



Montana Secretary of State

AGENCY INFORMATION TECHNOLOGY PLAN



2018



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Mission, Goals, and Objectives



Agency information technology mission, goals, and objectives ([2-17-524\(1\)\(a\)\(b\), MCA](#)).

Mission	The mission of the Montana Secretary of State is to help commerce thrive, promote democracy, and to record history for future generations. Our vision is to be the best run agency in State Government and deliver immaculate service in everything we do.
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		State Strategic Plan Goal/Objective Reference	Agency Goal/Objective Reference
Goal One	Enhance System Security	Goal 1. Secure	Improve data security
Objective One	Develop a System Security Plan	Objective 1.1	Implement IT security plan
Objective Two	Fully Implement Multi-Factor Authentication for State and County Employees	Objective 1.1	Improve data security
Objective Three	Protect Secretary of State Systems by leveraging partnerships established by MT-ISAC to enhance information sharing, outreach and risk awareness	Objective 1.3	Improve data security

		State Strategic Plan Goal/Objective Reference	Agency Goal/Objective Reference
Goal Two	Provide immaculate customer service in everything we do	Goal 3	Provide immaculate customer service in everything we do
Objective One	Implement a State-of-the-Art website	Objective 3.1 Leverage and deploy technologies that provide a modern experience for citizens and employees that access government data and services.	Expedite development and bring innovative solutions to SOS and our customers.
Objective Two	Deliver mobile access to state services for citizens, businesses and state employees	Objective 3.1	Enable business customer to file quickly, securely, and easily with the Secretary of State's Office.

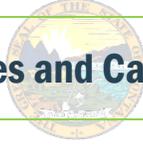
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Objective Three			

		State Strategic Plan Goal/Objective Reference	Agency Goal/Objective Reference
Goal Three	Efficiency through automation	Goal 3	Ensure Continuous Improvement.
Objective One	Implement a completely on-line business filing system/process.	Objective 3.1	Enable business customer to file quickly, securely, and easily with the Secretary of State's Office. Paperless system creates agency efficiencies.
Objective Two	Implement Perceptive content for HR and AP processing.	Objective 3.1	Paperless system creates agency efficiencies.
Objective Three			

Link to Agency Goals and Objectives	sosmt.gov

Resources and Capabilities



Current information technology resources and capabilities ([2-17-524\(1\)\(c\)\(d\), MCA](#)).

Information Technology Resources

Summary of information technology resources:

Bureau / Unit Name	Number of FTE	Primary Function / Mission
Information Technology	1	IT Director
	1	Web Developer
	1	IT Project Manager
	1	IT Subject Matter Expert
SITSD Contract	4	Desktop Support

Information Technology Capabilities

Summary of Systems:

Name	Description	Purpose
MT VOTES (SVRS) - Statewide Voter Registration System	Statewide Voter Registration System	County election administrators system for Voter Registration
Electronic Statewide Election Reporting System (eSERS)	Election Night Reporting and Canvass System	Election Night Reporting
Secretary of State Information Management System (Catalyst BE)	On-line Business Registry System	Business customers register their business, file required documentations and pay for on-line.
Secretary of State Information Management System (Catalyst UCC)	Uniform Commercial Codes	Business File UCC liens and pay fees
ARM	Administrative Rules of Montana	Publish the Administrative Rules of Montana for all state agencies

Summary of Hardware:

Appliances: Devices designed for internet access and specialized business use, but without capabilities of a fully-equipped server. Appliances can be physical or virtual. Include all chassis, tape systems, firewalls, switches, KVM's, and USB Anywhere devices. Do not include appliances hosted by SITSD.

Total Number of Appliances	0
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Physical Servers: Include physical servers that are used for virtualization. Do not include servers hosted by SITSD.

Total Number of Physical Servers	0
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Virtualized Servers: Do not include servers hosted by SITSD.

Total Number of Virtualized Servers	0
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Storage: SANs and NASs. Do not include storage hosted by SITSD.

Total Usable Storage Space	0
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Devices: Currently in service including, but not limited to desktops, laptops, mobile devices, printers, cameras, etc.

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Device Type	Quantity	Estimated Replacement Value
Desktops	46	\$50,600
Laptops	18	\$39,065
Printers	6	\$2,640
Cameras	2	\$1,760
Scanners	11	\$40,833
Continue entering applicable items.		
Continue entering applicable items.		

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Agency information technology projects ([2-17-524\(1\)\(e\)\(f\)\(2\), MCA](#)).

Perceptive Software		
Operations		
Project / Program purpose and objectives	Facilitate the capturing, organizing, indexing, retrieving and storage of documents pertaining to the HR process. In addition, automating the Accounts Payable Process for the agency.	
IT Goal and Objective Reference	Efficiency through automation	
Estimated start date	2/1/2018	
Estimated delivery date	6/30/2018	
Estimated cost	\$135,664	
HB 10 Request	No	
Funding source one	Proprietary	\$135,664
Funding source two	Funding Source	Amount Allocated
Funding source three	Funding Source	Amount Allocated
Annual costs upon completion	\$12,385	
Status of the project as of March 31, 2018 . Indicate % completed and status of funds expended.	20% complete - \$12,240 expended	

Project Name		
Division		
Project / Program purpose and objectives		
IT Goal and Objective Reference		
Estimated start date	Click or tap to enter a date.	
Estimated delivery date	Click or tap to enter a date.	
Estimated cost		
HB 10 Request	Choose an item.	
Funding source one	Funding Source	Amount Allocated
Funding source two	Funding Source	Amount Allocated
Funding source three	Funding Source	Amount Allocated
Annual costs upon completion		
Status of the project as of March 31, 2018 . Indicate % completed and status of funds expended.		

Contact Information



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