

# **Information Technology Capital Plan**

## **Department IT Capital Plan**



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

**Department Name**

Fish and Game

**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.

<b>Chief Information Officer</b>		<b>Date Signed</b>
<b>Printed name:</b> Ron Nabity		
<b>Information Security Officer</b>		<b>Date Signed</b>
<b>Printed name:</b> Brian Kwake		
<b>Budget Officer</b>		<b>Date Signed</b>
<b>Printed name:</b> Gabe Tiffany		
<b>Department Director</b>		<b>Date Signed</b>
<b>Printed name:</b> Don Koch		

## DEPARTMENT IT CAPITAL PLAN

Department Name and Org Code:

Department of Fish and Game 3600

Plan Year:

2009-10 through 2013-14

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

The Mission of the Department of Fish and Game is to manage California's diverse fish, wildlife, and plant resources, and the habitats upon which they depend, for their ecological values and for their use and enjoyment by the public.

From the Department's 1995 Strategic Plan, the objectives and goals are:

I – Public Service, Outreach, and Education – The Department must work to improve communication with the public to find out what people think and want; inform them about the fish and wildlife and their values to the State; and provide better service by streamlining permitting and licensing processes, informing them of recreational opportunities, and making fishing and hunting regulations easier to understand.

II- Cooperative Approaches to Resources Stewardship and Use – The Department cannot be effective in providing for the continued existence and use of fish and wildlife resources without the help of the public and other agencies. We must move away from a late-stage project-by-project review of development proposals to early consultation with project proponents and local land use agencies. We must take advantage of volunteer assistance in managing our lands, and we must work cooperatively with private landowners to make it attractive for them to manage their lands with fish and wildlife in mind. Further, we must collaborate with other agencies to share limited resources and information.

III- Manage Wildlife From a Broad Habitat Perspective – We must protect large ecosystems to shift (where appropriate) the focus from a species-by-species approach. Only in this way can we ensure the future existence of viable habitats for a variety of species.

IV- Organizational Vitality – In an earlier document, "A Vision for the Future," we identified our employees as our most important asset. This theme includes identified goals and strategies to support the conclusion. Specifically, we will examine our organizational structure to determine the most effective way to implement the strategic plan, improve understanding among employees about how we operate and make decisions, and give employees the support and freedom to meet challenges without stifling initiative.

In 2007, Department Leadership developed seven initiatives to provide more direction to the Department's mission:

1. Enhance communications, education and outreach
2. Develop statewide land stewardship based upon resource needs
3. Develop strong water resource management program
4. Develop/enhance partnerships
5. Improve regulatory programs
6. Enhance organizational vitality by focusing on employees and internal systems
7. Expand scientific capacity

**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**

No significant replacement plans. The Department maintains an up-to-date environment through regular hardware refresh based on lifecycle and maintenance.

**2.2. Software**

No significant replacement plans. The Department maintains a current software environment through regular updates of operating system and application software.

**2.3. Network**

No significant replacement plans. The Department is geographically dispersed across California, so network connectivity is an important service. Each year, the Department incrementally expands connectivity by adding specific circuits based on regional priorities and growth.

**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;
- 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;
- The estimated cost ;

**Table 1-Existing Approved Reportable IT Projects Summary by Department**

<b>Existing IT Project</b>	<b>Approved Project Cost*</b>	<b>Project Number</b>	<b>Implementation Date</b>
Automated Licensing Data System	27.5 million	3600-4	2010

**\*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**

<b>Proposed IT Project</b>	<b>Priority Ranking</b>	<b>FSR Submission Date</b>	<b>Estimated Total Cost</b>
Marine Data System	1	July 2008	1.9 Million

## Enterprise Architecture

**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:**

Marine Data System

**4.2. Description of the proposed IT project:**

Improve Marine Management through centralized and current data management practices.

**4.3. Which of your department's business goals and objectives does this project support, and how?**

III- Manage Wildlife From a Broad Habitat Perspective – We must protect large ecosystems to shift (where appropriate) the focus from a species-by-species approach. Only in this way can we ensure the future existence of viable habitats for a variety of species.

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

- Provide Up-to-Date, Accurate Information to Biologists and Wardens
- Improve Integration and Quality of Marine Information
- Enable Ease of Data Access through Secure, Online System Availability
- Ensure Compliance with State Technology Standards

**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.**

## 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?

Submitted July 2008

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

July 2009

- 4.10. What is the duration of the proposed project?

3 years

- 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:

If the project is not completed within the timeframes, the Department will not be compliant with provisions of the Marine Life Management Act (MLMA) and Marine Life Protection Act (MLPA).

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

Augmentation needed  
 Redirection of existing funds  
 Other (describe):

Requested funding from Ocean Protection Council (OPC).

## Enterprise Architecture

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* OPC (Not sole user fund)	488,654	804,821	591,363	59,200		1,944,038
<b>Total</b>	488,654	804,821	591,363	59,200		1,944,038

\* 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				
Service				
Technical				
Data				

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 Information Security Officer is informed of proposed projects that include IT security components and/or personal, confidential or sensitive data.

**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?**

Personal Data Protection Policy;  
Encryption of Portable Computing Devices that contain personal data;  
Network Security Monitoring and Response;  
Email spam blocking;

**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?**

With regular training and peer review.

**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:   **Brian Kwake**  

Classification:   **Chief Audits Branch**  

Telephone Number:           **916-445-3780**           E-Mail:

**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
Senior ISA Specialist (Spec)	6		DPM III	1	
Staff ISA Specialist	27		Senior ISA Specialist (Supe)	7	
Associate ISA Specialist	11				
Associate Programmer Analyst	3				
Telecom System Analyst II	1				
Staff Programmer Analyst	6				
Senior Programmer	1				
Assoc. Govt. Prog. Analyst	1				
Staff Services Analyst	1				
Office Assistant	1				
Information System Technician	1				
Information System Technician II	1				

**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.**

All IT project proposals must specify the business objectives and priorities.

**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)
- 
- 
- 
- 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.**

- Independent Project Oversight
- Risk Management

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

Yes (Please describe)

No