

Idaho Technology Authority (ITA)

ENTERPRISE GUIDELINES – G100 GENERAL

Category: G110 – AGENCY IT PLAN

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I. DEFINITION

See [G105](#) (ITA Glossary of Terms) for related definitions.

II. RATIONALE

The primary role of information technology is to support the agency's business goals and objectives, ensuring efficient and effective services to citizens. The Agency IT Plan serves as a strategic document integrated with the Agency's Business Plan, outlining the necessary IT projects and resources to achieve these goals.

These guidelines assist agencies in evaluating and preparing IT Plans in alignment with *ITA Policy P2010* (Information Technology Planning Process). They provide a flexible framework that ensures IT planning remains closely harmonized with the business objectives, while allowing agencies to tailor the format to their needs.

III. GUIDELINE

Agencies should structure their IT Plans using the following categories including details as appropriate to ensure alignment with business objectives, compliance requirements, and statewide IT strategies.

1. Executive Summary

- An overview of the agency's enterprise business strategy including its mission, goals, accomplishments, and IT-related objectives
- A list of IT projects and initiatives

2. Methodology

- A concise summary of the methods used in developing the IT Plan, including interviews, external resources, and research sources.

3. IT Projects and Initiatives

- A comprehensive list of IT projects and initiatives supporting the agency's business goals.
 - ♦ Must include project title, description (purpose and benefits), estimated costs, funding sources (e.g., federal grants, state general fund), IT resources, and projected timeframe.
- Reference applicable ITA policies, including:
ITA Policy [P2010](#) (Information Technology Planning Process) and *[P2030](#)* (Information Technology Large-Scale Project Review).

4. Policies and Standards Compliance

- Explanation of how the Agency IT Plan aligns with the State IT Plan and Policies and Standards. (See <https://ita.idaho.gov/resources/>)

5. Business Recovery Plan

- Agencies must include their current Business Recovery Plan as part of the IT Plan submission for the annual ITA review. (See *ITA Policy [P2020](#)* (Business Recovery Planning))

6. Supporting Appendices – Consider including the following details in an appendix:

- IT staffing details
- Hardware inventory and requirements
- Software inventory and requirements
- Accessibility Compliance Report
- Geographic Information Systems (GIS)
- Additional relevant information

IV. PROCEDURE REFERENCE

Policies for agency IT plan are detailed in ITA Policies [P2010](#) (Information Technology Planning Process), [P2020](#) (Business Recovery Planning), and [P2030](#) (Information Technology Large-Scale Project Review).

V. CONTACT INFORMATION

For more information, contact the ITA Staff at (208) 605-4064.

V. REVISION HISTORY.

April 2025 – Improved organization and readability

07/01/13 – Changed “ITRMC” to “ITA”.

4/4/2012 – Updated links under III.4

6/16/09 – Added Procedure Reference and Contact Information to this guideline; changed the layout and deleted Timeline.

4/11/2007 – Updated URLs to reflect the Idaho.gov domain.

11/15/2006 – Clarified the suggested contents for Agency IT Plans.

Effective Date: February 20, 2002