

NITC 1-205 DRAFT

Technical Panel
of the
Nebraska Information Technology Commission

Standards and Guidelines

Draft Document 30-Day Comment Period

Title: Enterprise Projects

Notes to Readers:

1. The following document is a draft document under review by the Technical Panel of the Nebraska Information Technology Commission (NITC). This document is posted at <http://nitc.ne.gov/standards/comment/>.
2. If you have comments on this document, you can submit them by email to rick.becker@nebraska.gov, or call 402-471-7984 for more information on submitting comments.
3. The comment period for this document ends on October 10, 2008.
4. The Technical Panel will consider this document and any comments received at a public meeting following the comment period, currently scheduled for October 14, 2008. Information about this meeting will be posted on the NITC website at <http://nitc.ne.gov/>.

**State of Nebraska
Nebraska Information Technology Commission
Standards and Guidelines**

NITC 1-205 (Draft)

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| Title | Enterprise Projects |
| Category | General Provisions |
| Applicability | Applies only to projects designated by the NITC |

1. Purpose

By statute, the NITC "shall determine which proposed information technology projects are enterprise projects." Enterprise projects must comply with certain statutory requirements including the submission of a project plan and compliance with monitoring requirements. The purpose of this policy is to document the procedures regarding the designation, review, approval, and monitoring of enterprise projects.

2. Statutes

Section 86-506 Enterprise project, defined.

"Enterprise project means an endeavor undertaken over a fixed period of time using information technology, which would have a significant effect on a core business function or affects multiple government programs, agencies, or institutions. Enterprise project includes all aspects of planning, design, implementation, project management,

and training relating to the endeavor." [Neb. Rev. Stat. § 86-506]

Section 86-525 Enterprise project; legislative findings.

"In addition to the findings in section 86-513, the Legislature also finds that:

- (1) The effective, efficient, and cost-effective operation of state government requires that information be considered and managed as a strategic resource;
- (2) Information technologies present numerous opportunities to more effectively manage the information necessary for state government operations;
- (3) Information technologies are changing and advancing at a very rapid rate, increasing the computing power available to individual users;
- (4) The commission should have the responsibility to establish goals, guidelines, and priorities for information technology infrastructure; and
- (5) Periodic investments in the information technology infrastructure are required to develop and maintain the foundation for the effective use of information technologies throughout state government." [Neb. Rev. Stat. § 86-525]

Section 86-526 Enterprise project; designation.

"The commission shall determine which proposed information technology projects are enterprise projects. The commission shall create policies and procedures for the designation of such projects. The commission shall evaluate designated enterprise project plans as authorized in section 86-528." [Neb. Rev. Stat. § 86-526]

Section 86-527 Information Technology Infrastructure Fund; created; use; investment.

"The Information Technology Infrastructure Fund is hereby created. The fund shall contain revenue from the special privilege tax as provided in section 77-2602, gifts, grants, and such other money as is appropriated or transferred by the Legislature. The fund shall be used to attain the goals and priorities identified in the statewide technology plan. The fund shall be administered by the office of Chief Information Officer. Expenditures shall be made from the fund to finance the operations of the Information Technology Infrastructure Act in accordance with the appropriations made by the Legislature. Transfers from the fund to the General Fund may be made at the direction of the Legislature. Any money in the Information Technology Infrastructure Fund available for investment shall be invested by the state investment officer pursuant to the Nebraska Capital Expansion Act and the Nebraska State Funds Investment Act." [Neb. Rev. Stat. § 86-527]

Section 86-528 Enterprise project; funding.

"(1) The Legislature may allocate money from the Information Technology Infrastructure Fund for enterprise projects. The Legislature may recognize multiple-year commitments for large projects, subject to available appropriations, including remaining obligations for the century date change project managed by the department.

(2) No contract or expenditure for the implementation of an enterprise project may be initiated unless the commission has approved a project plan. The project plan shall include, but not be limited to, the objectives, scope, and justification of the project; detailed specifications and analyses that guide the project from beginning to conclusion; technical requirements; and project management. The commission may request clarification, require changes, or provide conditional approval of a project plan. In its review, the commission shall determine whether the objectives, scope, timeframe, and budget of the project are consistent with the proposal authorized by the Legislature in its allocation from the fund.

(3) The commission may also evaluate whether the project plan is consistent with the statewide technology plan and the commission's technical standards and guidelines." [Neb. Rev. Stat. § 86-528]

Section 86-529 Enterprise project; commission; duties.

"To implement enterprise projects pursuant to sections 86-525 to 86-530, the commission shall:

- (1) Develop procedures and issue guidelines regarding the review, approval, and monitoring of enterprise projects; and
- (2) Coordinate with the Chief Information Officer to monitor the status of enterprise projects, including a complete accounting of all project costs by fund source." [Neb. Rev. Stat. § 86-529]

Section 86-530 Enterprise project; report.

"The Chief Information Officer shall report annually to the Governor and the Appropriations Committee of the Legislature on the status of enterprise projects." [Neb. Rev. Stat. § 86-530]

3. Enterprise Projects Designation

The NITC will designate which information technology projects are enterprise projects. The designation will be based on the following criteria: 1) the project must meet the definition contained in Neb. Rev. Stat § 86-506; 2) whether or not the project has received an allocation of funding from the Information Technology Infrastructure Fund pursuant to Neb. Rev. Stat. § 86-528; 3) any recommendations from the Technical Panel or other advisory council of the NITC; and 4) such other factors as the NITC deems appropriate, including but not limited to the size, scope, and complexity of the project. An enterprise project designation shall only be made by the NITC at a public meeting and after the agency/entity primarily responsible for the project has had an opportunity to comment on the issue.

4. Requirements for Enterprise Projects

A project which has been designated as an enterprise project must comply with certain statutory responsibilities, including submission of a project plan and submission of periodic status reports. The Technical Panel will coordinate with the agency/entity primarily responsible for an enterprise project to ensure compliance with this policy.

4.1 Project Plan

Each enterprise project shall submit a project plan. The project plan shall include, but not be limited to, the objectives, scope, and justification of the project; detailed specifications and analyses that guide the project from beginning to conclusion; technical requirements; and project management.

4.1.1 Format

Unless an alternative format is approved by the Technical Panel, Attachment B to NITC 1-202 is the format to be used for the project plan.

4.1.2 Review and Approval

The Technical Panel shall review all project plans and provide recommendations to the NITC. The NITC may approve the project plan, request clarification, require changes, or provide conditional approval of a project plan.

4.2 Project Monitoring

Enterprise projects shall provide project status reports as set forth in NITC 1-203.

5. Annual Report

The NITC will assist the Chief Information Officer as requested to prepare an annual report to the Governor and the Appropriations Committee of the Legislature on the status of enterprise projects.

VERSION DATE: DRAFT - September 5, 2008
HISTORY:
PDF FORMAT: (to be added)
