

State of Montana Information Technology Managers Advisory Council

Council Business Meeting March 5, 2014 - 10:00 – 12:00 Room 152 – State Capitol

Welcome and Introductions (10:00 - 10:15)

- Michael Sweeney, Chair
 - ACTION ITEM: Approval of February minutes
- Ron Baldwin, State CIO Update

Business (10:15 – 11:50)

- Long Range IT Projects – Tammy LaVigne (2 minutes)
- Montana Data Portal – Audrey Hinman (15 minutes)
- User ID and Password Proposal – Lynne Pizzini (10 Minutes)
<http://ent.sharepoint.mt.gov/groups/ecs/Shared%20Documents/Access%20Control%20and%20Verification%20Governance%20Committee/User%20ID%20and%20Password%20Proposal%2002212014.doc>
- New Services
 - Project Management Tool Continued from February discussion– Jerry Marks (5 minutes)
- VOIP Strategy – Kris Harrison (10 minutes)

BREAK

- FTM – Jennifer Alger (10 minutes)
- Billing System – Jennifer Alger (3 minutes)
- LFC Project Portfolio – Kris Wilkinson (5 minutes)
- ITMC Work Plan – Michael Sweeney (25 minutes)
- ITMC Executive Membership – Michael (5 minutes)

Standing Agenda Items (11:50 – 11:55)

- Posted Reports
 - Recommended Security Requirements for RFPs
 - Long-Range Planning Timeline

Adjournment (11:55-12:00)

- **Next Meeting – April 2**
- **Member Forum**
- **Public Comment**
- **Adjourn**

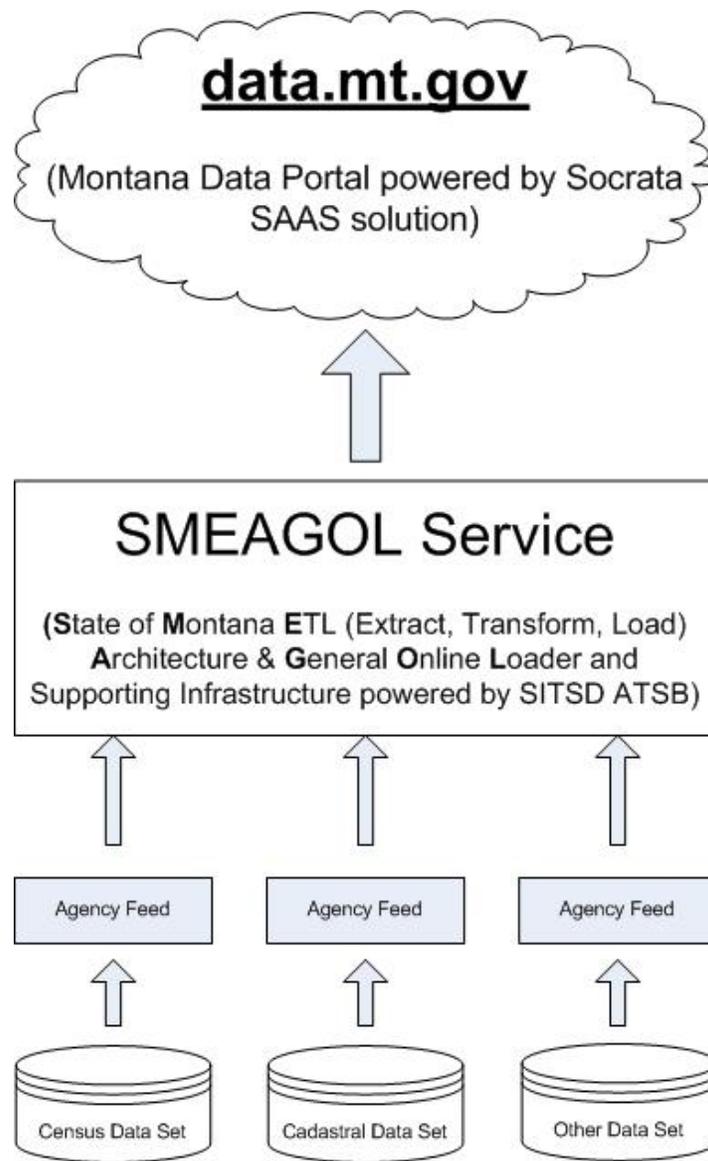
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data.mt.gov

Your path to the data you need



Technical Architecture



SMEAGOL Service

The following components and functionality make up the SMEAGOL service that is provided by the Application Technology Services Bureau (ATSB) in SITSD.

Directs the data push of data sets into the portal; this will facilitate the migration to another tool and reduces the overall effect of a change in direction away from Socrata

Automation of the collection of data from data sets across the State

Application programming interfaces (APIs) provided by Socrata

Monitoring tools for monitoring the health and well-being of all aspects of the portal

Control M scripts, other scripts, and applications as needed; all held in ATSB's source control

Documentation

Knowledge base for support questions

Feedback and Assistance needed from the Information Technology Advisory Council

- 1. Identifying data sets for the portal and prioritizing them**
- 2. Spreading the word, help advertising, garnering support**

ITMC Work Plan Next Steps - 3.5.2014

Now that we've broadly agreed on the priorities and actions of the work plan, it is time to get to the details of working the plan. I've excerpted [parts of the plan](#) into this document to help facilitate our discussion. Generally, I have proposed breaking down the plan into the three identified priorities and chartering working groups for each to further refine or actually proceed with conducting the specified actions. Of course, that is open for discussion and your suggestions and participation are needed.

GOVERNANCE PRIORITY – While respecting the federated structure of IT operations in state government, we also recognize the value and necessity of working together as an enterprise. We also understand that we also need to be able to measure our performance as an enterprise and tell the story of [all](#) IT in the State of MT.

- **Make the ITMC Work Plan a duty of the ITMC Executive Board with refreshing of the Work Plan yearly.** A plan that is revised annually to reflect the changing makeup and priorities of the ITMC Executive Board and the IT environment of the State ensures that ITMC doesn't fall back to irrelevancy or apathy. The ITMC Executive Board should also ensure the regular operational activities of ITMC and the executive board are identified and conducted in a timely fashion.

This action has been revised to include ITMC operational activities that recur each year or regularly, such as elections and the IT Conference awards and activities that ITMC sponsors. I will work with the executive board to complete this for this year.

The other governance actions are:

- **Revamp the ITPR process so that it is driven to develop a clearinghouse of what agencies are doing, buying and when.** This also ties into the agency IT Strat Plans (what we're now calling our operational or tactical plans).
- **Develop an enterprise IT Project Inventory/Portfolio that includes [all](#) projects.** This would be internal and NOT an LFC reporting mechanism, although it could feed such. We need something operational and not constrained by political influence. Done correctly, the open exchange of information will help foster accountability and cooperation.
- **Inventory and charter all "enterprise working groups"** such as the ISMG, NMG, and any others so everyone knows what they are supposed to do (purpose), how they operate (membership, meetings, how decisions are made), reporting, etc.

POSSIBLE ACTIONS: Propose chartering a Governance Working Group to refine these or identify the specific action and proceed with it.

SHARED SERVICES PRIORITY – There are areas where we can and should work together to develop shared services. Even though this may result in unequal cost allocations we resolve to work through them in a manner that benefits the enterprise.

SHARED SERVICES ACTIONS:

- **Develop an IT Services Governance Group** – This group will assist SITSD in vetting and developing all SITSD enterprise services and investments. They will also participate in the shutdown and decommissioning of enterprise services that are no longer needed or are forecast to decline.
- **Identify Services that are candidates for shared services** – This effort will identify, inventory and prioritize services provided by both SITSD and agencies that are candidates to become shared or enterprise services.

POSSIBLE ACTIONS: Propose chartering a Shared Services Working Group to refine these or identify the specific action and proceed with it. It would be nice for someone with a strong interest in this topic to chair this group and provide some leadership to the effort.

SECURITY PRIORITY – We’ve heard over and over and over that a lack of resources (mainly people with the expertise needed) is hampering our ability to develop agency level security programs, policies, processes and tools at a pace in compliance with the State’s adoption of the NIST standards. We need to work together to find the resources or lobby our respective leaderships for the needed resources. 20 voices saying the same thing is much more effective than one.

SECURITY ACTIONS:

- **Create a Statewide Security Coalition or Task Force tasked with addressing the number one security concern: Lack of resources.** Include all branches (Leg, Judicial and Exec.) and locals and universities where possible. This group will be responsible for obtaining the funding/resources necessary to meet the requirements of MCA 2-155...security program statute and perhaps other statutory or operational requirements of non-exec branch participants. We’re only secure as our weakest link.

POSSIBLE ACTIONS: This one is a little trickier. We already have the ISMG group, SITSD has a Chief Security Officer so we already have groups focused on security at the Enterprise level. Per the action item and with the upcoming legislative session, is now the time to pursue more funding and if so, is a task force or coalition appropriate. Or do we possibly better support and participate on the current efforts (two-factor authentication, ID management, enterprise risk assessment) being conducted that were funded last session?

Reporting to ITMC

Information Owner
Name: Lynne Pizzini
Organization & Work Unit: State Information Technology Services Division
Phone: 444-9127
Email: lpizzini@mt.gov
Website (if applicable):

Information	
<input checked="" type="checkbox"/> Informational <input type="checkbox"/> Issue <input type="checkbox"/> Action Needed <input type="checkbox"/> Other:	
Name of Service, Program, Project or Issue: Recommended Security Requirements for RFPs	
Description: The Information Security Managers Group has been working over the last few months to put together a recommended list of information that should be included in Requests for Proposals for Information Technology purchases for the State of Montana. These recommendations are contained in the document at the link listed at the bottom of this document.	
Impact: Impacts all state agencies.	
Key Dates:	
Other information and list any attachments: http://sitsd.sharepoint.mt.gov/entops/isso/extsec/Shared%20Documents/Recommended%20RFP%20Security%20Requirements%2001232014.docx	

Information Technology
 Long-Range Planning
 2017 Biennium

Montana statute does not set criteria for funding request to be included in HB10, however, the following serve as general guidelines for classifying a project as a major information technology project:

- A funding request that is long-term (crosses a biennium)
- A funding request of \$500,000 or more
- A funding request of \$100,000 or more and also comprises 25% or more of an agency’s budget

DATE	OPBB	SITSD	
February 5		Publish Agency IT Strategic Plan Template and Instructions; offers training. mt.gov - Montana's Official State Website	
March 1		Deliver State Strategic Plan to Governor (2-17-522 MCA)	Statutory
February 11 - 12		Agency IT Template Training	
March 13- 14		Deliver State Strategic Plan to the Legislative Finance Committee (2-17-522 MCA)	Statutory
March 15		Publish Agency IT Supplement documents and instructions	
April 1		State Strategic Plan Published (2-17-522 MCA)	Statutory
April 2	MBARS IT module available to input "Initiative Supplements"		
March - May		State CIO/Agency IT Project Conferences (2-17-526 MCA)	Statutory
April 16	Agency IT Plans due to SITSD	Agency IT Plans due to SITSD	
April – May		Review Agency IT Plans, obtain clarifications, and request changes	
May 7	Agency IT Supplements due in MBARS and to SITSD		
May 31		Recommendations to the CIO for approval of Agency IT Plans (each recommendation is due no later than 60 days after receipt of an Agency IT Plan)	
June 30		Final Date for CIO approval of Agency IT Plans (2-17-527 MCA)	Statutory
June – October	Coordinate Information technology project budget summary (2-17-526 MCA)	Coordinate Information technology project budget summary (2-17-526 MCA)	Statutory
November 15	Transmit the information technology budget request summary to the LFD(17-7-112 MCA)		

2-17-526. Information technology project budget summary. (1) (a) The office of budget and program planning, in cooperation with the department, shall prepare a statewide summary of:

(i) proposed major new information technology projects contained in the state budget; and
(ii) proposed major information technology projects impacting another state agency or branch of government to be funded within the current operating budgets, including replacement of or upgrade to existing systems.

(b) The office of budget and program planning and the department shall jointly determine the criteria for classifying a project as a major information technology project.

(2) The information technology project summary must include:

(a) a listing by institution, agency, or branch of all proposed major information technology projects described in subsection (1). Each proposed project included on the list must include:

(i) a **description** of what would be accomplished by completing the project;
(ii) a **list of the existing information technology applications for all branches of government that may be impacted** by the project;
(iii) an **estimate, prepared in consultation with the impacted agencies, of the costs and resource impacts on existing information technology applications;**
(iv) the **estimated cost** of the project;
(v) **the source for funding the** project, including funds within an existing operating budget or a new budget request; and
(vi) the **estimated cost of operating information technology systems.**

(b) a listing of **internal service rates** proposed for providing information technology services. Each internal service rate included on the list must include:

(i) a **description of the services** provided; and
(ii) a breakdown, aggregated by fund type, of requests included in the state budget to support the rate.
(c) any other information as determined by the budget director or the department or as requested by the governor or the legislature.
(3) The information technology project summary must be presented to the legislative fiscal analyst in accordance with [17-7-111\(4\)](#).

17-7-111a(4) The budget director shall prepare and submit to the legislative fiscal analyst in accordance with [17-7-112](#):

(a) detailed recommendations for the state long-range building program. Each recommendation must be presented by institution, agency, or branch, by funding source, with a description of each proposed project.

(b) a statewide project budget summary as provided in [2-17-526](#);

17-7-204. Long-range building program. *The executive budget for all state agencies must include detailed recommendations for the state long-range building program presented in order of importance by fund type. Each recommendation must be presented by agency or branch by funding source, with a description of each proposed project, an explanation of the problem to be addressed by the proposed project, alternative methods of addressing the problem, the rationale for the selection of a particular alternative, and a projection of increased operating costs incident to the project for the next three bienniums.*

Cathy Duncan Request:

Although not necessarily a complete list, but my understanding is the legislators are requesting to see at a minimum the following:

- A strong and adequate logical justification (that is my description from the legislators comments. They presume this has already been done internally before SITSD has proposed the project move forward with a funding request)
 - What is the reason the new system is being considered for acquisition (or replacement if replacing an existing system)
 - What alternatives have been considered
 - Why the particular alternative was decided upon
- Future cost analysis/change in costs into the future (a projection of increased/decreased/or static operating costs incident to the project for at least three biennia beyond acquisition and installation of the new system)
 - (this is what we have been working on)
 - Will O&M costs increase or decrease (compared to the status quo)
 - Will the new system require more or less FTE (more, less, or the same)
 - Will IT rates increase/decrease/stay the same
 - Will expenditures on maintenance contracts increase/decrease/stay the same

Additionally, the legislators are thinking that you have some sort of a system to prioritize project requests and would be interested in knowing what it is, what criteria are weighed, and how the criteria are weighted. They would like to know how projects are prioritized and believe it would be good in the work of the subcommittee to have that information available.