

Department of Fair Employment and Housing
Information Technology Capital Plan



Information Technology Capital Plan, Plan Year 2009-10 through 2013-14 Executive Approval Transmittal

Department Name

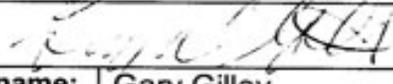
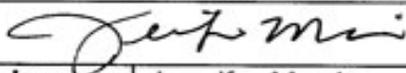
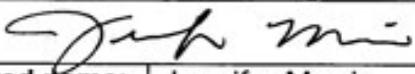
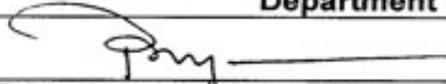
Department of Fair Employment and Housing

APPROVAL SIGNATURES

I am submitting the attached Information Technology Capital Plan as required by the State Administrative Manual Section 4904.

I certify that the IT Capital Plan was prepared in accordance with State Information Management Manual section 57 and that the proposed IT projects are consistent with our business strategies and information technology strategy.

I have reviewed and agree with the information in the attached Information Technology Capital Plan.

Chief Information Officer		Date Signed
		7/30/08
Printed name:	Gary Gilley	
Information Security Officer		Date Signed
		8/1/08
Printed name:	Jennifer Morris	
Budget Officer		Date Signed
		8/1/08
Printed name:	Jennifer Morris	
Department Director		Date Signed
		8/3/08
Printed name:	Phyllis Cheng	

DEPARTMENT IT CAPITAL PLAN

Department Name and Org Code:

Department of Fair Employment and Housing (DFEH) - 1700

Plan Year:

2009-10 through 2013-14

1. Summarize your organization's business goals and objectives below:

The mission of the Department of Fair Employment and Housing is to protect Californians from employment, housing and public accommodation discrimination, and hate violence. The DFEH enforces the Fair Employment and Housing Act (FEHA), Unruh Civil Rights Act, and Ralph Act through investigation, conciliation, mediation, and prosecution before the Fair Employment and Housing Commission and in civil court. The Department's jurisdiction extends to individuals, private or public entities, housing providers, and business establishments within the State of California.

2. What are your organization's plans to upgrade or replace your IT infrastructure for the following? When responding, please indicate the timeframes of your intended upgrade or replacement efforts.

2.1. Hardware

The desktop hardware and system servers have been recently refreshed/updated. The life cycle for replacement is 4-5 years.

2.2. Software

The desktop software and system servers have been recently refreshed/updated. The life cycle for replacement/upgrade is expected to be 3-4 years.

2.3. Network

The network components are current. The software refresh/upgrade cycle will be 3-4 years. The hardware refresh/upgrade cycle will be 4-5 years.

3. Existing Approved Reportable IT Projects

Provide the following information regarding your existing approved reportable IT projects on Table 1 on the following page:

- Existing IT Project;
- Approved Project Cost;
- Project Number; and
- Implementation Date

4. Proposed IT Projects

After each proposed IT project has been documented by answering questions 4.1 through 4.15 of the attached IT Project Proposal Form, provide the following information on Table 2 on the following page:

- Existing IT Project;
- Approved Project Cost;
- Project Number; and
- Implementation Date

Table 1-Existing Approved Reportable IT Projects Summary by Department

Existing IT Project	Approved Project Cost*	Project Number	Implementation Date
None			

***Note:** If a Special Project Report (SPR) was submitted for review in July 2008 that includes project costs that differ from the last approved project document, enter both the last approved project cost and the revised project cost from the SPR under review.

Table 2-Proposed IT Project Summary

Proposed IT Project	Priority Ranking	FSR Submission Date	Estimated Total Cost
None			

PROPOSED IT PROJECTS

Complete this IT Project Proposal Form (questions 4.1 through 4.15 below) for each proposed IT project that meets the definition of a reportable project as defined in the State Administrative Manual Section 4819.37:

- 4.1. **Proposal name and priority ranking:**
NONE
- 4.2. **Description of the proposed IT project:**
N/A
- 4.3. **Which of your department's business goals and objectives does this project support, and how?**
N/A
- 4.4. **What are the expected business outcomes or benefits of the proposal as they relate to your organization's business goals and objectives?**
N/A
- 4.5. **The following are from the State's IT strategic plan. Check the appropriate box(es) to identify the goals this proposal supports:**
- Supporting and enhancing services for Californians and businesses
 - Enhancing information and IT security
 - Reducing state operational costs (leveraging, consolidation, new technology, etc.)
 - Improving the reliability and performance of IT infrastructure
 - Enhancing human capital management
 - Supporting state and agency priorities and business direction
 - N/A
- 4.6. **Is the proposal consistent with your organization's Enterprise Architecture?**
- Yes
 - No
 - N/A
- If no, please explain why the deviation from the organization's Enterprise Architecture is necessary.**
- 4.7. **Will the proposed system collect, store, transmit, or exchange confidential or sensitive information?**
- Yes
 - No
 - N/A
- 4.8. **If this proposal is conceptually approved, what is the estimated date (mm/yyyy) the FSR will be submitted?**
N/A

4.9. What is the estimated project start date (mm/yyyy) if the FSR is approved?
N/A

4.10. What is the duration of the proposed project?
N/A

4.11. Will the proposed project utilize the existing infrastructure?
 Yes
 No
 N/A

If no, please explain.

4.12. Is the proposal related to another proposal or to an existing project?
 Yes
 No
 N/A

If yes, describe the related proposal or project and how it is related:

4.13. Describe the consequences of not doing this proposed project at the planned timeframe:
N/A

4.14. Check the appropriate box(es) to identify the proposal's funding strategy:
 Augmentation needed
 Redirection of existing funds
 N/A
 Other (describe):

4.15. What are the estimated cost and funding source(s) by fiscal year through implementation (information should be provided in the following format):

Fund Source	2009-10	2010-11	2011-12	2012-13	2013-14 and future	Total
General Fund						
Federal Fund						
Special Fund*						
Total						

* Note: Identify the fund source and if the department is the sole user of the fund.

Enterprise Architecture

A.1. Does your organization have documented Enterprise Architecture principles, strategies, or standards to guide decisions on technology projects?

- Yes
- No

A.2. Indicate on Table A-1 below, the completion status of the component Reference Models of your formal Enterprise Architecture efforts. If available, please submit a copy of your Enterprise Architecture document.

Table A-1, Enterprise Architecture Completion Status

Component Reference Model	Status			
	Implemented	Implementation in Progress	Planned or Planning in Progress	Not Implemented and Not Planned
Business			X	
Service			X	
Technical			X	
Data			X	

A.3. Describe the governance structure your organization uses to review and approve the Enterprise Architecture and any subsequent changes.

IT develops a plan involving business process and infrastructure with input from the Chief Information Officer, reviewed and approved by Executive staff with formal approval by the Director.

A.4. Does your organization have an Enterprise Architect? (if yes, provide their name, telephone number, and e-mail address below)

- Yes
- No

Recruitment for an Enterprise Architect has not started.

Name:
Classification:
Telephone Number:
E-Mail:

Information Security

B.1. How is your Information Security Officer involved in proposed project development efforts?

Although there are no proposed development efforts, the Information Security Officer (ISO) would be involved through the entire Software Development Lifecycle. The ISO would review and approve the Technical Requirements and Technical Design documents and Test Plan. The ISO would review test results and ensure compliance with SAM 4800 and all other State of California Information Security requirements.

B.2. What are your department's core business principles, policies and standards related to information integrity, confidentiality, and availability and the protection of information assets?

The Department is committed to maintaining accurate data for recordkeeping and reporting to the U.S. Equal Employment Opportunity Commission and the Department of Housing and Urban Development; to safeguarding any and all confidential and/or privileged complainant and respondent information; and to providing non-confidential and non-privileged information to the public pursuant to the Public Records Act.

B.3. If data within your department is shared with external entities, does your department implement data exchange agreements with these entities?

- Yes
 No

If no, please explain.

- Not applicable

B.4. How does your department ensure that software developers and programmers follow standards and best practices for Web, application, and system development?

The department depends on the judgment of each software developer and programmer when developing Web, applications and systems.

B.5. Does your organization have an Information Security Officer? (if yes, provide their name, telephone number, and e-mail address below)

- Yes
 No

Name: Jennifer Morris
Classification: Staff Services Manager I
Telephone Number: (916) 478-7242
E-Mail: jennifer.morris@dfeh.ca.gov

Workforce Development, Workforce Planning and Succession Planning

C.1. Does your organization have a workforce development plan for IT staff?

- Yes
- No

If yes, briefly describe it.

C.2. Check the appropriate box(es) to identify which workforce development tools, if any, your organization is using for IT classifications:

- Training
- Upward Mobility
- Mentoring
- Career Assessments
- Knowledge transfer program
- Performance Evaluations
- Other (please list)

C.3. Does your organization have a workforce plan for IT staff (i.e., for Rank and File)?

- Yes
- No

If yes, briefly describe it.

C.4. Does your organization have a succession plan for IT staff (i.e., for Management)?

- Yes
- No

If yes, briefly describe it.

C.5. IT Staffing

Provide the following information in table C-1 on the following page:

- The name of each IT classification currently in the organization.
- The number of staff in each IT classification in the organization.
- The number of staff in each IT classification eligible to retire in the next five years.
- The percentage of each IT classification eligible to retire in the next five years.

Table C-1 — IT Staffing

IT Rank and File Staff Classification	Number of IT Rank and File Staff in Classification	Number of IT Rank and File Staff in Classification Eligible to Retire in Next 5 Years	IT Management Staff Classification	Number of IT Management Staff in Classification	Number of IT Management Staff in Classification Eligible to Retire in Next 5 Years
Staff Programmer Analyst	1	0	DPM II	1 - currently vacant	N/A
Staff Information Systems Analyst	1	0			
Associate Information Systems Analyst	3	0			
Associate Programmer Analyst	1	0			
Information Systems Technician	3	0			

Project Management, Portfolio Management and IT Governance

D.1. Does your organization have a process for improving the alignment of business and technology?

- Yes
 No

If yes, briefly describe it.

D.2. What is the status of implementing a formal portfolio management methodology for technology projects within your organization?

- Implemented (Please describe)
- Implementation in progress (Please describe)
- Planned or planning in progress
 Not implemented and not planned

D.3. List any automated tools being used for portfolio management. Enter "None" if no automated tools are being used.

None

D.4. What is the status of implementing a standard project management methodology for technology projects in your organization?

- Implemented (Please describe)
- Implementation in progress (Please describe)
- Planned or planning in progress
 Not implemented and not planned

D.5. Does the organization require its project managers to be certified, either through a professional organization (e.g., PMI, ITIL) and/or through completion of specified project management coursework:

- Yes
- PMI
 - ITIL
 - Agency-specified project management coursework (identify below)
- No

Project Management, Portfolio Management and IT Governance

D.6. Select from the list other areas of training your organization requires of its project managers:

- Fundamental Project Management
- Systems Development Life Cycle
- Scheduling tool (identify below)

-
-
-

- Project Performance Management (e.g., Earned Value Management)
- Business Process Analysis
- Requirements Traceability
- Procurement/Contracts Management
- Other (identify below)

-
-
-

None

D.7. Describe project-level governance practices, including change management, issue resolution, and problem escalation.

None

D.8. Does the project management methodology include processes for documenting lessons-learned and applying these to future projects?

- Yes (Please describe)
- No
- Not applicable