STATE OF ALABAMA

Information Technology Policy

Policy 200-00_Rev B: Information Technology Planning

An information technology (IT) strategic plan will be submitted annually by each agency. This plan will be the primary basis to justify requests for information technology resources and services to be reviewed by the Information Services Division (ISD). Major technology initiatives must be presented to ISD Planning, Standards, and Compliance who will administer the planning and review process and prepare a statewide technology plan.

OBJECTIVES:

1. Develop and document the agencies' information technology needs, costs and anticipated benefits and savings to the State.
2. Provide a mechanism for identifying future statewide technology needs and information resource management issues.
3. Identify and prioritize the information technology projects within the agencies as a prelude to the budgetary process.
4. Provide for the formal review of information technology requests that will consider business alignment, feasibility, service level, cost effectiveness and adherence to the State's information technology policies and architectural standards.
5. Provide information to facilitate the management of information technology within the State.

SCOPE:

The Chief Information Officer (CIO) shall designate those agencies required to develop a long range information technology plan for incorporation into the state level long range information technology plan. This designation shall be based on the CIO's assessment of an agency's current and potential impact on the State's information technology environment, requirements, resources and architecture.

Other agencies may be requested by the CIO to submit an abbreviated plan when requisitioning or requesting technology services or equipment.

This policy applies to all state agencies, boards and commissions with the exception of the Alabama State Legislature.

RESPONSIBILITIES:

Information Services Division

1. Establish the approach, methodologies, format and content to be followed by the agencies to ensure and facilitate uniform reporting, consistent review techniques, and compatibility of results.
2. Schedule and perform agency plan reviews on an annual basis.
3. Prepare annual ISD technology strategic plan using established procedures.
4. Prepare annual statewide technology plan based on annual agency technology plan.
5. Present annual agency technology strategic plan for review and approval.

Agency Management, Information Technology Organization

1. Prepare annual agency technology strategic plan using established procedures
2. Present annual agency technology strategic plan for review and approval

ENFORCEMENT:

Authority

State of Alabama Code, Acts 1973, No. 1299, Section 41-4-220 through 41-4-424.
State of Alabama Code, Acts 1990, No. 90-553, Section 41-4-280 through 41-4-37.
State of Alabama Code, Acts 2000-715, Section 16-61-D through 16-61-D6.
State of Alabama, Executive Order 20, May 20, 2002.

Reporting

Compliance with this policy will be indicated as part of the agency's overall IT performance scorecard included in the State's annual IT report.

Non-Compliance

The Chief Information Officer will reserve the right to hold or deny an agency's purchasing requests, contract approvals and personnel actions until such time an agency complies fully or partially with this policy.

By Authority of:

Chief Information Officer — Date: 7/12/06

Policy History

Version	Release Date	Comments
Original	12/05/05	
Rev A	06/08/2006	Eliminated exemption for Department of Education
Rev B	07/12/2006	Eliminated SMART Governing requirements