

# **Information Technology Capital Plan**

## **Department IT Capital Plan**



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

**Department Name**

State Coastal Conservancy

**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: Chris Crossley		
Information Security Officer		Date Signed
Printed name: Nadine Hitchcock		
Budget Officer		Date Signed
Printed name: Regine Serrano		
Department Director		Date Signed
Printed name: Sam Schuchat		

## DEPARTMENT IT CAPITAL PLAN

Department Name and Org Code:

3760

Plan Year:

2009-10 through 2013-14

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

The Coastal Conservancy acts with others to preserve, protect and restore the resources of the California Coast. Our vision is of a beautiful, restored and accessible coastline.

### 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

**Servers:** We have one Dell server that will be replaced in June 2012. The server has been in service since 2006. This is the Conservancy's primary server used for business.

**Desktops:** 17 Dell GX240's will be replaced by December 2009. 10 Dell GX270's and 80's will be replaced by December 2010. The majority of our desktops are used for six to seven years before they are replaced. Most of these desktops were purchased in 2002-2003. Our current desktops (HP) will be replaced after 2014.

**Printers:** One HP 8150 is planned to be replaced in the next five years. Planned replacement date is June 2009. Most printers last at least eight years at the Conservancy.

**Firewalls:** Every three years we upgrade our firewalls if the OS is no longer being updated, supported by the vendor, or cannot support our bandwidth needs. Three firewalls will be replaced in the next five years. Two SonicWall 2040's and a SonicWall 1260.

#### 2.2. Software

Microsoft Office 2007 and Adobe Acrobat 8.1 was recently installed on most of the computers in our office so there will not be many upgrades in the next five years. We expect to upgrade our GIS software to ArcGis 9.3 by June 2009. Every two years we upgrade our antivirus software to the newest version. There will be at least two upgrades of antivirus in the next five years. Our newest desktops have VISTA installed on them. We plan to have VSITA Business installed on all desktops in the next five years. Our core server will also be upgraded to Windows Server 2008 by December 2009. It currently has Windows Server 2003.

### 2.3. Network

Our network was upgraded in 2006. 3COM gigabit switches were installed in the LAN room and cat6 wiring was run throughout the whole office. There are no plans to upgrade our network in the next five 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;**

SCC Project Manager Database, Phase 3

- **Approved Project Cost;**

\$406,028 (Kiefer Consulting under contract for \$300,000)

- **Project Number;**

3760-4

- **Implementation Date;**

Original implementation date was 7/30/08. New date implementation date is 12/31/08.

### 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;**

No proposed projects at this time.

- **The priority ranking;**
- **The FSR submission date; and**
- **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>
<b>SCC Project Manager Database</b>	<b>\$406,028</b>	<b>3760-4</b>	<b>12/31/08</b>

**\*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>

## **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:
- 4.2. Description of the proposed IT project:
- 4.3. Which of your department's business goals and objectives does this project support, and how?
- 4.4. What are the expected business outcomes or benefits of the proposal as they relate to your organization's business goals and objectives?
- 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.

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?

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

4.10. What is the duration of the proposed project?

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:

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						
Federal Fund						
Special Fund*						
<b>Total</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

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

Name: Chris Crossley

Classification: Senior Information Systems Analyst/Specialist

Telephone Number: (510) 286-0406 E-Mail: crossley@scc.ca.gov

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

Our ISO is involved in all project development efforts from creation to end. This individual is also the Deputy Executive Officer and is involved in all high level decisions.

**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?**

Protecting our information is a top priority. No confidential data is to leave our agency. We have annual training for protecting private and confidential information within the Coastal Conservancy. Our workflow processes are analyzed yearly to make sure that confidential information is not being given to those who should not have access to it. Firewalls are checked daily for security holes and active connections to the internet are monitored daily. Internet connections are monitored 24/7 and alerts are emailed to IT staff.

**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?**

We do not have any developers or programmers working at the Conservancy. A database project is in the works right now. Kiefer Consulting is the contractor working on our database. We meet on a regular basis to ensure they are following standards and best practices for the development of our database.

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

- Yes  
 No

Information Security

Name: Nadine Hitchcock

Classification: CEA

Telephone Number: (510) 286-4176 E-Mail: nhitchcock@scc.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 Information Systems Analyst\Specialist	2	1	Senior Information Systems 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.**

Management teams meet regularly to discuss business needs with IT staff. This helps improve the efficiencies of workflow, save money, and eliminates processes that are not needed.

**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.**

Control of the project and being well informed are two things that are very important in project management at the Conservancy. Documentation is also very important in the event that we must replace the project manager. Issues can be resolved quickly through the chain of command because management has a good understanding of the project. This ensures that no problem is left unresolved and a project can be completed successfully, on time, and under budget.

**Project Management, Portfolio Management and IT Governance**

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

**Yes (Please describe)**

Stage's of our projects are fully documented to help us understand what can be changed or improved in the development process. This helps us avoid the same mistakes in the future and can shorten the timeline for development of a project.

**No**