



Department of XXX

2018 Agency Information Technology Biennial Performance Report

This report is due by close of business April 30, 2018. Please upload your final report and all applicable documents to your individual agency folder in the biennial reporting SharePoint site:

[https://ent-sp1.mt.gov/sites/bienrpt/layouts/15/start.aspx#/.](https://ent-sp1.mt.gov/sites/bienrpt/layouts/15/start.aspx#/)

The Department of Administration State Information Technology Services Division shall prepare a biennial report on information technology based on agency information technology plans and performance reports ([2-17-521, MCA](#)).

Each agency shall prepare and submit a biennial performance report that evaluates progress toward the objectives articulated in its 2016 information technology plan ([2-17-524, MCA](#)). The 2016 agency information technology plans can be found at: [https://ent-sp1.mt.gov/sites/bienrpt/layouts/15/start.aspx#/.](https://ent-sp1.mt.gov/sites/bienrpt/layouts/15/start.aspx#/)

Agency information technology plan and performance report format and content requirements are found in [2-17-524, MCA](#).

Agency information technology plan and performance report review and approval requirements are found in [2-17-527, MCA](#).

Please answer each section below based on your 2016 agency information technology plan (add lines and tables as needed).

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

Each agency’s information technology performance report must include:

- An evaluation of the agency’s performance relating to information technology.
 - Referencing the goals and objectives noted in Section 10 of your 2016 agency information technology plan, fill in the table below with the information for each goal and objective.
 - Provide an update on the efforts to implement your 2016 agency information technology goals and objectives. Your update may include how a goal/objective has advanced the agency mission.
 - 2016 agency information technology plans can be found in your dedicated agency folder located at: [https://ent-sp1.mt.gov/sites/bienrpt/ layouts/15/start.aspx#](https://ent-sp1.mt.gov/sites/bienrpt/layouts/15/start.aspx#/).

GOAL	OBJECTIVES	UPDATE

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Section 2: Assessment of progress ([2-17-524\(3\)\(b\), MCA](#)).

Each agency's information technology performance report must include:

- An assessment of progress made toward implementing the agency information technology plan
 - Detail progress made toward completing information technology projects identified under section 11 of your 2016 agency information technology plan.
 - Include project cost, schedule, and completion information.
 - 2016 agency information technology plans can be found in your dedicated agency folder located at: https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#.

Project Name		
Division		
Project / Program purpose and objectives		
Estimated start date	Click or tap to enter a date.	
Estimated delivery date	Click or tap to enter a date.	
Estimated cost		
Funding source – 1	Funding Source	Amount Allocated
Funding source – 2	Funding Source	Amount Allocated
Funding source – 3	Funding Source	Amount Allocated
Annual costs upon completion		
Status of the project as of March 31, 2018 . Indicate % completed and status of funds expended.		

Project Name		
Division		
Project / Program purpose and objectives		
Estimated start date	Click or tap to enter a date.	
Estimated delivery date	Click or tap to enter a date.	
Estimated cost		
Funding source – 1	Funding Source	Amount Allocated
Funding source – 2	Funding Source	Amount Allocated
Funding source – 3	Funding Source	Amount Allocated
Annual costs upon completion		
Status of the project as of March 31, 2018 . Indicate % completed and status of funds expended.		

Project Name		
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Estimated cost		
Funding source – 1	Funding Source	Amount Allocated
Funding source – 2	Funding Source	Amount Allocated
Funding source – 3	Funding Source	Amount Allocated
Annual costs upon completion		
Status of the project as of March 31, 2018 . Indicate % completed and status of funds expended.		

Section 3: Inventory (2-17-524(3)(c), MCA).

Each agency’s information technology performance report must include:

- An inventory of agency information services, equipment, and proprietary software.
 - To collect data on “information services” and “proprietary software”, we are leveraging LDRPS (L10) – Assurance CM. Our goal is to utilize and maintain LDRPS – Assurance CM as the authoritative source for this information.
 - Please verify the information in the LDRPS – Assurance CM Spreadsheet, making any necessary updates or additions.
 - Please email your updated spreadsheet to Dawn Pizzini, subject matter expert, at dpizzini@mt.gov.
 - The LDRPS -Assurance CM spreadsheet can be found in your dedicated agency folder located at [https://ent-sp1.mt.gov/sites/bienrpt/ layouts/15/start.aspx#/](https://ent-sp1.mt.gov/sites/bienrpt/layouts/15/start.aspx#/).
 - Ensure you complete both sheets – **Applications and Software**.
 - We will pull a final LDRPS-Assurance CM Spreadsheet for submission as part of the State Biennial Report based on your agency’s input.
 - For “equipment”, we are utilizing the standard agency inventory template.
 - Fill in the following tables completely.

Facilities: Any location that houses servers, appliances, or storage for your agency.

Facility Name	Street Address, City, Location details (room, floor, etc....)	HVAC (Y/N)	Fire Suppression (Y/N)	Conditioned Power (Y/N)	Battery Backup (Y/N)	Generator (Y/N)	Controlled Access (Y/N)	30 Minute Onsite Support (Y/N)
State of Montana Data Center (SMDC)	490 18 th Street, Helena	Y	Y	Y	Y	Y	Y	Y
Miles City Data Center (MCDC)	114 South Haynes Avenue, Miles City	Y	Y	Y	Y	Y	Y	Y

Appliances: Devices designed for internet access and specialized business use, but without capabilities of a fully-equipped server. Can be physical or virtual. Include all chassis, tape systems, firewalls, switches, KVM's, and USB anywhere devices.

Appliance Name	
Manufacturer	
Model Number	
Serial Number	
Asset Number	
Purchase Date	
Support End Date	
Leased (Y/N)	
Power Usage (Watts)	
Location	
Hardware with Offsite DR (Y/N)	

Appliance Name	
Manufacturer	
Model Number	
Serial Number	
Asset Number	
Purchase Date	
Support End Date	
Leased (Y/N)	
Power Usage (Watts)	
Location	
Hardware with Offsite DR (Y/N)	

Non-Virtualized Servers: Should also include physical servers that are used for virtualization.

Server Name	
Manufacturer	
Model Number	
Serial Number	
Asset Number	
Purchase Date	
Support End Date	
Leased (Y/N)	
Power Usage (Watts)	
Operating System	
Local Disk (GB)	
Local Disk Used (GB)	
SAN Attached (Y/N)	
Location	
Hardware with Offsite DR (Y/N)	

Server Name	
Manufacturer	
Model Number	
Serial Number	
Asset Number	
Purchase Date	
Support End Date	
Leased (Y/N)	
Power Usage (Watts)	
Operating System	
Local Disk (GB)	
Local Disk Used (GB)	
SAN Attached (Y/N)	
Location	
Hardware with Offsite DR (Y/N)	

Virtualized Server Environments

Environment Name	Virtualization Platform	Total Virtual Servers	Total Hosts	Location	Hardware with Offsite DR (Y/N)

Storage: SANs and NASs

Manufacturer	
Model Number	
Serial Number	
Asset Number	
Purchase Date	
Support End Date	
Leased (Y/N)	
Power Usage (Watts)	
Total Space Available (GB)	
Total Space Used (GB)	
Location	
Hardware with Offsite DR (Y/N)	

Manufacturer	
Model Number	
Serial Number	
Asset Number	
Purchase Date	
Support End Date	
Leased (Y/N)	
Power Usage (Watts)	
Total Space Available (GB)	
Total Space Used (GB)	
Location	
Hardware with Offsite DR (Y/N)	

Devices: Currently in service including, but not limited to desktops, laptops, mobile devices, printers, cameras, etc.

Device Type	Quantity	Estimated Replacement Value

Questions can be directed to:
Jennifer Schofield
State Information Technology Services Division
State CIO Support
jschofield@mt.gov
406.444.2926
406.444.2700

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