Department of XXX

2018 Agency Information Technology Plan

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#/.

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 state agency is required to develop and maintain an agency information technology plan (2-17-523, MCA).

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 (add lines and tables as needed).

Section 1: Agency information technology plans ([2-17-524(1)(a)(b), MCA](#)).

Each agency's information technology plan must include:

- a statement of the agency's mission, goals, and objectives for information technology, including a discussion of how the agency uses or plans to use information technology to provide mission critical services to Montana citizens and businesses.
- an explanation of how the agency's mission, goals, and objectives for information technology support and conform to the state strategic information technology plan, located at: http://sitsd.mt.gov/Governance/IT-Plans.

Mission:

Strategic Plan Goal/Objective Reference

Goal One:	
Objective One:	
Objective Two:	
Objective Three:	

Strategic Plan Goal/Objective Reference

Goal Two:	
Objective One:	
Objective Two:	
Objective Three:	

Strategic Plan Goal/Objective Reference

Goal Three:	
Objective One:	
Objective Two:	
Objective Three:	

Section 2: Agency's current information technology resources and capabilities ([2-17-524(1)(c)(d), MCA](#)).
Each agency's information technology plan must include:
- a baseline profile of the agency's current information technology resources and capabilities that:
  - includes sufficient information to fully support state-level review and approval activities; and
  - will serve as the basis for subsequent planning and performance measures.
- an evaluation of the baseline profile that identifies real or potential deficiencies or obsolescence of the agency's information technology resources and capabilities.

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 18th 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

Section 3: Agency information technology projects (2-17-524(1)(e)(f)(2), MCA).

Each agency's information technology plan must:

- Include a list of new projects and resources required to meet the objectives of the agency's information technology plan. The investment required for the new projects and resources must be developed using life-cycle cost analysis, including the initial investment, maintenance, and replacement costs, and must fulfill or support an agency's business requirements. Provide estimated schedules and funding required to implement identified projects.
- Project activities and costs over a six-year time period, consisting of the biennium during which the plan is written or updated and the two subsequent biennium's
- New investments in information technology can be included in the Governor's budget only if the project is contained in the approved agency information technology plan (2-17-523(3), MCA).

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.		

Questions can be directed to:
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