

Information Technology Capital Plan

Department IT Capital Plan

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



Department Name

Department of Parks and Recreation

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: Alan Friedman		
Information Security Officer		Date Signed
Printed name: Shawn Nelson		
Budget Officer		Date Signed
Printed name: Cheryl Taylor		
Department Director		Date Signed
Printed name: Manuel Lopez for Ruth Coleman		

DEPARTMENT IT CAPITAL PLAN

Department Name and Org Code:

Department of Parks and Recreation

Plan Year:

2009-10 through 2013-14

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

2.

Provide for the health, inspiration, and education of the people of California by helping to preserve the state's biological diversity, protecting its most valued natural, cultural, and historical resources, and creating opportunities for high-quality outdoor recreation for current and future generations to enjoy.

3. 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.

3.1. Hardware: We plan to upgrade 1/5 to 1/6 of our PC inventory each year if the budget allows

3.2. Software: Due to cost and hardware performance/compatibility issues, DPR generally does not upgrade the operating systems on computers within our PC inventory. However, DPR has received very aggressive pricing from Microsoft on MS Office due to our eligibility for academic pricing under Criteria F (Public Museums). Therefore, we have Microsoft Office under Select maintenance, and we do intend to periodically upgrade our inventory of computers to a current version of MS Office. We currently have standardized on MS Office 2003, but we intend to upgrade to MS Office 2007 within the next several years.

3.3. Network: We received an exemption from the Office of the CIO to operate our own wide area network in June of 2007. We now contract with Verizon under the CALNET2 contract to operate a backbone MPLS network for us. The new CALNET2 contract with AT&T and Verizon has provided us with very affordable options for extending connectivity to some of our most remote park units, and we are extending WAN connectivity to other park locations as budget permits.

4. 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

5. Proposed IT Projects

After each proposed IT project has been documented by answering questions 5.1 through 0 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
Public Safety Technological Modernization Project	\$10,942,885	3790-54	June 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

Proposed IT Project	Priority Ranking	FSR Submission Date	Estimated Total Cost
PSTM Project – Phase II SPR	1	June 2010	TBD
FI\$CAL	2	Probably June 2011	TBD
MYCALPAYS	3	Probably June 2012	TBD
PSTM Phase III – Radio/IP Integration for Interoperability	4	Probably June 2013	TBD
California Historical Resources Information System	5	June 2010	TBD
Wide Area Network Reintegration	6	June 2010	TBD

PROPOSED IT PROJECTS

Public Safety Technology Modernization (PSTM) Project – Phase II Special Project Report

Complete this IT Project Proposal Form (questions 5.1 through 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:

- 4.1. **Proposal name and priority ranking:** *Public Safety Technology Modernization (PSTM) Project – Phase II Special Project Report*

- 4.2. **Description of the proposed IT project:** *The initial phase of our PSTM project was approved by the Department of Finance in March of 2007. The project was approved with the caveat that before we could proceed with expansion of the Records Management System or the deployment of additional mobile computing devices, we would be required to submit a Special Project Report (SPR). The SPR will include an evaluation of the results of the mobile and RMS pilots.*

- 4.3. **Which of your department's business goals and objectives does this project support, and how?** *DPR is responsible for public safety in 279 State Parks recreation areas, beaches, cultural sites, and historic sites located throughout California. The safety of our eighty-two (82) million annual visitors, as well as the protection of critical public infrastructure within our parks (including eight dams, reservoirs, and lakes), depends upon our public safety program. In addition, the Department's public safety program also protects the extraordinary natural and cultural resources that are contained within our world famous State Park System.*

- 4.4. **What are the expected business outcomes or benefits of the proposal as they relate to your organization's business goals and objectives?** *The proposed expansion of the PSTM system will improve the public safety of our visitors and will increase protection of critical infrastructure within our parks, and will also improve protection for our cultural and natural resource*

- 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? 07/2010

- 4.9. What is the estimated project start date (mm/yyyy) if the FSR is approved? 07/2011

- 4.10. What is the duration of the proposed project? Three 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: *It is related to our PSTM project approved in 03/2007.*

- 4.13. Describe the consequences of not doing this proposed project at the planned timeframe: Failure to expand upon our existing PSTM project will impact the safety of our eighty-two (82) million visitors, and will impact our ability to protect critical public infrastructure and significant natural and cultural resources within the State Park System.

- 4.14. Check the appropriate box(es) to identify the proposal's funding strategy:
- Augmentation needed
 - Redirection of existing funds
 - Other (describe): 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			TBD	TBD	TBD	
Federal Fund						
Special Fund*						
Total			TBD	TBD	TBD	

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

FI\$CAL Project

Complete this IT Project Proposal Form (questions 5.1 through 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:

5.1. Proposal name and priority ranking: *FI\$CAL Project – DPR Participation in the First Wave Rollout*

5.2. Description of the proposed IT project: *The Financial Information System for California (FI\$Cal Project) is a business transformation project for state government in the areas of budgeting, accounting, and procurement. FI\$CAL is a "Next Generation" project that will prepare the state systems and workforce to function in an integrated financial management system environment.*

DPR was chosen to be in the first wave because of its well-respected accounting/budget program and because its business processes cover so many different aspects of State's financial operations.

Implementation of FI\$CAL within DPR will substantial impact the Department's most critical business operations and will undoubtedly require substantial resources on the part of the Department to be successful.

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

The FI\$CAL Project will replace the existing Enterprise Resource Planning (ERP) currently used by the Department. The ERP software that the Department uses is fundamental to the successful delivery of the

Department's mission because it integrates and streamlines business processes that are generally used through our Department including: accounting, procurement, payroll, time sheets, and budgeting.

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

The FI\$CAL project will accomplish the following objectives:

- *Re-engineer the state's outdated business architecture and processes. The FI\$Cal Project provides a unique opportunity to coordinate, partner, and create new standard business architecture and focus on a statewide strategy.*
- *Address workforce succession planning through the use of a common statewide system to provide homogenous business administration, processes and practices, along with standardized tools to state employees performing the basic business processes of the state. This will significantly reduce training costs as employees move from one agency/department to another.*
- *Address workforce succession planning by modernizing the knowledge and skills of the state's financial management workforce. Modernizing the classifications and testing also support this goal.*
- *Address knowledge transfer to various levels of state staff to minimize or eliminate long-term reliance on vendor operations support and maintenance.*
- *Integrate the budget development, budget administration, accounting, procurement, payment/disbursements, cash management, asset management, human resources and reporting processes of the state.*
- *Provide accessible management information with both depth and breadth through business intelligence applications.*
- *Provide superior data quality and integrity by formulating common business terms, policies, and practices within a system that employs strong internal controls.*
- *Maintain an archive of historical electronic information that can be retrieved when needed.*
- *Establish the state's ERP software standard.*
- *Improve understandability of the budget to the public, Legislature, and department management (especially those responsible for specific program expenditures).*

- 5.5. 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

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

- Yes
- No

5.7. If this proposal is conceptually approved, what is the estimated date (mm/yyyy) the FSR will be submitted? *The Department is not currently proposing to submit a separate FSR for its participation in the Fi\$CAL project, although we believe the project will consume a substantial amount of Department resources given that DPR is in the first wave deployment of the new Fi\$Cal system. The extent of Finance support for DPR's participation is still unknown.*

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

5.9. What is the duration of the proposed project? TBD

5.10. Will the proposed project utilize the existing infrastructure?

- Yes
- No

If no, please explain.

5.11. 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:

5.12. Describe the consequences of not doing this proposed project at the planned timeframe: *The consequences of not doing the proposed project will need to be addressed by the Department of Finance.*

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

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		TBD	TBD	TBD		
Federal Fund						
Special Fund*						
Total						

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

MYCALPAYS PROJECT

Complete this IT Project Proposal Form (questions 5.1 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:

5.14. Proposal name and priority ranking: **MYCALPAYS**

5.15. Description of the proposed IT project: *The 21st Century Project is a collaborative effort led by the State Controller's Office (SCO) to improve the State of California's outdated human resource (HR) and payroll systems . The new system will provide State management with enhanced processes, tools and Information, offer State employees online access to their information, and lead the State's technology into the 21st Century.*

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

The MYCALPAYS Project will replace the existing human resources (HR) system currently used by the Department. The HR software that the Department uses is fundamental to the successful delivery of the Department's mission because it integrates and streamlines business processes that are generally used through our Department .

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

MyCalPAYS will improve existing Payroll, Employment History and Leave Accounting functions and add new functionalities including Position Management, Time Management, and Benefits Administration. MyCalPAYS will also provide State managers and employees with improved access to information and enhanced reporting capabilities.

- 5.18. 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

- 5.19. 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.

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

- Yes
- No

- 5.21. If this proposal is conceptually approved, what is the estimated date (mm/yyyy) the FSR will be submitted? *The Department is not currently proposing to submit a separate FSR for its participation in the MYCALPAYS project, although we believe that the project will consume a substantial amount of Department Resources during development and implementation. The extent of Department of Finance support for DPR's participation is still unknown.*

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

5.23. What is the duration of the proposed project? TBD

5.24. Will the proposed project utilize the existing infrastructure?

- Yes
 No

If no, please explain.

5.25. 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:

5.26. Describe the consequences of not doing this proposed project at the planned timeframe: *This is an Enterprise system that is being rolled out throughout state government. We do not have the option to not participate in the project, although we anticipate that the project will require substantial Departmental resources during our implementation.*

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

- Augmentation needed
 Redirection of existing funds
 Other (describe):

5.28. 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.

PSTM Phase 3: Radio/IP Integration for Interoperability and Redundancy PROJECT

Complete this IT Project Proposal Form (questions 5.1 through 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:

- 5.29. Proposal name and priority ranking: *PSTM Phase 3: Radio/IP Integration for Interoperability and Redundancy*
- 5.30. Description of the proposed IT project: *The proposed project would add Internet Protocol support to the Department's public safety radio network to improve interoperability and to provide redundancy for our public safety communications. The project will improve the reliability of public safety communications by providing redundant and alternate paths to the Department's radio repeater sites and base station radio systems throughout the Department using Internet Protocol (IP-based data) connections over data circuits obtained through the CALNET2 contract.*
- 5.31. Which of your department's business goals and objectives does this project support, and how? *DPR is responsible for public safety in 279 State Parks recreation areas, beaches, cultural sites, and historic sites located throughout California. The safety of our eighty-two (82) million annual visitors, as well as the protection of critical public infrastructure within our parks (including eight dams, reservoirs, and lakes), depends upon our public safety program. In addition, the Department's public safety program also protects the extraordinary natural and cultural resources that are contained within our world famous State Park System.*
- 5.32. What are the expected business outcomes or benefits of the proposal as they relate to your organization's business goals and objectives? *The proposed expansion of the PSTM system will improve the public safety of our visitors and will increase protection of critical infrastructure within our parks, and will also improve protection for our cultural and natural resources.*
- 5.33. 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

5.34. 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.

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

- Yes
 No

5.36. If this proposal is conceptually approved, what is the estimated date (mm/yyyy) the FSR will be submitted? 2012

5.37. What is the estimated project start date (mm/yyyy) if the FSR is approved? 2013

5.38. What is the duration of the proposed project? 3 years

5.39. Will the proposed project utilize the existing infrastructure?

- Yes
 No

If no, please explain.

5.40. 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 proposed project will provide improved interoperability and additional redundancy to our computer-aided dispatch system and to the mobile data terminals that were installed under PSTM Phases I & II.*

5.41. Describe the consequences of not doing this proposed project at the planned timeframe: *The lack of redundancy in the design of our public safety radio network puts the lives of our officers at risk as well as the lives of the 82 million annual visitors to the State Park System.*

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

- Augmentation needed
- Redirection of existing funds
- Other (describe):

5.43. 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					TBD	TBD
Federal Fund						
Special Fund*						
Total					TBD	TBD

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

California Historical Resources Information System PROJECT

4. Complete this IT Project Proposal Form (questions 5.1 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:

4.1. Proposal name and priority ranking: California Historical Resources Information System

4.2. Description of the proposed IT project: The CHRIS is a statewide system for managing information on the full range of historical resources identified in California. It is composed of OHP, the SHRC, and twelve regional Information Centers (ICs). Each IC manages historical resources records and reports for one of the 12 regions. This system is operated under the authority and direction of the OHP, the State Historic Preservation Officer (SHPO), and the SHRC, with input from the public, historic preservation professionals, and various agencies.

Federal mandate requires that the OHP maintains an accurate inventory of historical resource information. In fulfilling this obligation, the OHP performs a vital public service by providing access to historical resource information to the public and to local, state, and federal agencies and other entities. The availability of up-to-date historical resources information saves time and money, and provides both an increased amount of certainty as to the potential impacts associated with a project and better protection of the state's irreplaceable historic treasures.

The CHRIS is the mechanism by which historical resource information is collected, managed, and searched by project professionals on an as-needed basis. The twelve ICs and OHP collect and manage historical resource information. The ICs obtain this

information through studies conducted within their respective regions. This information may be submitted directly to the ICs by its originator, or it may come via one of OHP's federal or state-mandated program areas.

4.3. Which of your department's business goals and objectives does this project support, and how? The Mission of the Office of Historic Preservation (OHP) and the State Historical Resources Commission (SHRC), in partnership with the people of California and governmental agencies, is to preserve and enhance California's irreplaceable historic heritage as a matter of public interest so that its vital legacy of cultural, educational, recreational, aesthetic, economic, social, and environmental benefits will be maintained and enriched for present and future generations.

OHP's responsibilities include:

Identifying, evaluating, and registering, and maintaining an inventory of historic properties.

Ensuring compliance with federal and state regulatory obligations.

Cooperating with traditional preservation partners while building new alliances with other community organizations and public agencies.

Encouraging the adoption of economic incentives programs designed to benefit property owners.

Encouraging economic revitalization by promoting a historic preservation ethic through preservation education and public awareness and, most significantly, by demonstrating leadership and stewardship for historic preservation in California.

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

The CHRIS will provide the following benefits:

Integrates newly recorded sites and information on known resources into the CHRIS Inventory.

Maintains the CHRIS Inventory, which includes resource records, study reports, mapped locations of resources and study areas, and database files on both resources and reports.

Furnishes information on known resources and surveys to governments, institutions, Native American tribes, professionals, and individuals who have a justifiable need to know; and

Supplies regional lists of historical resource management consultants to those who request them.

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

4.9.1.1. 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			TBD	TBD	TBD	TBD
Special Fund*						
Total			TBD	TBD	TBD	

*** 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. CIO discussions and presentations with the Deputy Director of Administration, the Budget Officer, and the IT Oversight Committee

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? Our ISO is consulted when projects that have information security implications.

What are your department's core business principles, policies and standards related to information integrity, confidentiality, and availability and the protection of information assets? *Our core business principles, policies and standards relating to information integrity, confidentiality and availability are derived from: Chapter 5300 of the State Administrative Manual on Information Security (<http://sam.dgs.ca.gov/TOC/5300/default.htm>), Department of Finance Budget Letter BL05-32 Information Technology Security Policy - Encryption on Portable Computing Devices — issued November 14, 2005, BL05-08 Information Technology Security Policy - Classification of Information — issued June 3, 2005, BL03-11 Safeguards for Firewalls and Servers — issued May 13, 2003, and the requirements contained within the Information Technology Security Program Guideline issued by the Office of Information Security and Privacy Protection.*

B.2.

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 department doesn't share data with external entities

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? **Web, application and system development** standards are derived from enforced by supervisors and managers. Contractors don't get paid if standards and best practices not meet.

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: Shawn Nelson

Classification: Associate Governmental Program Analyst

Telephone Number: (916) 654-4270

E-Mail: snels@parks.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
Office Tech	1	1	CEA	1	0
Staff ISA, Spec.	9	2	Senior ISA, Sup	4	0
Senior ISA, Spec	5	2	DPM II	1	1
Assoc ISA	7	0			
BSA	1	1			
Assoc P/A	5	0			
Senior ISA, Sup.	4	1			
Asst ISA	1	0			
Assoc GPA	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. The Department has an I.T. Steering Committee which meets to address the alignment of business and 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.

Microsoft Exchange
Microsoft Office

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.

Most project management is contracted and most contractors are certified. Project managers among staff are held accountable to a project plan and regular project review.

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

Yes (Please describe)

No

Project Management, Portfolio Management and IT Governance