



Governor's Office

**Agency Information Technology Performance Report
2017 Biennial Report**

Please complete this report by close of business October 25, 2016.

Please upload your final Performance Report and all applicable spreadsheets to your individual Agency folder in the Biennial Reporting SharePoint Site found at:

<https://ent-sp1.mt.gov/sites/bienrpt/layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx>.

MCA [2-17-521\(4\)](#) requires the Department of Administration to prepare a biennial report on Information Technology (IT) based on the Agency IT Plans and Performance Reports required under MCA [2-17-524](#).

This performance report evaluates progress made towards the objectives articulated in your 2014 Agency IT Plan, which can be found at:

<https://ent-sp1.mt.gov/sites/bienrpt/layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx>.

Please answer each section below based on your 2014 Agency IT Plan (*add lines to the tables as needed*).

Section 1: An evaluation of the Agency’s performance relating to IT (MCA [2-17-524\(3\)\(a\)](#)).

- Referencing the goals and objectives noted in Section 10 of your 2014 Agency IT plan, please fill in the table below with the information for each goal and objective.
 - 2014 Agency IT plans can be found in your Agency folder located at <https://ent-sp1.mt.gov/sites/bienrpt/layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx>.
- Please provide an update on the efforts to implement your Agency 2014 IT goals and objectives. Your update may include how a goal/objective has advanced the Agency mission.

GOAL	OBJECTIVES	UPDATE
Manage constituent contacts to the office of the Governor in a timely and efficient manner.	Constituent contact tracking software application - Microsoft Dynamic CRM.	The CRM application has been implemented for tracking constituent requests. There are some customizations that still need to be implemented, as well as some adjustments to fit the needs of the Constituent Affairs department.
	Mass email distribution system.	The mass email distribution system has not yet been implemented due to budgetary constraints. Communication with the vendor is still open.
Ongoing effective budget preparation.	Continue ongoing maintenance of existing systems to ensure stability and availability.	The current budget software that is being utilized is adequate but several aspects need updating. A plan is being formulated to improve UI for the end-users.
	Partner with the DOA MBARS group to develop and implement an upgrade from MBARS to IBARS.	This project has been completed.
Utilize IT resources to make it easier for local entities such as local Economic Development organizations, individuals, or	BEAR – Statewide Business Expansion and Retention - Provision of Executive Pulse software and software maintenance for the state, all counties, and local economic development organizations. This software allows users to conduct expansion and retention surveys of all business sectors and immediately determine red-flag issues and problems that impede or assist economic development in a specific locale.	This project has not been reviewed since the changeover in programming analyst.

companies to expand a business, relocate a business, or start a business in Montana.		
	Main Street Montana – The Governor’s Office and the leadership team for the Main Street Montana Project (MSMTP) are utilizing Microsoft SharePoint 2010 as the tool to coordinate and track activities and documents associated with the MSMTP. SharePoint offers a centralized calendar system in which multiple users can add and track relevant activities. SharePoint provides the capability of centrally managing all documents (Word documents, PowerPoint presentations, Excel spreadsheets, etc.) to ensure proper communication and version control with multiple people and agencies providing input. A Statewide network utilizing SharePoint will be developed so that stakeholders from all facets relating to the success of MSMTP are able to effectively, and efficiently, communicate and collaborate with each other.	This project has not been reviewed since the changeover in programming analyst.

Section 2: An assessment of progress made toward implementing the Agency IT Plan (MCA [2-17-524\(3\)\(b\)](#)).

- Please detail progress made toward completing IT projects identified under section 11 of your 2014 Agency IT Plan.
 - Your Agency plan can be found in your Agency folder located at https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx.
- Please include project cost, schedule and completion information.

ITEM	DESCRIPTION	ACTUAL AS OF JUNE 30, 2016
Project Name		
Agency / Division		
Project / Program purpose and objectives		
Estimated start date		
Estimated cost		
Funding source – 1		
Funding source – 2		
Funding source – 3		
Annual costs upon completion		
Status of the project as of June 30, 2016. Indicate % completed and status of funds expended.		

Section 3: An inventory of agency information services, equipment and proprietary software (MCA [2-17-524\(3\)\(c\)](#)).

To collect data on “information services” and “proprietary software”, we are leveraging LDRPS (L10). Our goal is to utilize and maintain LDRPS as the authoritative source for this information.

- Please verify the information in the LDRPS Spreadsheet, making any necessary updates or additions.

- Please email your updated spreadsheet to Dawn Pizzini, subject matter expert, at dpizzini@mt.gov.
 - The LDRPS spreadsheet can be found in your Agency folder located at <https://ent-sp1.mt.gov/sites/bienrpt/layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx>.
 - We will pull a final LDRPS Spreadsheet for submission as part of the Biennial Report based on your Agency's input.

For "equipment", we are utilizing the standard Agency Inventory Template Spreadsheet we have used for past biennial reporting and that we are currently using to gather information for the IT Convergence project. The spreadsheet can be found in your Agency folder located at <https://ent-sp1.mt.gov/sites/bienrpt/layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx>.

- If you **have** already provided your inventory for the IT Convergence project, please fill out the last tab labeled **DEVICES**.
 - Please review the entire workbook for accuracy and make any necessary changes.
- If you **have not** provided this inventory, please fill out the entire workbook.

Questions can be directed to:

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