

# **Information Technology Capital Plan**

## **Department IT Capital Plan**



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

**Department Name**

Fair Political Practices Commission

**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>	Jason Painter	
<b>Information Security Officer</b>		<b>Date Signed</b>
<b>Printed name:</b>	Jason Painter	
<b>Budget Officer</b>		<b>Date Signed</b>
<b>Printed name:</b>	Jennifer Clark	
<b>Department Director</b>		<b>Date Signed</b>
<b>Printed name:</b>	Tina Bass	

## DEPARTMENT IT CAPITAL PLAN

Department Name and Org Code:

8620

Plan Year:

2009-10 through 2013-14

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

The Fair Political Practices Commission (FPPC) was created by the Political Reform Act of 1974, a ballot initiative passed by California voters as Proposition 9.

The FPPC educates the public and public officials on the requirements of the Act. It provides written and oral advice to public agencies and officials; conducts seminars and training sessions; develops forms, manuals and instructions; and receives and files statements of economic interests from many state and local officials.

The FPPC investigates alleged violations of the Political Reform Act, imposes penalties when appropriate, and assists state and local agencies in developing and enforcing conflict-of-interest codes.

The FPPC regulates:

- campaign financing and spending;
- financial conflicts of interest;
- lobbyist registration and reporting;
- post-governmental employment;
- mass mailings at public expense; and
- gifts and honoraria given to public officials and candidates.

### 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

1. PC LAN Servers (2-4) FY 09/10

#### 2.2. Software

1. No new purchases or upgrades planned. Maintenance only on existing software.

#### 2.3. Network

1. Firewall Appliance (1) FY 08/09

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

The FPPC does not have any approved reportable IT projects.

### **4. Proposed IT Projects**

The FPPC does not have any proposed IT projects at this time. We do not foresee any reportable IT projects within the 5 year time frame as well.

**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

## **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):

<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>						

\* 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?

IT projects are handled by the Data Processing Manager who is also the same as the ISO. Issues that are directly related to the oversight by an ISO are considered during project evaluation.

### 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?

Our primary approach has been to align ourselves with the policies and guidance set forth in SAM sections 5300 to 5390 and the information provided by the Office of Information Security and Privacy Protection.

### 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?

Previous work experience in respective fields is a major factor in determining "best practices" for systems development and design. We supplement this experience with focused technical training with updated technologies and procedures to ensure systems are developed in an up to date environment.

We also encourage user groups, seminars and other peer to peer involvement where discussions of best practices take place in a real world environment from professionals dealing with similar issues that we are experiencing.

### 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: Jason Painter**

**Classification: Data Processing Manager I**

**Telephone Number: (916) 322-7759 E-Mail: [jpainter@fppc.ca.gov](mailto:jpainter@fppc.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
AISA (Specialist)	2	0	DPM 1	1	0
APA (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.

**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.**

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

Yes (Please describe)

No