STATE OF ALABAMA

Information Technology Policy

Policy 300-00_Rev A: Information Technology Budgeting

An information systems budget will be prepared annually by each agency. All agency requests for information technology resources and services will be reviewed by the Information Services Division (ISD) in conjunction with the State Budget Office. Major technology initiatives must be budgeted and included as part of the agency's annual information technology sub-plan as part of the agency's SMART Governing submission.

OBJECTIVES:

1. Develop and document the agencies' information technology needs, costs and anticipated benefits and savings to the State
2. Develop and document the agencies' information technology capital plans
3. Identify and prioritize the information technology projects within the agencies as it relates to the budgetary process
4. Provide for the formal review of information technology budgets. Reviews will consider business alignment, feasibility, service level, cost effectiveness and adherence to the State's information technology policies and architectural standards
5. Identify statewide information technology costs
6. 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 separate information technology budget for incorporation into the agency's SMART Governing process. 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 budget 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:

Office of Information Technology

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 budget reviews on an annual basis

Information Services Division

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

Agency Management, Information Technology Organization

1. Prepare annual agency technology strategic budgets using established procedures
2. Present annual agency technology budgets 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.
State of Alabama, Code, Acts 1976, Section 41-19-1 through 41-19-12.

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 and SMART Governing 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: 6/8/06

Policy History

Version	Release Date	Comments
Original	12/05/05	
Rev A	6/8/2006	Eliminated exemption for Department of Education