

Information Technology Capital Plan

CA Conservation Corps IT Capital Plan



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



Department Name

California Conservation Corps

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 |
|-------------------------------------|--|--------------------|
| Printed name: Rita Gass | | |
| Information Security Officer | | Date Signed |
| Printed name: Erin Healy | | |
| Budget Officer | | Date Signed |
| Printed name: Maria Berumen | | |
| Department Director | | Date Signed |
| Printed name: David Muraki | | |

DEPARTMENT IT CAPITAL PLAN

Department Name and Org Code:

California Conservation Corps - 3340

Plan Year:

2009-10 through 2013-14

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

The CCC is "a workforce development program that offers young men and women the chance to serve their state and become employable citizens through life skills training and hard work in environmental conservation, fire protection, and emergency services".

The CCC program attracts a cross-section of young men and women between the ages of 18 and 25. Since its establishment in 1976, more than 100,000 young men and women have been part of the CCC. These young men and women have worked more than 50 million hours to protect and enhance California's environment and communities and have provided six million hours of assistance in responding to emergencies like fires, floods and earthquakes. Through its educational work programs, the CCC helps young adults advance their education, and improve their work skills, life skills and self-esteem. The core of the CCC is its work for local, state, federal and sometimes private agencies.

To accomplish the CCC mission the following are the organization's business objectives:

1. Improve emergency response through the protection of life, property and natural resources. In coordination with the Office of Emergency Services, Federal Emergency Management Agency, Governor's Office, Resources Agency and other emergency response organizations, the CCC provides human resources to assist with statewide and local emergencies.
2. Enhance natural resources. The CCC provides over 3 million hours per year of project work that impacts the state's conservation, environmental, and natural resources operations and services. Examples of project work include trail building, stream restoration, brush clearing, fire prevention, oil spill cleanup, park landscaping, recycling, and energy conservation.
3. Develop and educate young adults. On an annual basis, approximately 3,000 young adults are hired by CCC. Educational opportunities include high school diplomas, general education diplomas (GED), and higher education courses/certificates. In addition, daily project work provides opportunities for improved hard and soft skills to aid corpsmembers in developing job skills and experience.

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

July 2010 - Desktop, Laptop and Printer technology refresh

July 2013 – Server replacement

2.2. Software

July 2009 – Microsoft Windows 2008 Active Directory Upgrade
July 2012 – Desktop Microsoft Vista Upgrade

2.3. Network

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:

- The name of each proposed IT project;
- The priority ranking;
- The FSR submission date; and
- The estimated cost

Table 1-Existing Approved Reportable IT Projects Summary by Department

| Existing IT Project | Approved Project Cost* | Project Number | Implementation Date |
|---------------------|------------------------|----------------|---------------------|
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***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 |
|---|------------------|---------------------|----------------------|
| CCC Automated Data Collection and Reporting System (CADCARS) New System | Priority 1 | February 2010 | TBD |
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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: CCC Automated Data Collection and Reporting System (CADCARS) New System, priority 1

4.2. Description of the proposed IT project: This project will replace the existing CCC Automated Data Collection and Reporting System (CADCARS), which is CCC's primary business information system. It was designed to provide benefits to the CCC through automation of the major business program and fiscal functions: Personnel data and Corpsmember payroll tracking; Project and work accomplishments; Reimbursement contracts and billing; and Corpsmember Development activity and accomplishment tracking. The legacy CADCARS has been in production since 1989.

The new CADCARS will employ newer technology, and improve system stability and reporting capabilities, add new functionality, accommodate transaction growth and facilitate future support. The solution will leverage the existing software and other infrastructure that are part of enterprise-wide solutions for the CCC.

4.3. Which of your department's business goals and objectives does this project support, and how? The CCC is "a workforce development program that offers young men and women the chance to serve their state and become employable citizens through life skills training and hard work in environmental conservation, fire protection, and emergency services". The CCC staff must be able to provide quality services and information to its external and internal clients efficiently and in a timely manner. During emergency response events, the CCC must be able to not only support headquarters and field operations staff, but communicate and share documents with Resources Agency, Office of Emergency Services, and other state agencies. To effectively accomplish its goals and objectives, the CCC must have an information system that can reliably, accurately, securely, and quickly move information among headquarters, CCC districts, other state agencies, and the public.

4.4. What are the expected business outcomes or benefits of the proposal as they relate to your organization's business goals and objectives?

- Increased data collection efficiency and provide more accurate and timely information.
- Increased staff productivity by reducing the use of staff time spent inputting and modifying data.
- Enhanced accessibility of the CADCARS data.
- Increased flexibility for future functional upgrades.
- Greater ability for staff to create ad-hoc reports.
- Reduced system maintenance.
- Greater availability of support resources.

- Enhanced availability and usefulness of CADCARS to serve the CCC's general purpose.
- Ability to interface with other new state systems (FISCAL, MyCALPAYS, etc.)
- Enhanced information security

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**

4.6. Is the proposal consistent with your organization's Enterprise Architecture?

- Yes**
- No**

If no, please explain why the deviation from the organization's Enterprise Architecture is necessary.

CCC does not have an Enterprise Architecture

4.7. Will the proposed system collect, store, transmit, or exchange confidential or sensitive information?

- Yes
 No

4.8. If this proposal is conceptually approved, what is the estimated date (mm/yyyy) the FSR will be submitted? February 2010 (the chart a few pages back says 2009)

4.9. What is the estimated project start date (mm/yyyy) if the FSR is approved?
November 2010

4.10. What is the duration of the proposed project? 9 months

4.11. Will the proposed project utilize the existing infrastructure?

- Yes
 No

If no, please explain.

4.12. Is the proposal related to another proposal or to an existing project?

- Yes
 No

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:

- CADCARS is written in Clipper programming language with Advantage database as the data repository. Over time the system will be unsupported as it would be increasingly difficult to hire developers qualified to work on the system written in languages no longer found in modern technologies.
- CADCARS is limited to running on a specific server hardware and operating system which are no longer supported. As time progresses, the risk of losing the system to hardware problems, viruses, or unsupported applications increases. If the system fails, data recovery could prove costly and very difficult.
- The current system architecture is antithetical to modern distributed and layered architecture, and executes business policies and decisions that are hardwired by

rigid, predefined process flows, making integration with other CCC enterprise applications impossible.

4.14. Check the appropriate box(es) to identify the proposal's funding strategy:

- Augmentation needed**
- Redirection of existing funds**
- 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 | | | Cost to be determined | | | |
| 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. Not applicable

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

- Yes
- No

Name: _____

Classification: _____

Telephone Number: _____ E-Mail: _____

Information Security

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

The CCC ISO is responsible for protecting the confidentiality, integrity and availability of information, and to maintain the administrative and technical safeguards to provide that protection.

For the CADCARS project, the ISO will be involved in developing and reviewing security requirements and risk assessment and will sign-off on all project-related documents.

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?

There are three major components CCC utilizes to effectively and efficiently manage information integrity, confidentiality, and availability and the protection of information assets: Operational Recovery Plan (including data backup), Information Security Awareness Program and Risk Analysis and Assessment. In general, CCC has a usage policy that outlines users' roles and responsibilities in regards to information security as well as ensuring that network infrastructure adheres to industry network security best practices.

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 CCC standard platform for application development is Microsoft. For in-house development and programming, the CIO and the sole developer collaborate to determine the standards and best practices. Proper training for the sole developer and the use of reference materials and development tools help ensure that standards and best practices for Web, application and system development are realized.

For any contracted development work, the sole developer will ensure that standards and best practices are being followed by all contractors.

Information Security

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: Erin Healy _____

Classification: CEA II _____

Telephone Number: (916) 341-3135____ E-Mail: erin.healy@ccc.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. To fully staff CCC Information Systems Branch, an informal workforce development plan was created in April 2008 by the newly hired CIO. The plan entails assessing skills, gaps and shortages, recruitment and retention difficulties and barriers to accessing training and education.

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 |
|---------------------------------------|--|---|------------------------------------|---|--|
| Associate Information Systems Analyst | 4 | 0 | Data Processing Manager II | 1 | 0 |
| Staff Information Systems Analyst | 1 | 0 | | | |
| Staff Programmer Analyst | 1 | 1 | | | |
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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. The CCC Strategic Plan plays an important part in improving the alignment of business and technology. The plan identifies how CCC core business can leverage the use of technology to impact how CCC conducts business, in managing department's information, in providing services to citizens and in effectively using the department's financial and human resources. Understanding the CCC goals, objectives and direction, CCC Information Systems Branch can better capture business requirements that accurately reflect business needs when implementing a technology.

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

Project Management, Portfolio Management and IT Governance

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

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)

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

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None

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

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

Yes (Please describe)

No