Idaho Technology Authority (ITA)

ENTERPRISE GUIDELINES – G100 GENERAL

Category: G110 – AGENCY IT PLAN

CONTENTS:

I. DEFINITION

The Agency Information Technology (IT) Plan provides a framework for the effective management of information technology for the Agency. The primary role of information technology is to support the business goals and objectives of the Agency and to facilitate the Agency's efforts to provide efficient and effective services to its citizens. The IT Plan is an integral component of the Agency's Business Plan. As such, it describes the means for the Agency to implement the goals and objectives outlined in the Business Plan. It is a strategic document and contains a broad outline and vision of the IT projects and resources required to support the Agency's IT efforts. An Agency's use of Geographic Information Systems (GIS) should also be included as part of its IT Plan.

II. RATIONALE

These guidelines are intended to assist Agencies in the evaluation and preparation of an Information Technology (IT) Plan in conformance with *ITA Policy P2010 - Information Technology Planning Process*. They provide the framework and flexibility to develop IT plans that are in close harmony with the Agency's Business Plan. These guidelines, therefore, represent general categories to be considered in developing the IT Plan while leaving the specific format open to be consistent with the Agency's business planning needs.

III. GUIDELINE

The following categories and related discussions can be used as a guideline for the preparation of an Agency IT Plan:

1. Executive Summary – A broad summary of the Agency's enterprise business strategy, including the Agency's mission, goals, accomplishments, and purpose outlining the role to be played by information technology. These topics may be discussed in more detail elsewhere within the overall IT plan document. A list of IT initiatives and resources may be included. An organizational chart showing the

relationship of information technology resources with other organizational entities within the Agency may also be included.

2. <u>Methodology</u> – A brief discussion of the methods employed in the development of the IT Plan. May include a list of interviews, outside resources, and research sources.

3. <u>IT Project/Initiatives</u> – A listing summarizing all IT projects and initiatives planned to achieve the Agency's business goals and plans must be included in the annual Agency IT Plan. (See *ITA Policy P2010 – Information Technology Planning Process* and *P2030 – Information Technology Large-Scale Project Review*) This listing must include the project title, a description (to include purpose and benefits), estimated costs, source of funds (e.g. federal grant, State general fund, etc), and project timeframe.

4. <u>ITA Policies and Standards Compliance</u> – Discuss how the Agency IT Plan goals and objectives, IT projects, and initiatives are in harmony with the *State IT Plan* and adopted *ITA Policies and Standards*. (See https://ita.idaho.gov/wp-content/uploads/sites/3/2018/10/2009-State-IT-Business-Plan.pdf , and https://ita.idaho.gov/resources/)

5. <u>Business Recovery Plan</u> – Include a current copy of the Agency Business Recovery Plan with the Agency IT Plan when submitted to ITA review on an annual basis. (See *ITA Policy P2020 - Business Recovery Planning*)

6. <u>Supporting Appendices</u> - The following subjects may be considered for inclusion as an Appendix to the Agency IT Plan:

   A. IT Staffing details;

   B. Hardware inventory and requirements;

   C. Software inventory and requirements; and

   D. Additional information as appropriate.

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 Major Project Review.*

V. CONTACT INFORMATION

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

V. REVISION HISTORY.

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