

**Annual Audit Report
 Corrective Action Plan: Audit Report #11DP-13
 Strengthening Processes Related to IT Governance
 Department of Administration
 August 30, 2014**

Agency	Recommendation #	Does this affect a federal program?	CFDA # (if previous YES)	Management View	CAP – Corrective Action Plan	Person responsible for CAP	Target Date	Implementation Status
61010	Recommendation #1 We recommend the Department of Administration modify its agency IT plan template and review process to ensure completeness and continuity.	No		Concur	The Department will continue its work to update the IT Plan template, clarify instructions, and review criteria to ensure planning and reporting is complete and consistent from one biennium to the next.	Kyle Hilmer	1/1/2014	Completed 7/15/2014 The agency IT Plan and Performance Report Templates were amended to insure all agency plans were complete prior to approval. 2014 Agency Performance Reports now include a section for reporting the status of projects and initiatives identified in their previous agency IT plans.
61010	Recommendation #2 We recommend the Department of Administration expand project management policy guidance and reporting procedures for state agencies.	No		Concur	The Department will continue to work to expand project management policy guidance and reporting procedures. The Department expects to complete its work developing a Project Management Standard by July 1, 2012.	Tammy LaVigne	7/1/2012	Completed 7/1/2012 The Project Management Standard and Guideline are complete and will be included in the Policy Realignment Project referenced in Recommendation #3.

Agency	Recommendation #	Does this affect a federal program?	CFDA # (if previous YES)	Management View	CAP – Corrective Action Plan	Person responsible for CAP	Target Date	Implementation Status
61010	Recommendation #3 We recommend the Department of Administration clearly delineate information technology policies and formalize a systematic policy development process.	No		Concur	The Department is currently clarifying and streamlining all policy documents, including a restructure of its formalized policy development process.	Lynne Pizzini	12/31/2014	On track 12/21/2014 SITSD has recently moved all enterprise information technology policies to the new mom.mt.gov policy system. SITSD has established a policy development, update, and exception process and is formalizing it. A new policy analyst was recently hired and will be completing an analysis of all current enterprise IT policies and doing updates on them by 12/31/2014.