



IT Plan Template

Effective IT doesn't just happen!

This template develops a plan for IT resources, tools, projects, and budgets needed for the next 2 years within your defined organizational unit (a bureau, bureaus, unit, division etc. – all parts of the agency will need to be covered under a plan). The information will be used in compiling the agency's overall IT Strategic Plan due every 2-3 years and will eventually be required before obtaining IT resources to work on your projects. It will also be used in overall DES IT planning. This plan should be compiled by IT knowledgeable staff (such as a business analyst or IT point person) in conjunction with program staff and management. ***The first plan is due by April 30, 2012.***

Name(s) & Title(s) of Person(s) Filling out Plan:	
Division:	
Organizational Unit(s) Represented by Plan:	
Date Plan Completed:	

1) Please list the major data systems you use to conduct your business. Remove or overwrite the fictional example.

Data System	Primary Purpose	Will this application need to be updated or expanded in the next 2 years? Briefly describe changes.
<i>Fictional Example:</i> Environmental Monitoring Database	Holds QC'd environmental data generated by DES, UNH, volunteers and others.	No significant changes expected in the next 2 years.

- 2) In addition to any formal data systems, do the program staff manage small, individual information management tools such as Access databases, Excel spreadsheets, blogs, Twitter accounts, etc. and even paper records? Please list in the table below. Remove or overwrite the fictional examples.

Program/Functional Area	Data Management Tool	Primary Purpose
<i>Fictional Example:</i> UIC Program	Legal Pad	Record standard sets of analytes
<i>Fictional Example:</i> Solid Waste Program	Excel Spreadsheet	Track status of operators' training

- 3) The table below lists general categories of IT tools used at DES. Please fill out the table to show what you think your group might need over the next two years. If needed, insert additional rows.

Instructions for filling out table:

For the **2nd column** (Tool/project needed in next 2 years?): Please answer:

- **YES** if within 2 years you will need this tool, you need more of this tool, or this tool needs improvement,
- **NO** if you are satisfied with the tool you have or this tool is not needed;
- **MAYBE** if you might need the tool but you are not sure or it isn't a high priority.

If answer YES or MAYBE for this column, fill in information for the rest of the columns for that row, otherwise leave blank.

For the **3rd column** (Assign priority), please enter one of these values:

- **1** = Somewhat useful tool to have or improve use of, but is a low priority to implement.
- **3** = Useful tool to have or improve use of, and is an average (moderate) priority to implement.
- **5** = Very desirable tool to have or improve use of, and is an above average priority to implement.
- **7** = Essential or required tool to have or improve use of, and is the highest priority to implement.

For the **4th column** (Estimated date need tool/project by), enter the calendar date (such as 01/31/2013) by which the tool/project is ACTUALLY needed to meet a business need.

For the **5th column** (Do you have funding for the tool/project?), enter one of the following values.

- **YES** = Have funding for the entire project including hardware, software, DoIT developer/business analyst, etc.
- **NO** = Have no dedicated funding for the project.
- **PARTIAL** = Have some money for the project but likely not enough to cover all the associated costs.
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For the **6th column** (Is this tool/project covered by a formal business plan?), enter one of the following values:

- **YES** = Formal business plan that describes project needs and requirements in detail has been created or is almost done.
- **NO** = No formal plan has been created or has only been started and needs a lot more work.

- **N/A** = No formal plan is needed (such as for simple projects like purchasing computers).

For the **7th (last) column** (Briefly describe why this tool is needed (describe project)), enter a short description that provides the essential elements of why you need this tool and what it will be used to accomplish. If needed or preferred, put an asterisk or number in this column and provide a description after the table. Remove the fictional example.

IT Tool/Project	Tool/ project needed in next 2 years?	Assign priority (see allowed values above)	Estimated date need tool/project by	Do you have funding for the tool/project? (Yes, No, or Partial)	Is this tool/project covered by a formal business plan?	Briefly describe why this tool is needed (describe project).
<u>Fictional Example:</u> PCs/laptops – Replace or upgrade old units or add more to the current set. Look at list of PCs and their purchase dates for ideas on what to replace. Recommend replacing PCs > 5 years old.	YES	5	12/31/14	PARTIAL	N/A	According to the list of PCs for my unit, have 5 PCs > 5 years old in the next year, and 3 in the following year. Have money to replace 3 this year and 2 next year.
PCs/laptops – Replace or upgrade old units or add more to the current set. Look at list of PCs and their purchase dates for ideas on what to replace. Recommend replacing PCs > 5 years old.						
Tablets/IPads/Smart Phones/Other Mobile Devices including data loggers and GPS units – for data entry and use in the field.						
Remote Access and Telecommunications – includes satellite or wireless or wired internet technology such as accessing the DES network from remote locations for file sharing or checking time card applications, controlling devices such as video cameras at a dam site, data feeds needing internet access including data gathering devices, etc.						
Software – Update or add new shareware or commercial software such as Microsoft Visio, Access, Google Docs, etc. Include renewal of support and maintenance contracts for program specific software products.						
Update/expand existing computer application – such as adding a new module to a bureau database or revamping an existing one to work better. Includes whether developed by in-house developers or through outside vendor.						
Develop new application through using in house developers or a vendor or purchase an off the shelf software solution.						
Convert existing database to have a .Net user interface – This includes converting databases with Oracle forms (which is no longer supported) or some other software to						

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have a user interface built in .Net (web accessible).						
Automating with codes – such as using QR codes (the codes cell phones use to open or access applications), bar codes (such as for inventory purposes) or similar pattern recognition tools.						
Website (des.nh.gov) presence – adding or increasing general DES website presence						
OneStop web presence – adding presence or increasing current presence on DES OneStop web site						
Intranet – adding or increasing presence on DES internal website						
GIS - Adding or improving GIS use such as creating/updating GIS mapping applications, creating data layers or geodatabases, locating sites of interest, etc.						
Document and/or photo management/library - Manage and document incoming and/or outgoing documents electronically and/or find documents, photos etc. through a searchable database						
Electronic authentication and authorization – such as digital signatures, pin and password, multi-level signing such as to meet CROMERR, and encryption of documents to prove integrity. Includes security of access, security of electronic documents during transfer, and storage.						
Social media – Using YouTube, Twitter, Facebook etc. to support a business need.						
Credit card processing – Ability to accept on-line credit card payments for permits, fees, licenses, conference registrations etc.						
Data flow to and from EPA or other federal, state, or municipal agency – such as through the Exchange Network or for collaborating on large scale project development and permitting.						
Data conversion/import – enabling or improving the transfer of data from one database to another						
Webinar/remote meetings solutions: Include tools such as Webex, GoToMeeting, Skype, etc.						

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Obtaining customer satisfaction information – surveys, obtaining complaints, etc.						
Data backup or data recovery needs – increasing the frequency of backups or the ease of data recovery for specific systems						
Infrastructure. Typically this means hardware other than PCs, laptops and mobile devices such as servers, switches, etc. to add on to existing network new or greater capacity or to expand beyond current office locations.						
Training – Includes acquiring support and training for software, hardware, etc. or for learning and using new DES IT procedures.						
Other (please describe):						

4) Is there anything else you've been thinking of in terms of improved use of IT that has not been addressed by the questions posed above? Please describe.

5) By my signature below, I state that this IT Plan reflects my plans for the organizational unit described on the first page of this document and acknowledge that this IT Plan will need to be updated periodically.

Name

Date signed

6) Please save a copy of this plan with a descriptive file name (such as WMD IT Plan.doc) in this directory: Q:\File Sharing Folder\IT Plans.

Thank you very much for completing this plan.