



***DEPARTMENT NAME***

**AGENCY INFORMATION  
TECHNOLOGY BIENNIAL  
PERFORMANCE REPORT**



**2018**



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## General Instructions

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This report is due by close of business **August 31, 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/](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 report.

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 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#/Agency%20Information/](https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/).

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 based on your 2016 agency information technology plan (add lines and tables as needed).

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Performance



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.
  - o Reference 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.
  - o 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#/Agency%20Information/](https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/).

GOAL	OBJECTIVES	UPDATE

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Assessment of Progress

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#/Agency%20Information/>.

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 <b>June 30, 2018</b> . Indicate % completed and status of funds expended.		

Project Name		
Division		
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Annual costs upon completion		
Status of the project as of <b>June 30, 2018</b> . Indicate % completed and status of funds expended.		

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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.
  - SITSD is leveraging LDRPS – Assurance CM to collect data on “information services” and “proprietary software”. The goal is to utilize and maintain LDRPS – Assurance CM as the authoritative source.
    - Verify the information in the LDRPS – Assurance CM spreadsheet, making any necessary changes.
      - Ensure you complete both sheets – **Applications and Software**.
    - Email completed spreadsheet to Dawn Pizzini ([dpizzini@mt.gov](mailto:dpizzini@mt.gov)) on or before August 31, 2018.
    - SITSD will pull the final LDRPS – Assurance CM spreadsheet on September 1, 2018.
    - 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#/Agency%20Information/](https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/).
  - SITSD is utilizing the standard agency inventory template for “equipment”.
    - Ensure you complete all four tabs – **Appliances, Physical Servers, Virtualized Servers, and Storage**.
    - The spreadsheet can be found in your agency folder located at: [https://ent-sp1.mt.gov/sites/bienrpt/\\_layouts/15/start.aspx#/Agency%20Information/](https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/).

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

Total Number of Physical Servers	
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Virtualized Servers: Do not include servers hosted by SITSD.

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Total Number of Virtualized Servers	
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Storage: SANs and NASs. Do not include storage hosted by SITSD.

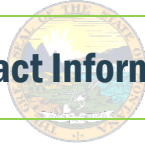
Total Usable Storage Space	
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Devices: Currently in service including, but not limited to desktops, laptops, mobile devices, printers, cameras, etc.

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.		

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Contact Information



Agency Director / Administrator

Name	
Phone Number	
Email Address	
Mailing Address	

Information Technology Contact (CIO / IT Manager, etc.)

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](mailto:ITBiennialReporting@mt.gov)  
406.444.2700

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