DEPARTMENT NAME

AGENCY INFORMATION TECHNOLOGY PLAN

2018

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General Instructions

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#/Agency%20Information/.

If you are attached to another agency, your individual folder is located within the overarching agency folder. All attached-to-agencies information should be reported within the overarching agency plan.

The Department of Administration (DOA) State Information Technology Services Division (SITSD) 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).

Format and content requirements are found in 2-17-524, MCA.

Review and approval requirements are found in 2-17-527, MCA.

SITSD will adhere to the exemptions as defined in 2-17-516, MCA and 2-17-546, MCA.

Answer each section below (add lines and tables as needed).

Mission, Goals, and Objectives

Agency information technology mission, goals, and objectives (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	

		State Strategic Plan Goal/Objective Reference	Agency Goal/Objective Reference
Goal One			
Objective One			
Objective Two			
Objective Three			

		State Strategic Plan Goal/Objective Reference	Agency Goal/Objective Reference
Goal Two			
Objective One			
Objective Two			
Objective Three			

		State Strategic Plan Goal/Objective Reference	Agency Goal/Objective Reference
Goal Three			
Objective One			
Objective Two			
Objective Three			

Link to Agency Goals and Objectives	
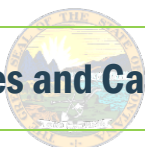
Resources and Capabilities

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:
  - o includes sufficient information to fully support state-level review and approval activities; and
  - o 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.

Information Technology Resources

The most current version of your agency detailed organizational chart(s) will be utilized for the baseline profile of the agency's information technology resources.

- Upload all organizational chart(s) to your dedicated agency folder located at: https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/.

Summary of information technology resources:
Fill in the following table related to resources.

Bureau / Unit Name	Number of FTE	Primary Function / Mission

Information Technology Capabilities

Summary of Systems:

Fill in the following table related to systems. This information is derived from the agency LDRPS – Assurance CM spreadsheet located in your dedicated agency folder: https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/.

Name	Description	Purpose

Summary of Hardware:

Fill in the following tables related to hardware. This information is derived from the detailed agency inventory spreadsheet located in your dedicated agency folder: https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/.

Appliances: Devices designed for internet access and specialized business use, but without capabilities of a fully-equipped server. Appliances can be physical or virtual. Include all chassis, tape systems, firewalls, switches, KVM's, and USB Anywhere devices. Do not include appliances hosted by SITSD.

Total Number of Appliances	

Physical Servers: Include physical servers that are used for virtualization. Do not include servers hosted by SITSD.

Total Number of Physical Servers	

Virtualized Servers: Do not include servers hosted by SITSD.

Total Number of Virtualized Servers	

Storage: SANs and NASs. Do not include storage hosted by SITSD.

Total Usable Storage Space	

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

Device Type	Quantity	Estimated Replacement Value
Desktops		
Laptops		
Mobile Devices (tablets, phones, etc.)		
Printers		
Cameras		
Continue entering applicable items.		
Continue entering applicable items.		
Continue entering applicable items.		

Projects

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 bienniums.

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		
IT Goal and Objective Reference		
Estimated start date	Click or tap to enter a date.	
Estimated delivery date	Click or tap to enter a date.	
Estimated cost		
HB 10 Request	Choose an item.	
Funding source one	Funding Source	Amount Allocated
Funding source two	Funding Source	Amount Allocated
Funding source three	Funding Source	Amount Allocated
Annual costs upon completion		
Status of the project as of **March 31, 2018**. Indicate % completed and status of funds expended.		

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Status of the project as of **March 31, 2018**. Indicate % completed and status of funds expended.		

Contact Information

Agency Director / Administrator

Name	
Phone Number	
Email Address	
Mailing Address	

Information Technology Contact (CIO / IT Manager)

Name	
Phone Number	
Email Address	
Mailing Address	

Information Security Manager

Name	
Phone Number	
Email Address	
Mailing Address	

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Direct questions to:
State CIO Office
State Information Technology Services Division
ITBiennialReporting@mt.gov
406.444.2700

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