

Information Technology Capital Plan

Department IT Capital Plan



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

Department Name

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: Sue Plantz		
Information Security Officer		Date Signed
Printed name: Harry O'Laughlin		
Budget Officer		Date Signed
Printed name:		
Department Director		Date Signed
Printed name: Henry Renteria		

DEPARTMENT IT CAPITAL PLAN

Department Name and Org Code:

Governor's Office of Emergency Services
-0690

Plan Year:

2009-10 through 2013-14

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

Lead the implementation of a strong foundation for emergency management and criminal justice that transforms services making them customer focused, strategic, efficient, and cost effective. This will be accomplished by clear direction, communication and support.

Enhance OES' capacity to manage risks and vulnerabilities by integrating and improving technology to gain greater efficiencies and provide for faster and more reliable information and analysis; shifting operational and program focus to the regions; ensuring that emergency information gathering capabilities are improved to meet the current demand to provide near instantaneous information on a 24/7 basis; and maximizing disaster relief to individuals and communities. Promote a safe and resilient California by providing for an integrated hazard mitigation system.

Enhance customer and stakeholder services by improving service delivery to meet or exceed service expectations and improve fiscal and grants management processes to ensure accountability and provide customer service excellence to recipients.

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

Current rack servers are slated to be replaced with comparable Blade servers to help meet current Green Initiative. We are also investigating the use of Virtualization to further help reduce the hardware requirements for new and existing projects.

2.2. Software

The existing Lotus Domino environment is scheduled to be upgraded to a more supportable and web-enabled version, using the existing licensing and maintenance agreements from IBM. This upgrade, besides replacing an end-of-life software version, will better support the transition from a client server environment to a full web environment for mail and application delivery to staff. Other software concerns in the coming year include, Vista on the desktop (it is the only OS delivered on the client systems being ordered after July 1, 2008). Client Support will need to investigate the impact of a Vista deployment and work closely with the ISO and Networking Section to integrate the new client systems with infrastructure services.

2.3. Network

A continuation down the road to MPLS interoffice connectivity will necessitate tighter integration between security and networking. The transition to wire-speed connectivity is required to provide backbone connectivity to back office applications such as VTC, VOIP, and data convergence.

All software and hardware upgrades are scheduled for fiscal year 2009/2010.

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

***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
Response Information Management System (RIMS) Feasibility Study Report (FSR) Homeland Security Grant Program (HSGP) – DOF asked OES to include in report		October 31, 2008	\$ 198,000
Proposed Agency-wide Infrastructure Enhancement Project – Federal funding, either HSGP or EMPG		September 30, 2009	\$2,500,000

PROPOSED IT PROJECTS

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:

4.1. Proposal name and priority ranking:

Response Information Management System (RIMS) Feasibility Study Report (FSR)

4.2. Description of the proposed IT project:

Identify viable software solutions that provide solution(s) that will improve the ability to respond to, manage, coordinate requests for resources, collect, process and disseminate information during and after a disaster.

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

Organizational and Enterprise Enhancement:
Lead the implementation of a strong foundation for emergency management and criminal justice that transforms services making them customer focused, strategic, efficient, and cost effective.

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 proposal will identify a communications system for the Response Information Management System that is utilized by OES as well as our external and private partners.

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?

October 31, 2008

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

unknown

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:

The proposed software solution would not be available to the City, County and private partners during a disaster. The consequences are a delay in acquiring resources at an extremely critical time.

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

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

Office of Homeland Security Grant

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*						
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.

FISMA best practices

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

- Yes
- No

Name: Lovell Hooper

Classification: DPM II

Telephone Number: 916-845-8574 E-Mail: Lovell.Hooper@oes.ca.gov

Information Security

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

The ISO will be part of all future IT projects from the early stage through completion. Security will be part of the design.

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?

Although there is knowledge and a desire, not all systems are currently in alignment or in compliance. Outdated and in complete policies are being updated.

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?

This topic is under development.

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: Harry O'Laughlin

Classification: Senior ISA

Telephone Number: 845-8558 **E-Mail:** harry.Olaughlin@oes.ca.gov

C.1. Does your organization have a workforce development plan for IT staff?

- Yes
- No

If yes, briefly describe it.

Yes we have a draft workforce development plan for IT Staff. Due to lack of funding, we are not able to implement the standards as we would like.

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
Telecommunications Systems Analyst, II	1	1	CEA	1	1
Precision Electronic Sp.	1	1	DPM II	3	
Coordinator, Communications	6	3	Program Mgr I	1	1
Staff ISA	12	6			
Senior ISA	2	1			
Associate ISA	9	1			
Systems Software Sp, II	3				
Associate Programmer	1	1			
Staff Programmer	2	1			
SSA	1				
OT	.5				

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.

We currently have a PMO, but have one existing staff with no funding for additional PYs

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

Staff have taken course but the department does not have money for the PMI testing required for certified project managers.

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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-

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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.

Currently developing policies and procedures for the new PMO.

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

Yes (Please describe)

No