Idaho Technology Authority (ITA)

ENTERPRISE POLICY – P2000 INFORMATION TECHNOLOGY PLANNING POLICIES

Category: P2010 – INFORMATION TECHNOLOGY PLANNING PROCESS

I. AUTHORITY

Authority: Idaho Code § 67-831 through § 67-833

II. ABSTRACT

Requires State agencies to submit an annual IT Plan and a listing of IT and telecommunications related projects to ITA for review.

III. DEFINITIONS

There are no definitions for this policy.

IV. POLICY

State agencies shall submit to ITA an annual Agency IT Plan that is based on feasible and cost beneficial information technology initiatives and/or projects that integrate with, and are in support of, the agency's business plan, budget requests, and technology goals. An agency's use of Geographic Information Systems (GIS) must be included as part of its IT Plan. State agencies shall document their information technology initiatives and/or projects on a four (4) year planning horizon with annual updates similar to the format of the statewide budget process. (Annual updates allow documentation of planned responses to legislative mandates, funding situations, and new technologies.)

The Agency IT Plan shall include detailed information of all IT and telecommunications projects for the next fiscal year, including an estimate of the agency's total IT budget. Summary information on IT initiatives that are in the four (4) year planning cycle must also be submitted with the annual Agency IT Plan.

This annual IT Plan shall be submitted no later than July 15 of each year, allowing ITA and the Division of Financial Management (DFM) time to review the IT Plan and consider the information during the annual state budgeting process. Additionally, the IT Plan must be submitted electronically to the Office of Information Technology Services (ITS) online system.

The Agency IT Plan and project profiles will be evaluated by ITA for compatibility with the statewide information technology and telecommunications plans as well as ITA policies and standards. The ITA may subsequently select specific projects for a formal, comprehensive review and approval. See ITA Policy P2030 (Information Technology Large-Scale Review).

Proposed projects should also be included in the Agency's IT Plan. If additional initiatives and/or projects arise that are not included in the Agency's annual IT Plan submission, the Agency shall provide an updated list of IT and telecommunications projects in a timely manner. Additional projects that are submitted separately from the Agency IT Plan may require greater detail, upon request from the ITA.

V. EXEMPTION PROCESS

Refer to ITA Policy P1010 (Information Technology Policies, Standards, and Guidelines Framework).

VI. PROCEDURE REFERENCE

Criteria for the annual Agency IT Plan and plan development are detailed in ITA Guideline G110 (Agency IT Plan). Project profiles are addressed in ITA Policy P2030 (Information Technology Large-Scale Project Review) and ITA Guideline G210 (IT Project Profile).

VII. CONTACT INFORMATION

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

REVISION HISTORY

05/30/19 – Revised to modernize Section IV.

07/01/18 – Updated Idaho statute references; changed "Office of the CIO" to "Office of Information Technology Services (ITS)"

07/01/13 – Changed "ITRMC" to "ITA".

06/16/09 – Added Definitions, Exemption Process, and Revision History to this policy, changed the layout and deleted Timeline.

8/27/2008 – Updated to change the submission deadline for the annual Agency IT Plan, to July15.

10/10/2007 – Updated to reflect an August 15 submission deadline for the annual Agency IT Plan, and to require the annual Agency IT Plan to be submitted as an electronic document.

11/15/2006 – Updated to clarify the IT planning process, including further explanation of the Agency IT Plan and an overview of the IT project profile submission and review procedure.

Date Established: April 1997