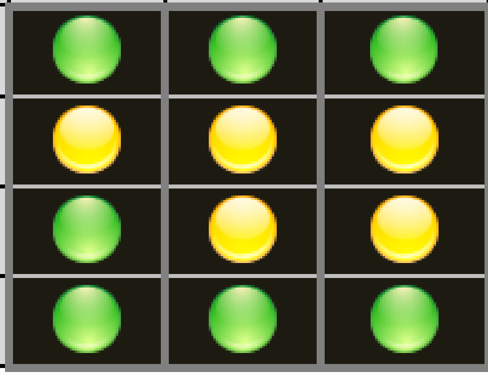
Meeting minutes were taken by Lori Lopez Urdiales and reviewed by Rick Becker of the Office of the CIO/NITC.

# *Nebraska Information technology Commission*

# *Enterprise Project Status Dashboard – as of September 13th, 2010*

## Access Nebraska

| Project Constraints | September | August | July |
|---|---|---|---|
| Overall Status | | | |
| Schedule | | | |
| Budget | | | |
| Scope | | | |



**Comments**

Schedule: Remains in "Yellow" status to reflect the fact that the Functional Universal Case Management System will not be ready for implementation at the same time the staff move into the first Customer Service Center in Lincoln. Other schedule issues include: Implementation of the Telecommunications System particularly the VRU component running behind schedule.

Budget: The project budget remains on track. The budget expenditures have followed the allocated amounts. The expenditures are occurring at a later time then originally projected. The budget document will be further updated in the October report.

## Student Info System

| Project Constraints | September | August | July |
|---|---|---|---|
| Overall Status | | | |
| Schedule | | | |
| Budget | | | |
| Scope | | | |

**Comments**

The EPM system is being developed in parallel with the data conversion, migration, and implementation efforts in the Campus Solutions system. The functional leads and data stewards from the University and State College systems and the WebFOCUS experts are still heavily involved in the tasks required to make their respective CS modules operational. This imposes risk to the timely deployment of reporting solutions using the EPM system. The EPM team is concerned that, with the beginning of the Fall 2010 semester and the cessation of activities at NeSIS headquarters in Lincoln, the necessary campus resources will not be available to assist with EPM validation efforts. In order to mitigate these risks, appropriate resources must be made available for the EPM project team to move forward in a timely manner.

## Talent Mgt System

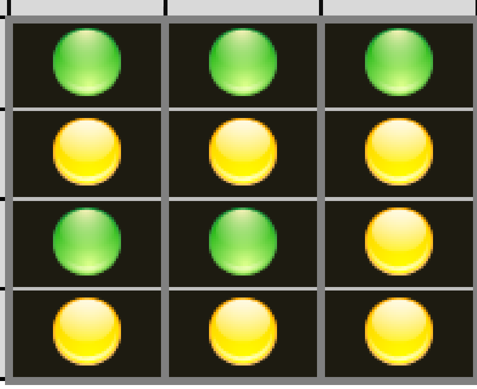
| Project Constraints | September | August | July |
|---|---|---|---|
| Overall Status | | | |
| Schedule | | | |
| Budget | | | |
| Scope | | | |

**Comments**

Applicant Tracking statewide go-live met go-live scheduled to occur Monday, June 21, 2010.
The Learning Management (LMS) module go-live occurred July 6, 2010 for the two agencies, Corrections and Roads. LMS is being rolled out to agencies in phases scheduled through the end of this year and the first quarter of 2011. Administrative Services, Workers Compensation Court and Education will be the next agencies to go-live by the end of 2010. Statewide LMS and ATS teams remain active and meet on a biweekly basis. Agency teams are being identified for both On boarding and Performance component.

## Network Ne Education

| Project Constraints | September | August | July |
|---|---|---|---|
| Overall Status | | | |
| Schedule | | | |
| Budget | | | |
| Scope | | | |



**Comments**

Other than the reluctance of the southeast quadrant to join the statewide network, I feel that the project is proceeding about as well as can be expected. High points for 2010: Internet Access cost for K-12 has increased by 60% over 2009-10 amounts with an all-time low of $6.10/Mbps; at least three new independent colleges will join in October 2010; Network Nebraska-Education Advisory Group is embracing their advisory role to the CIO; Education Council's Network Nebraska Marketing Survey finished their 2010 Report and that is providing very good data upon which to make decisions and set strategic directions.

## Public Safety

| Project Constraints | September | August | July | Comments |
|---|---|---|---|---|
| Overall Status | 🟢 | 🟢 | 🟢 | The OCIO-NPPD interlocal agreement is maturing into two groups, a System User Group to address user agency needs, and a System Operating Group to address operations and management. Ongoing system support and lifecycle includes multiple vendors in partnership with the state. |
| Schedule | 🟢 | 🟢 | 🟢 | |
| Budget | 🟢 | 🟢 | 🟢 | |
| Scope | 🟢 | 🟢 | 🟢 | |

## Fusion Center

| Project Constraints | September | August | July | Comments |
|---|---|---|---|---|
| Overall Status | 🟡 | 🟡 | 🟡 | |
| Schedule | 🟢 | 🟢 | 🟢 | |
| Budget | 🟢 | 🟢 | 🟢 | |
| Scope | 🟢 | 🟡 | 🟡 | |

## Online Assessment

| Project Constraints | September | August | July | Comments |
|---|---|---|---|---|
| Overall Status | 🟢 | 🟢 | 🟢 | NDE has contracted with DRC to provide scoring for the NeSA-Writing assessment for 2011. The test window for the writing assessment is January 24th through February 11, 2011. During the first year of the contract, a pilot assessment with only 11th grade students will utilize online assessment system from CAL. In future years additional grades may be added. Since the NeSA-Writing contract is currently being negotiated, the budget and milestone portion of this report does not include any funds or tasks from the new contract. In the future, NDE will add details from the new contract to this report. |
| Schedule | 🟢 | 🟢 | 🟢 | |
| Budget | 🟢 | 🟢 | 🟢 | |
| Scope | 🟢 | 🟢 | 🟢 | |

Enterprise projects not requiring reporting at this time:

*Enterprise Content Management Project - * MMIS, Medicaid Medicare Information System - * Public Safety Interoperable Project

# NITC 4-205 (DRAFT)

Technical Panel
of the
Nebraska Information Technology Commission

**Standards and Guidelines**

**Draft Document**
**30-Day Comment Period**

**Title: Social Media Guidelines**

Notes to Readers:

1. The following document is a draft document under review by the Technical Panel of the Nebraska Information Technology Commission (NITC). This document is posted at http://nitc.ne.gov/standards/comment/.
2. If you have comments on this document, you can submit them by email to rick.becker@nebraska.gov, or call 402-471-7984 for more information on submitting comments.
3. The comment period for this document ends on September 9, 2010.
4. The Technical Panel will consider this document and any comments received at a public meeting following the comment period, currently scheduled for September 14, 2010. Information about this meeting will be posted on the NITC website at http://nitc.ne.gov/.

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**State of Nebraska**
**Nebraska Information Technology Commission**
**Standards and Guidelines**

**NITC 4-205 (Draft)**

| | |
|---|---|
| Title | Social Media Guidelines |
| Category | E-Government Architecture |
| Applicability | Applies to all state government agencies, excluding higher education |

**1. Purpose**

The purpose of this document is to provide guidelines for the use of social media by state government agencies. Agencies may utilize these guidelines as a component of agency policy development for sanctioned participation using Social Media services, or simply as guidelines. State employees or contractors creating or contributing to blogs, microblogs, wikis, social networks, or any other kind of social media both on and off the Nebraska.gov domain need to be made aware of these guidelines or the guidelines of their agency. The State expects all who participate in social media on behalf of the State, to understand and to follow the appropriate guidelines. These guidelines will evolve as new technologies and social networking tools emerge.

The decision to utilize social media technology is a business decision, not a technology-based decision. It must be made at the appropriate level for each department or agency, considering its mission, objectives, capabilities, and potential benefits.

Since these technologies are tools created by third parties, these guidelines are separate from state policies regarding privacy and cookies. Agencies may choose to author disclaimers to remind users that, at their own risk, they are leaving an official state website for one which is not hosted, created, or maintained by the State of Nebraska, and that privacy controls and the use of cookies becomes the jurisdiction of that third-party utility.

**2. Guidelines**

2.1 These guidelines apply to all Social Media and Web tools. See definitions below.

2.2 The decision to utilize Social Media and Web tools is an organizational decision, not a technology-based decision. It must be made at the appropriate level for each department or agency, considering its mission, objectives, capabilities, and potential benefits.

2.3 All state agencies will email the webmaster of the State of Nebraska website to have their Social Media pages initially linked or updated on the state website. Webmaster contact is located on the state website.

2.4 Branding of the Social Media pages

2.4.1 All Social Media pages will be branded with the words "Official Nebraska Government Page" either in the bio or profile/information section.

2.4.2 List your official agency name and provide a link back to your agency website.

2.5 Retention Policy (Schedule 124 -State Agencies General Records: http://www.sos.ne.gov/records-management/retention_schedules.html)

2.6 It is the agencies responsibility to assure that more than one staff member can access the agency logon, and edit the website/social media. This is a backup in case of staff turnover. For example: An agency may set up one nebraska.gov email account through the OCIO and have several email address aliases created. This will accommodate the requirement of unique email addresses on your Social Media accounts, yet keep all of the emails from all of the accounts going into one email inbox.

2.7 If the Social Media page is intended for pushing information only, indicate the proper channel for contacting the agency.

2.8 Below are some recommended key points to address in a Social Media webpage disclaimer/disclosure notice. Each agency may create their own or Link to this Guideline from their Social Media web page:

- General statement of the intent/purpose of agency Social Media tool.

  Example: The Library Commission uses Social Media as an outlet to show the Library community how they can interact with their public.

- Notice to users of the following:
  1. Communication of a personal or private nature in relation to agency business, as well as official state business interactions, should continue to be made via the traditional agency offices and communications channels and not via the public comment areas of the Social Media tool.
  2. The agency is not responsible for any webpage author's personal content outside the work place.
  3. The agency is not responsible for any 3rd party content of any kind.
  4. All interactive communications made on this Social Media tool are subject to the state public records disclosure requirements (http://www.nebraska.gov/privacypol.html).
  5. Material deemed inappropriate will be monitored and possibly removed by the agency. Inappropriate content will be maintained in accordance with records retention policies.

2.9 Best Practices. Suggestions on how best to use and maintain social networking at work:

2.9.1 Ensure that your agency sanctions official participation and representation on Social Media sites. Stick to your area of expertise and provide unique, individual perspectives on what is going on at the State and in other larger contexts. All statements must be true and not misleading, and all claims must be substantiated and approved.

2.9.2 Post meaningful, respectful comments, no spam, and no remarks that are off-topic or offensive. When disagreeing with others' opinions, keep it appropriate and polite.

2.9.3 Pause and think before posting. Reply to comments in a timely manner when a response is appropriate unless you have posted a disclaimer that this is not official two-way communication.

2.9.4 Be smart about protecting yourself, your privacy, your agency, and any restricted, confidential, or sensitive information. What is published is widely accessible, not easily retractable, and will be around for a long time (even if you remove it), so consider the content carefully. Respect proprietary information, content, and confidentiality.

2.9.5 If you are under a generic name (see above) consider using some form of tagging so staff and users can find out who this is.

2.9.6 Email or login names should lead the user back to a “state id”, such as an official state email address or making a user name that indicates you are a state employee.

## 3. Definitions

3.1 Social Media and Web tools

Social Media and Web tools are umbrella terms that encompass various online activities that integrate the use of hardware/software to facilitate social interaction and collaborative content creation. Social Media authoring uses many forms of technology applications such as Twitter, Facebook, YouTube, Flickr, blogs, wikis, photo and video sharing, podcasts, social networking, and multiuser virtual environments.

## 4. Related Documents

4.1 Acceptable Use Policy. (NITC 7-101 http://nitc.ne.gov/standards/7-101.html)

4.2 Records Retention Schedule 124 - State Agencies General Records. (http://www.sos.ne.gov/records-management/retention_schedules.html)

4.3 Personnel Rules. Classified System Personnel Rules and Regulations , Chapter 14, Section 003.15 (http://www.das.state.ne.us/personnel/classncomp/classifiedrules.htm). NAPE/AFSCME Labor Contract, Section 10.2 (http://www.das.state.ne.us/emprel/publications.htm)

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VERSION DATE: Draft 8/10/2010
HISTORY: New guideline.
PDF FORMAT: (to be added)
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Technical Panel
of the
Nebraska Information Technology Commission

September 14, 2010

**Standards and Guidelines**
**NITC 4-205 Social Media Guidelines**
**Comments Received**

1. In Section 2.3, add the email address for the State Webmaster (ne-support@nicusa.com) and delete the second sentence.
2. In Section 2.6, first line, it says: “It is the agencies responsibility…” Since the word agencies is possessive, it should read: “It is the agency’s responsibility”.
3. In Section 2.9.5, replace “(see above)” with “(see Section 2.6 above)”.
4. In Section 2.9.6, second line, it says, “…state email address or making…” it should say “…state email address or make…”
5. Section 2.5 of the Social Media Guideline should have more of an explanation about the content of the messages and if they should be archived or not.
6. Section 2.5 and 4.2 reference Schedule 124. The reference should be to “Schedule 124 – State Agencies General Records, Item Numbers 124-1-41, 124-1-49, and 124-7”
7. Yesterday at the webmaster’s meeting we were discussing Social Media in general and the point came up about accessibility and I looked and the new NITC 4-205: Social Media Guidelines say nothing about this. Maybe it should? We did bring up the point that what’s on our Social Media sites should be duplicated somewhat on our websites and those need to be accessible according to the guidelines, maybe that’s worth adding in?

**Nebraska Information Technology Commission**

# FY2011-2013 Biennial Budget Review Timeline

| | Task | Due Date |
|---|---|---|
| 1 | IT Project Proposals due | 9/15/2010 |
| 2 | Projects posted on website | 9/16/2010 |
| 3 | Initial assignment of reviewers by staff and notice sent to Technical Panel members | 9/17/2010 |
| 4 | Reviewers receive projects and scoring sheets by email | 9/20/2010 |
| 5 | Completed scoring sheets due from reviewers | 10/4/2010 |
| 6 | Distribute summary sheets, with reviewer scores and comments, to submitting agencies for comment/response | 10/5/2010 |
| 7 | Agency response due (optional) | 10/8/2010 |
| 8 | **Technical Panel** meeting | 10/12/2010 |
| 9 | **State Government Council** meeting | 10/14/2010 |
| 10 | **Education Council** meeting | 10/28/2010 |
| 11 | NITC meeting documents posted | 11/2/2010 |
| 12 | **NITC** meeting | 11/9/2010 |
| 13 | **Report Submitted to Governor and Legislature** | 11/15/2010 |

**Nebraska Information Technology Commission**
**FY 2011-2013 Biennium**

**Scoring Sheet for Reviewers**

| | |
|---|---|
| Project #: | |
| Agency: | |
| Project Title: | |
| Reviewer: | |

Directions

> This scoring sheet is used to score each section of the IT Project Proposal. The Executive Summary is not scored. Each section on this scoring sheet corresponds to a like-titled section in the proposal. A breakdown of possible scores for each question is provided as a guide for the reviewer.

> Begin by briefly reviewing the entire project proposal to familiarize yourself with the project.

> Score each section using this scoring sheet. Navigate through this scoring sheet by clicking on the tabs at the bottom of the page.

> If you wish to print this scoring sheet, click "File" then "Print…" then select "Entire Workbook" then click "OK"

> At the end of each section, there is room for you to make comments. Your comments -- positive, negative, neutral, or questions raised -- are appreciated and are an important part of the review process. Your comments and those of other reviewers will be provided to both decision makers and the project sponsor. The comments will not be attributed to any specific reviewer and may be edited as appropriate.

> Review your comments and scores, then save this scoring sheet.

> **RETURN THE COMPLETED SCORING SHEET AS AN E-MAIL ATTACHMENT TO rick.becker@nebraska.gov**

**Goals, Objectives, and Projected Outcomes (15 Points)**

Items to look for:
- Description of the project, including: specific goals and objectives; expected beneficiaries of the project; and expected outcomes.
- Description of the measurement and assessment methods that will verify that the project outcomes have been achieved.
- Description of the project's relationship to the agency's information technology plan.

**Reviewer Score:**

<----Enter score from 0-15

**Reviewer Comments:**

Strengths:

Weaknesses:

15-12 Points All items responded to clearly and completely AND the project has clearly identified goals and objectives that will provide valuable benefits.
11-10 Points All items responded to clearly and completely BUT the goals and objectivies are limited or questionable.
OR
Generally incomplete responses or lacking detail. However, the project is in an initial planning stage and the description is adequate.
9-0 Points Generally unclear or incomplete response AND/OR the goals and objectivies are limited or questionable.

**Project Justification / Business Case (25 Points)**

Items to look for:
- Project justification in terms of tangible benefits (i.e. economic return on investment) and/or intangible benefits (e.g. additional services for customers).
- Other solutions that were evaluated, including their strengths and weaknesses, and why they were rejected.
- Is the project the result of a state or federal mandate.

**Reviewer Score:**

| | <----Enter score from 0-25

**Reviewer Comments:**

Strengths:

Weaknesses:

25-20 Points All items responded to clearly and completely AND the project has clearly identified valuable tangible and/or intangible benefits.
OR
The project has a clearly identified mandate.
19-16 Points Generally items responded to clearly and completely BUT the project benefits are limited or questionable.
OR
Generally incomplete responses or lacking detail. However, the project is in an initial planning stage and the description is adequate.
15-0 Points Generally unclear or incomplete responses AND the project benefits are limited or questionable.

**Technical Impact (20 Points)**

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

**Reviewer Score:**

<----Enter score from 0-20

**Reviewer Comments:**

Strengths:

Weaknesses:

20-16 Points All items responded to clearly and completely AND the technical elements are clearly appropriate.
15-13 Points Generally all items responded to clearly and completely BUT some of the technical elements are questionable.
OR
Generally incomplete responses or lacking detail. However, the project is in an initial planning stage and the description is adequate.
12-0 Points Generally unclear or incomplete responses AND the technical elements are questionable.

**Preliminary Plan for Implementation (10 Points)**

Items to look for:
- Description of the preliminary plans for implementing the project.
- Identified project sponsor(s) and examined stakeholder acceptance.
- Description of the project team, including their roles, responsibilities, and experience.
- List of the major milestones and/or deliverables and a timeline for completing each.
- Description of the training and staff development requirements.
- Description of the ongoing support requirements.

**Reviewer Score:**

<----Enter score from 0-10

**Reviewer Comments:**

Strengths:

Weaknesses:

10-8 Points All items responded to clearly and completely AND the project has appropriate preliminary plan for implementation.
7-6 Points All questions responded to clearly and completely BUT the preliminary plan for implementation is questionable.
OR
Generally incomplete responses or lacking detail. However, the project is in an initial planning stage and the description is adequate.
5-0 Points Generally unclear or incomplete responses AND the preliminary plan for implementation is questionable.

**Risk Assessment (10 Points)**

Items to look for:
- Description of possible barriers and risks related to the project and the relative importance of each.
- Identification of strategies which have been developed to minimize risks.

**Reviewer Score:**

<----Enter score from 0-10

**Reviewer Comments:**

Strengths:

Weaknesses:

10-8 Points All items responded to clearly and completely AND the project has limited risks and/or identified risks are adequately addressed.
7-6 Points All questions responded to clearly and completely BUT the project has considerable risks or risks that are inadequately addressed.
OR
Generally incomplete responses or lacking detail. However, the project is in an initial planning stage and the description is adequate.
5-0 Points Generally unclear or incomplete responses AND the project has considerable risks or risks that are inadequately addressed.

**Financial Analysis and Budget (20 Points)**

Review the budget and assign points based on adequacy and reasonableness.

**Reviewer Score:**

[ ] <----Enter score from 0-20

**Reviewer Comments:**

Strengths:

Weaknesses:

20-19 Points Sufficient financial information provided AND clearly reasonable.
18-16 Points Sufficient financial information provided AND likely reasonable.
15-13 Points Sufficient financial information provided BUT some significant elements of the budget are questionable.
OR
Generally incomplete responses or lacking detail. However, the project is in an initial planning stage and the description is adequate.
12-0 Points Insufficient financial information provided AND/OR highly questionable budget.

| Section | Score | Maximum |
|---|---|---|
| **Goals, Objectives, and Projected Outcomes** | 0 | 15 |
| **Project Justification / Business Case** | 0 | 25 |
| **Technical Impact** | 0 | 20 |
| **Preliminary Plan for Implementation** | 0 | 10 |
| **Risk Assessment** | 0 | 10 |
| **Financial Analysis and Budget** | 0 | 20 |
| **TOTAL** | **0** | **100** |

Technical Panel
of the
Nebraska Information Technology Commission

# "Three Questions"

| Technical Panel Checklist | Yes | No | Unk | Technical Panel Comment |
|---|---|---|---|---|
| 1. The project is technically feasible. | ✓ | | | |
| 2. The proposed technology is appropriate for the project. | ✓ | | | |
| 3. The technical elements can be accomplished within the proposed timeframe and budget. | ✓ | | | |