

# **Information Technology Capital Plan**

## **Department IT Capital Plan**



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

**Department Name**

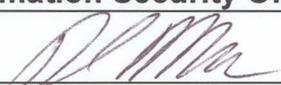
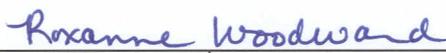
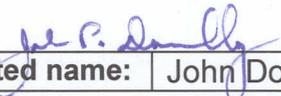
**WILDLIFE CONSERVATION BOARD**

**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>	David Means	9/11/08
<b>Information Security Officer</b>		<b>Date Signed</b>
		
<b>Printed name:</b>	David Means	9/11/08
<b>Budget Officer</b>		<b>Date Signed</b>
		
<b>Printed name:</b>	Roxanne Woodward	9/11/08
<b>Department Director</b>		<b>Date Signed</b>
		
<b>Printed name:</b>	John Donnelly	9/12/08

## DEPARTMENT IT CAPITAL PLAN

Department Name and Org Code:

Wildlife Conservation Board - 3640

Plan Year:

2009-10 through 2013-14

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

The Wildlife Conservation Board (WCB) was created by legislation in 1947 to administer a capital outlay program for wildlife conservation and related public recreation. Originally created within the California Department of Natural Resources, and later placed with the Department of Fish and Game, the WCB is a separate and independent Board with authority and funding to carry out an acquisition and development program for wildlife conservation (California Fish and Game Code 1300, et seq.). The Board consists of the President of the Fish and Game Commission, the Director of the Department of Fish and Game and the Director of the Department of Finance. Legislation that created the Board also established a Legislative Advisory Committee consisting of three members of the Senate and three members of the Assembly, which meet with the Board, providing legislative oversight.

The primary responsibilities of the Board are to select, authorize and allocate funds for the purchase of land and waters suitable for recreation purposes and the preservation, protection and restoration of wildlife habitat. The Board approves and funds projects that set aside lands within the State for such purposes, through acquisition or other means, to meet these objectives. The Board can also authorize the construction of facilities for recreational purposes on property in which it has a proprietary interest.

The Wildlife Conservation Board's three main functions are land acquisition, habitat restoration and development of wildlife oriented public access facilities. These activities are carried out under the following programs.

Much of the project funding provided to WCB comes from bond initiatives, which are requiring more and more transparency of information in terms of public and other agency access. Much of this requires real time and web based reporting. These new demands are requiring more and more reliance on database, webbase and other IT related services.

### 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 WCB has a staff of approximately 28 employees all with personal PC's and a number of personal and shared printers. The WCB replaces approximately  $\frac{1}{4}$  of its hardware every year.
- 2.2. **Software** - The WCB for the most part relies on license agreements and the support of the Department of Fish and Game (DFG) in the acquisition of software; and as such has no plans to upgrade software beyond what would be included under the DFG.
- 2.3. **Network** - No plans beyond what would be included under DFG.

### **3. Existing Approved Reportable IT Projects**

**Provide the following information regarding your existing approved reportable IT projects on Table 1 on the following page: None to report**

- **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:**



## PROPOSED IT PROJECTS

Complete this IT Project Proposal Form (questions 0 though 0 below) for each proposed IT project that meets the definition of a reportable project as defined in the State Administrative Manual Section 4819.37:

- 4.1a Proposal name and priority ranking:** Electronic Content and Records Management Systems
- 4.2a. Description of the proposed IT project:** To provide Electronic Content Management System and Electronic Records Management to enhance the organization, identification and retrieval of project information currently stored in hard files and other hard to access locations.
- 4.3a Which of your department's business goals and objectives does this project support, and how?** The project will support the three main functions of the WCB, acquisition, restoration and development of public access, which all require public notice, documents and contracts that are available to the public.
- 4.4a What are the expected business outcomes or benefits of the proposal as they relate to your organization's business goals and objectives?** WCB has been in business for over 60 years. The current filing system of hard copies has become burdensome and expensive to maintain. In addition, the new system will increase efficiency and access to documents for both internal and external review, and help reduce the carbon footprint of the Board.
- 4.5a 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
- 4.6a 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. NA – WCB does not have an Enterprise Architecture.

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

- Yes  
 No

4.8a If this proposal is conceptually approved, what is the estimated date the FSR will be submitted? 07/2009

4.9a What is the estimated project start date if the FSR is approved? 07/2010

4.10a What is the duration of the proposed project? 2-3 years

4.11a Will the proposed project utilize the existing infrastructure?

- Yes  
 No

If no, please explain. To some extent, but may require some new systems.

4.12a 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: The project will work with information developed under the proposed Project Tracking and Reporting System.

4.13a Describe the consequences of not doing this proposed project at the planned timeframe: WCB will continue to be burdened with large files storage needs and an efficient process for retrieval and reference of archive and existing file information.

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

- Augmentation needed  
 Redirection of existing funds  
 Other (describe): Support funds from Bond funds available to the Board

**4.15a 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		200000	200000			
Federal Fund						
Special Fund*		200000	200000			
<b>Total</b>		<b>400000</b>	<b>400000</b>			

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

Complete this IT Project Proposal Form (questions 4.1 though 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:

Content Management above

**4.1b Proposal name and priority ranking:** Project Tracking and Reporting System.

**4.2b. Description of the proposed IT project:** To replace existing WCB Project Tracking System (PTS), which is WCB's primary business information system. The new PTS will employ newer technology, and improve system stability and reporting capabilities, add new functionality, accommodate transaction growth and facilitate future support.

**4.3b Which of your department's business goals and objectives does this project support, and how?** The project will support the three main functions of the WCB, acquisition, restoration and development of public access, which all rely on business information systems in the evaluation, development, tracking and reporting of project management information.

**4.4b What are the expected business outcomes or benefits of the proposal as they relate to your organization's business goals and objectives?** WCB has been in business for over 60 years. The WCB is in the process of converting from static project tracking and reporting system to one managed through a central database. This is in response to a growing workload and as the demands for more time sensitive, public transparency and web based project information increase. As a result the need to continue this conversion and develop a more robust database project tracking and reporting system will increase.

4.5b 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

4.6b 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. NA – WCB does not have an Enterprise Architecture.

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

- Yes
- No Unlikely

4.8b If this proposal is conceptually approved, what is the estimated date the FSR will be submitted? 07/2009

4.9b What is the estimated project start date if the FSR is approved? 07/2010

4.10b What is the duration of the proposed project? 2-3 years

4.11b Will the proposed project utilize the existing infrastructure?

- Yes
- No

If no, please explain. To some extent, but may require some new systems.

4.12b 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: The reports and project information may be integrated project with products developed by proposed Electronic Content and Records Management Systems.

**4.13b Describe the consequences of not doing this proposed project at the planned timeframe:** WCB would continue to struggle with ever increasing project delivery needs tied to project tracking and reporting, and be forced to rely on obsolete management systems. The Board would also struggle to meet the growing demands related to the providing increased transparency and reporting of project information and funding uses.

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

- Augmentation needed**
- Redirection of existing funds**
- Other (describe):** Support funds from Bond funds available to WCB.

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

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

**\* 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

The WCB would rely and comply with DFG Enterprise Architecture principles.

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.

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

- Yes
- No

The WCB would rely and comply with DFG Enterprise Architecture principles.

Name: \_\_\_\_\_

Classification: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Information Security

**B.1. How is your Information Security Officer involved in proposed project development efforts?** WCB relies on DFG expertise and direction.

**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?** WCB relies on and has adopted DFG strategies and policies in this regard.

**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.**

The WCB shares information with DFG for asset management reporting requirements for the Department of General Services. Because of the close working relationship between WCB and DFG no agreement has been required. The WCB also provides project information available to the public, per bond fund requirements, that are posted on web pages.

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?** See DFG

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

- Yes  
 No

This person is assigned only in title and we rely on direction from DFG on all Information Security related matters.

**Name:** David Means

**Classification:** Assistant Executive Director

**Telephone Number:** (916) 445-1095 E-Mail: Dmeans@dfg.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) Attend training and meetings with DFG staff on related matters

**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. Same as above.

**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
Research Analyst II (GIS)	1	0			
Associate Programmer Analyst (Specialist)	1	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**

The WCB maintains an internal data base for tracking projects and project information.

**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)

The data base system is available on PC's. The WCB is in the progress of expanding this to help capture financial information.

- 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. N/A**

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

- Yes (Please describe)
- No

N/A