



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

Department Name

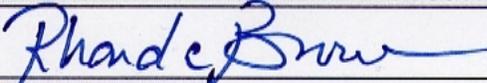
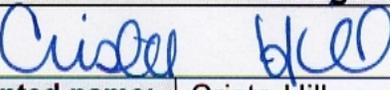
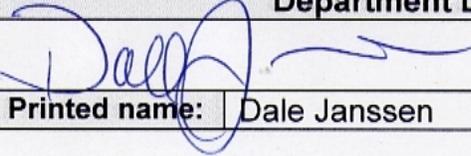
Commission on Teacher Credentialing

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
		9/26/08
Printed name:	Darren Addington	
Information Security Officer		Date Signed
		10/2/08
Printed name:	Rhonda Brown	
Budget Officer		Date Signed
		10/1/08
Printed name:	Crista Hill	
Department Director		Date Signed
		10-2-08
Printed name:	Dale Janssen	

Information Technology Capital Plan

Department IT Capital Plan

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



Department Name

Commission on Teacher Credentialing

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: Darren Addington		
Information Security Officer		Date Signed
Printed name: Rhonda Brown		
Budget Officer		Date Signed
Printed name: Crista Hill		
Department Director		Date Signed
Printed name: Dale Janssen		

DEPARTMENT IT CAPITAL PLAN

Department Name and Org Code:

Commission on Teacher Credentialing
6360

Plan Year:

2009-10 through 2013-14

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

To serve as a state standards board for educator preparation for the public schools of California, the licensing and credentialing of professional educators in the State, the enforcement of professional practices of educators, and the discipline of credential holders in the State of California.

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

Replace & upgrade e-mail server	2009/2010
Replace & upgrade DNS servers	2009/2010
Replace & upgrade Endpoint Security	2009/2010
Replace & upgrade Imaging	2009/2010
Replace & upgrade File Servers	2010/2011
Replace & upgrade Perimeter Security	2011/2012
Replace & upgrade CASE System	2012/2013

2.2. Software

Upgrade Microsoft Office 2007 Suite	2009/2010
Upgrade Web Services	2010/2011

2.3. Network

Upgrade Network Wiring	2010-2011
Network Infrastructure Upgrade	2013-2014

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
CA Longitudinal Education Data Systems (CALTIDES)	\$248,000.		November 9, 2009

***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
CALTIDES		March 30, 2006	\$248,000.
Credential Web Interface Project (CWIP)	1	July 15, 2008	\$893,000.

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:

Credential Web Interface Project (CWIP)

4.2. Description of the proposed IT project:

The Commission proposes to host the CWIP in-house and to provide the public and stakeholders availability to view credential data in real-time through a user friendly web interface. This would provide current, up-to-the-minute status of a credential as well as maintain all of the current functionality. Currently, the web based credential lookup, credential renewal, and the Institutions of Higher Education (IHE) credential recommend processes are all hosted and maintained by VitalChek (Previously ChoicePoint Governmental Services Inc) for the Commission. Credential data is sent nightly from the Commission to VitalChek and is generally posted on the internet in the afternoon of the next day. Therefore the data being viewed on the internet is at least a day old. Due to outdated technology that will need to be updated and the service delivery available through VitalChek, minor changes to the system take several months and are costly, and ongoing maintenance and hosting costs are anticipated to increase.

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

Maximize the effectiveness of the agency and its staff through the optimal use of technology, ongoing staff development and maintenance of a positive work environment. Conduct periodic review of the efficiency of the day-to-day operations and financial accountability of the Commission.

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

By moving to this technology, this will allow the Commission to provide the highest level of customer service to the public and stakeholders and would provide an overall savings to the State in the long term.

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?

July 15, 2008

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

Target implementation would be approximately June 30, 2010.

4.10. What is the duration of the proposed project?

One year.

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): Teacher Credential Fund

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* Teacher Credentials Fund	\$991,014	(\$86,501)	(\$86,501)	(\$86,501)	(\$86,501)	\$645,010
Total						

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

PROPOSED IT PROJECTS

Complete this IT Project Proposal Form (questions 1.1 though 1.15 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:

California Longitudinal Education Data Systems (CALTIDES)

4.2. Description of the proposed IT project:

The Budget Change Proposal (BCP) requesting the 4th year implementation costs for FY 2009/2010 of \$248,000. (Federal Funds) and 2.5 full time positions to staff the Commissions portion of the CALTIDES Project. CALTIDES will be a new comprehensive system environment that primarily entails integrating existing databases to enable the retention of longitudinal educator data to meet federal No Child Left Behind (NCLB) and other state reporting requirements, to facilitate assignment monitoring, and to conduct high quality program evaluations. CALTIDES will be jointly developed by the CTC and the CDE.

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

Maximize the effectiveness of the agency and its staff through the optimal use of technology, ongoing staff development and maintenance of a positive work environment.

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 the data necessary to assess the effectiveness of policies, programs, and expenditures. Promote good data management practices with respect to pupil data systems and issues. Provide an efficient, flexible, and secure means of maintaining longitudinally linked statewide teacher level data.

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?
March 31, 2006

- 4.9. What is the estimated project start date (mm/yyyy) if the FSR is approved?
September 2006

- 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:

- 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): Federal Fund

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	\$248,000					\$248,000
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.

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? Is aware of the project but is not involved.

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?

The purpose of the Commission is to ensure integrity and high quality in the preparation, conduct and professional growth of the educators who serve California's public schools. Its work shall reflect both statutory mandates that govern the Commission and research on professional practices.

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?

By following the Computer Usage and Security Policies.

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: Rhonda Brown

Classification: Program Analyst

Telephone Number: 916-323-4714 **E-Mail:** rbrown@ctc.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.
Through the IDP process.

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.
Through the IDP process.

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
			Data Processing Manager III	1	1
Senior Information Systems Analyst (Specialist)	3	0	Senior Information Systems Analyst (Supervisor)	1	
Staff Information Systems Analyst (Specialist)	4	2			
Associate Information Systems Analyst (Specialist)	2	0			
Staff Programmer Analyst (Specialist)	2	1			
Associate Programmer Analyst (Specialist)	1	0			
Assistant Information Systems Analyst (Specialist)	1	1			
Student Assistant	4	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.

Through weekly IT Advisory team meetings.

D.2. What is the status of implementing a formal portfolio management methodology for technology projects within your organization?

- Implemented (Please describe)**

Follow PMBOK Methodology.

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)**

PMBOK and MS Project.

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)**
 - MS Project
 -
 -
- 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.

All implemented adjusted based on size of project.

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

- Yes (Please describe)**
PIER process.

- No**