

# FY13 IT Plan Update Process Guide

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## Overview

For FY13 and beyond, agencies will not be using the Information Technology Investment Planning (ITIP) application. Instead, DAS/OIT has created a simplified process to gather FY13 updates. The updates to the FY13 plans mark the beginning of a strategic shift to tightly aligning IT planning with IT procurements. This alignment centers on costs being associated with agency applications. OIT will review your updates to better understand your agency's planned IT procurements for FY13.

Throughout FY13, you should update your agency's planned IT procurements as your agency's plans/directions change. These updates will help us identify and resolves any issues that could impact your agency's procurements.

The FY13 IT Plan Update will be accomplished by agencies updating the crosswalks submitted as part of the FY12/13 planning process.

DAS/OIT has created a SharePoint site so that all of the FY13 IT Plan information is centrally and conveniently located. The site contains two tabs:

- **Agency IT Planning & Procurement Tab**—You can access a copy of this process guide in the Shared Documents area of this tab.
- **Your Agency's Tab**—This tab contains all of the documents you will need to update and track your FY13 IT Plan for the remainder of the fiscal year:
  - **FY13 Crosswalk Update**—An Excel spreadsheet which contains a modified version of your agency's last submitted ITIP plan for FY12/13. The FY13 Crosswalk Update has been modified slightly to include Project Description and Project Status columns.  
*NOTE:* FY12 projects appear on the crosswalk for the purpose of obtaining an updated status.
  - **Agency Applications**—An Excel spreadsheet which lists all of the applications for your agency. The applications for your agency were identified from your last submitted ITIP plan for FY12/13.
  - **FY13 Crosswalk Template** is a blank Excel spreadsheet. If you prefer, you can use this template to create a new crosswalk, rather than updating the crosswalk provided in the FY13 Crosswalk Update File.

**Disclaimer:** If your agency has compatibility issues with Excel, please contact your assigned IMS agency analyst for assistance.

If you have questions and/or concerns about your crosswalk, please contact your IMS agency analyst. To identify your agency analyst, see the **IMS Analyst Agency Assignments and Contact Information** on the [Department of Administrative Services Information Technology](#) web site.

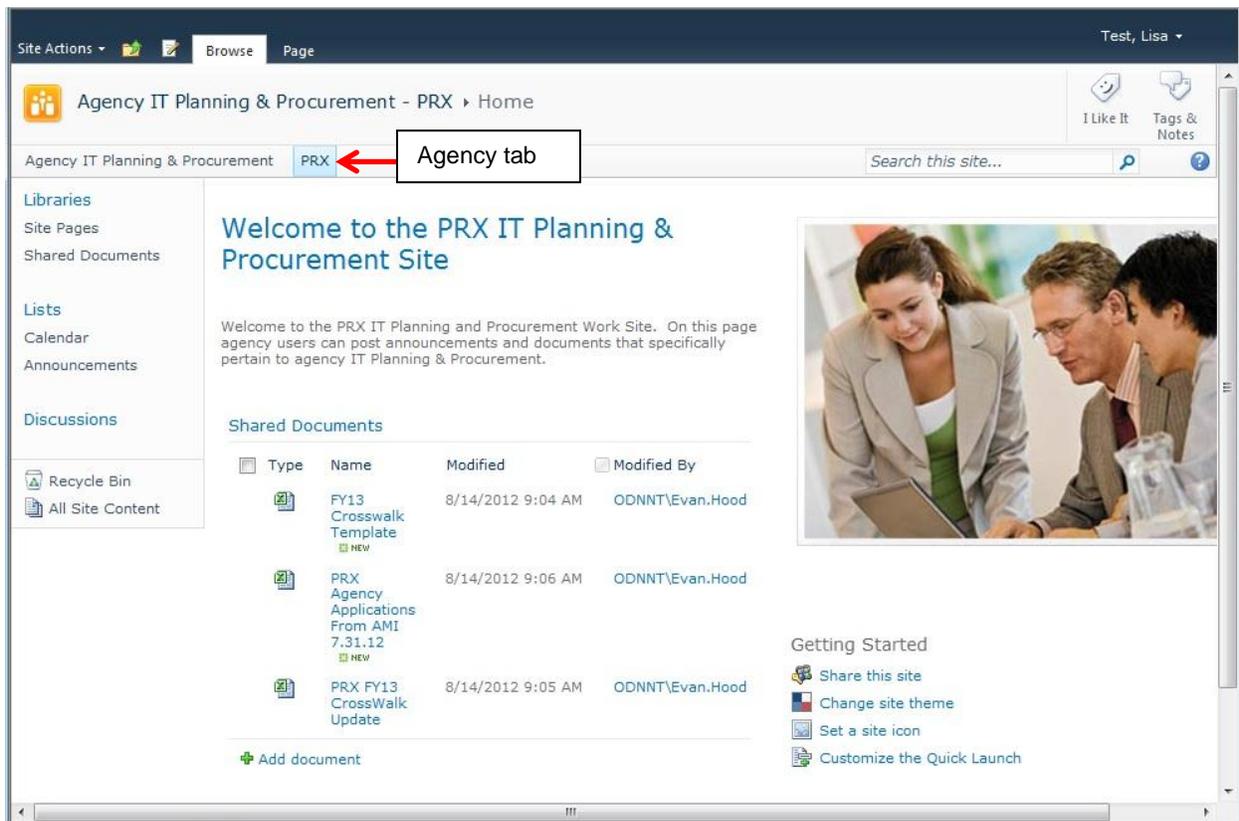
## Accessing the Agency IT Planning and Procurement Site

To access the Agency IT Planning and Procurement Site you must be an approved user, who has been granted access rights. See the "[Getting Started with SharePoint Guide](#)" for login instructions.

## Accessing Your Agency's IT Planning & Procurement Tab

After you have successfully logged into the SharePoint site for IT Planning & Procurement, you can access your agency's work area by clicking on your agency's tab on the **Agency IT Planning & Procurement** homepage.

The system displays your agency's **IT Planning & Procurement Site** home page. The example below displays the State of Ohio Pharmacy Board homepage.



In the **Shared Documents** section are three documents:

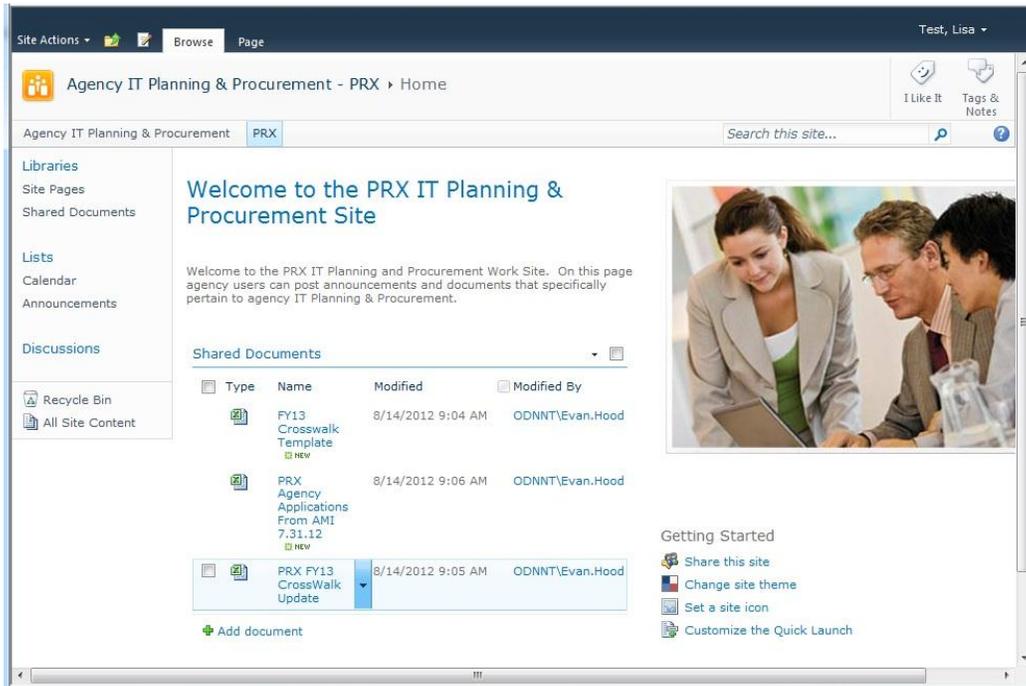
- **FY13 Crosswalk Update**  
*NOTE:* See [Appendix A: Understanding Your Agency's FY13 Crosswalk Update Table](#) for a description of each of the tables and their corresponding fields in the FY13 Crosswalk Update.
- **FY13 Crosswalk Template**
- **Agency Applications**

*NOTE:* Some agencies may see a slight variation. For example, if your agency submitted two separate crosswalks for FY12-13 (one for Table 1 and one Table 2), your SharePoint folder will display two crosswalks files.

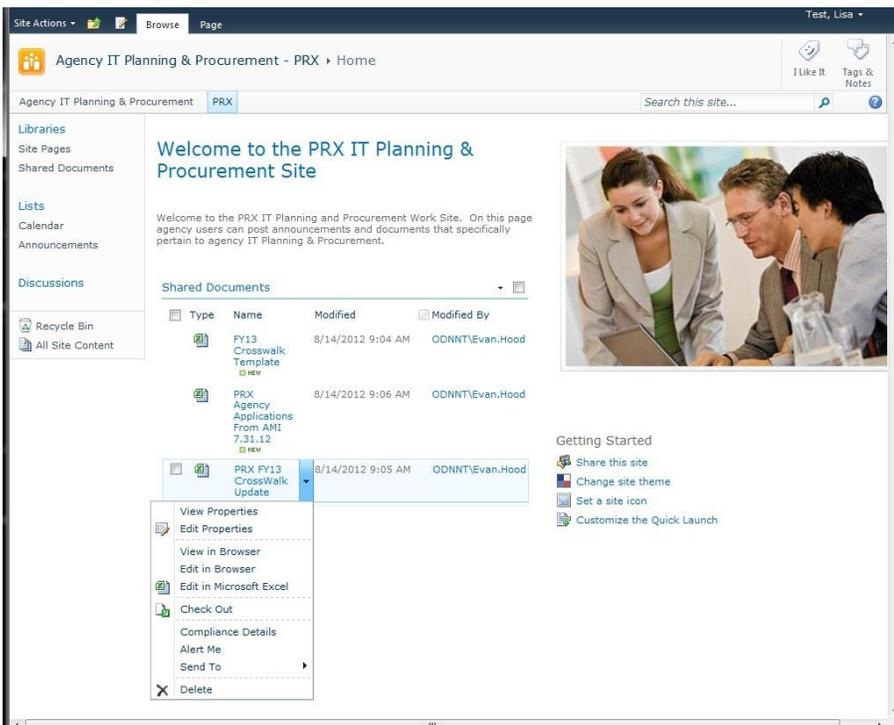
## Checking Out Your Agency's FY13 Crosswalk Update

**Important:** It is **strongly** recommended that you check out the **FY13 Crosswalk Update** table before editing. This ensures the file will not be updated simultaneously by multiple team members.

1. From your agency's home page, in the **Shared Documents** section of the screen, mouse-over the FY13 Crosswalk Update document to display the drop-down menu option.



2. Click  to open the menu.



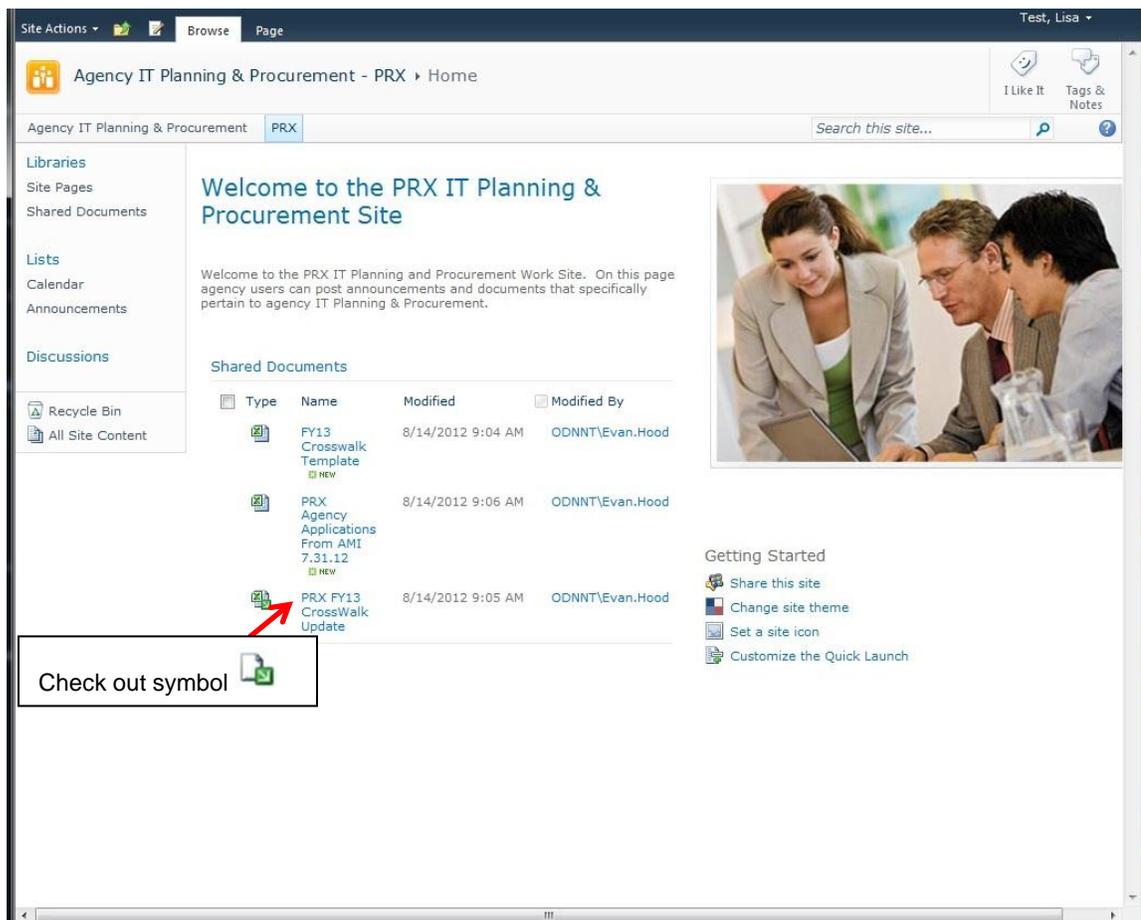
3. Select  Check Out.

**Result:** The system opens a dialog box.



4. Click .

**Result:** The system displays the file as checked out. The document cannot be edited by another person. If another person attempts to open the document, the system will provide a 'view-only' copy of the document.



## Editing Your Agency's FY13 Crosswalk Update Table

As outlined in the [Overview](#) section of this document, the goal of this process is to update your agency's planned IT procurements for FY13.

The following are some of updates you should make to your agency's plan:

- Be sure the statuses of your projects are accurate.
- If new projects have been added, add financial data for each of the new projects, and ensure each contains an accurate **Project Description** and **Project Status**.
- If an FY13 operational activity has changed, adjust the financial activity as needed.
- If an FY13 operational activity is no longer needed, clear *only* the financials for that activity.

After editing your FY13 Crosswalk, follow the steps outlined in the next section, [Saving Changes Made to Your Agency's Crosswalk Table](#) to save and upload your updated Crosswalk to your agency's Shared Documents folder.

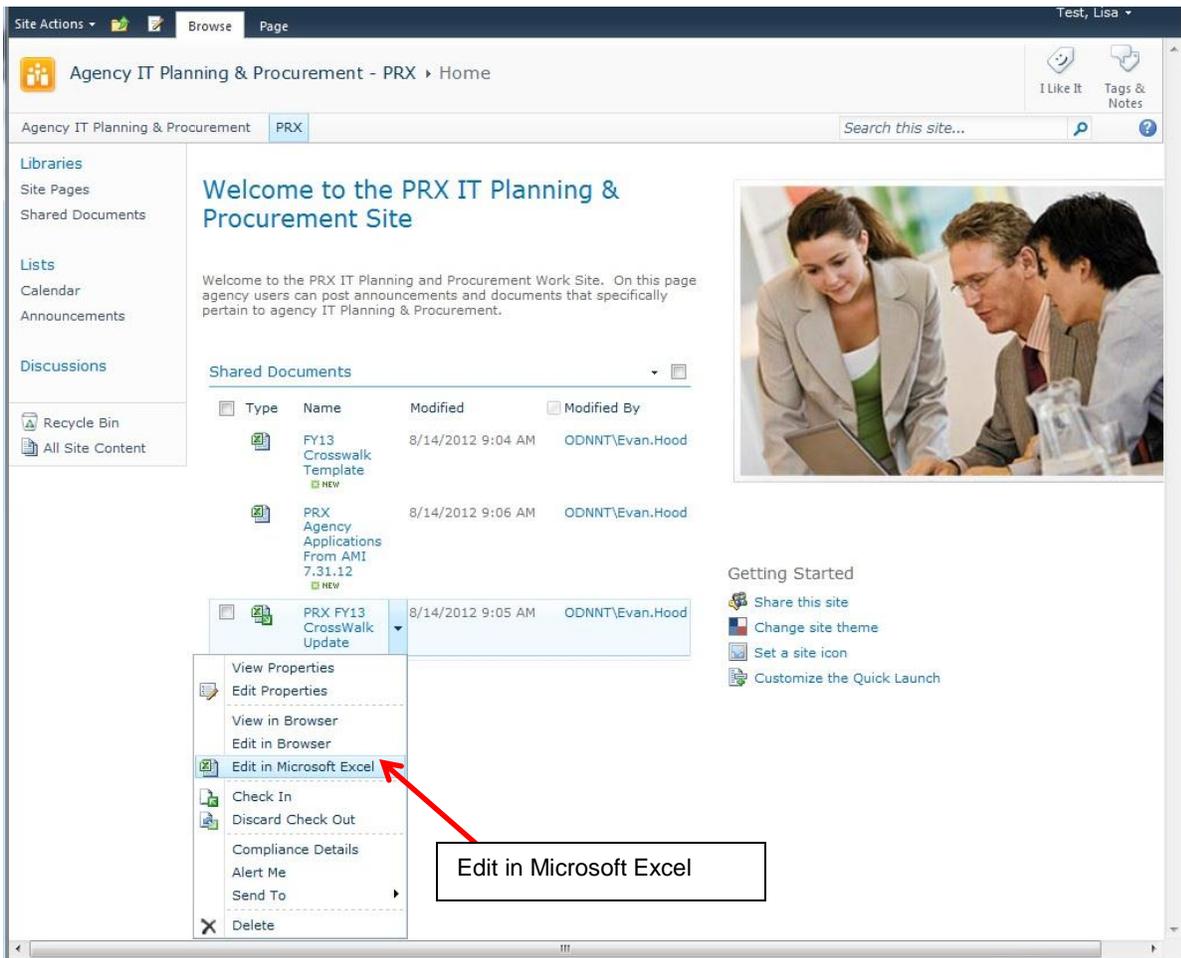
1. Mouse-over the document to display the drop-down menu option.

The screenshot shows a SharePoint site titled 'Agency IT Planning & Procurement - PRX'. The main content area displays a 'Shared Documents' list with the following items:

Type	Name	Modified	Modified By
	FY13 Crosswalk Template <small>NEW</small>	8/14/2012 9:04 AM	ODNNT\Evan.Hood
	PRX Agency Applications From AMI 7.31.12 <small>NEW</small>	8/14/2012 9:06 AM	ODNNT\Evan.Hood
	PRX FY13 CrossWalk Update	8/14/2012 9:05 AM	ODNNT\Evan.Hood

The 'PRX FY13 CrossWalk Update' document is selected, and a dropdown menu is visible below its name. To the right of the document list, there is a 'Getting Started' section with links for 'Share this site', 'Change site theme', 'Set a site icon', and 'Customize the Quick Launch'. An image of three people looking at a laptop is also present on the right side of the page.

2. Click  to open the menu.



3. Select  Edit in Microsoft Excel.

**NOTE:** Some agencies may be presented with a second log in window. If so, enter your password and click .



**Result:** The system opens the crosswalk spreadsheet.

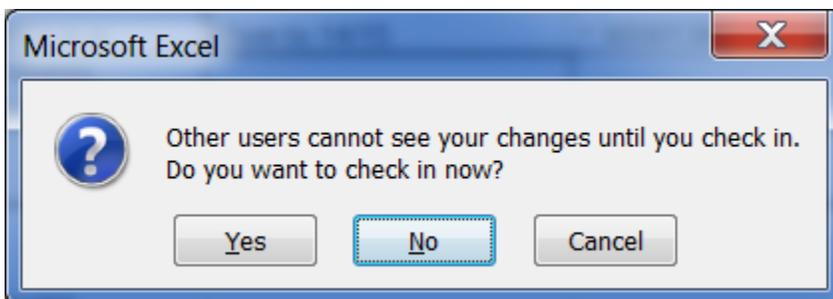
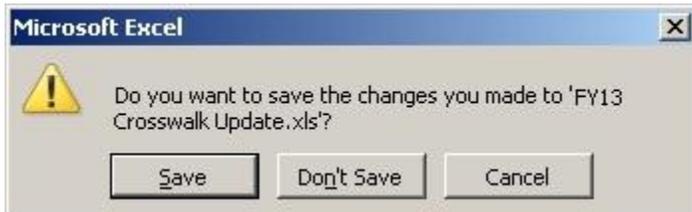
IT BUDGET CROSSWALK TABLE FOR PROJECTS															
IT TABLE 1															
AGENCY: Pharmacy Board															
											Total Costs	Software	Software Purchases & Licenses		
BUDGET COST CATEGORIES													\$210	\$270	\$371
OAKS EXPENSE ACCOUNT CLASS													Level 3	Level 3	Level 3
PROJECT INFORMATION															
Project Identifier	Project Name	Project Description	Project Status	Planning Center(s) to Which the Project Relates	Program(s) to Which the Project Relates	BFY (YY) in BFY Order	BFG	Fund	ALI (###-###)	Level 1	Level 2	Level 3	Level 3	Level 3	
										\$	\$	\$	\$	\$	
PRX-300	Prescription Monitoring and Data Collection eLicense System	The program must provide a way to This licensing system will		PIP - Software Maintenance (O-T)	156B2	2012	FED	3DV0	887607	52,650	52,650				
PRX-003	[previous name: C.A.V.U.]	replace the Board of								-	-				
PRX-200	IMS System	The IMS systems allows the board to group all								-	-				
										-	-				
Total Projects Budget (FY 2012)						FY 2012				289,100	68,100	5,000			
Total Projects Budget (FY 2013)						FY 2013				377,450	68,550	-	-	-	
Total Biennial Projects Budget (FY 2012 - 2013)						FY 2012 + FY 2013				671,550	141,650	5,000			
<b>Budget Cost Category Math Key</b>															
Total Costs = Software + Application/Project Support + Hardware															666,550
Software = Software Purchases & Licenses + Software Maintenance Contracts + Software Leases															
Application/Project Support = Staff + Purchased Personal Services + Other Services & Fees															
Hardware = Hardware Maintenance Contracts + Hardware Purchases + Hardware Leases															

- Edit/update the table with your FY13 project information.

## Saving Changes Made to Your Agency's Crosswalk Table

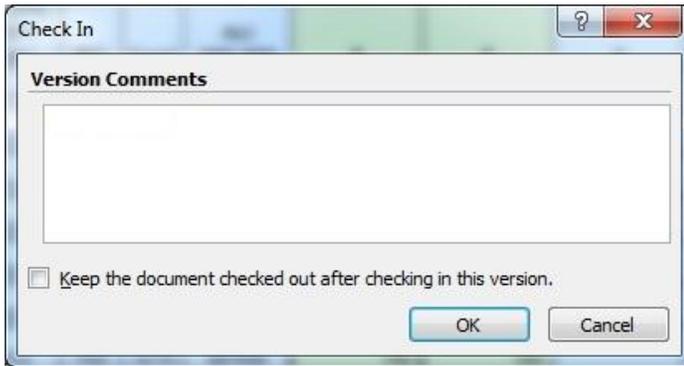
- After your changes are complete, click .
- Click .

The system displays a dialog box similar to examples below.



3. Save your changes and initiate the check-in process.

**Result:** The system displays the **Check In** dialog box.

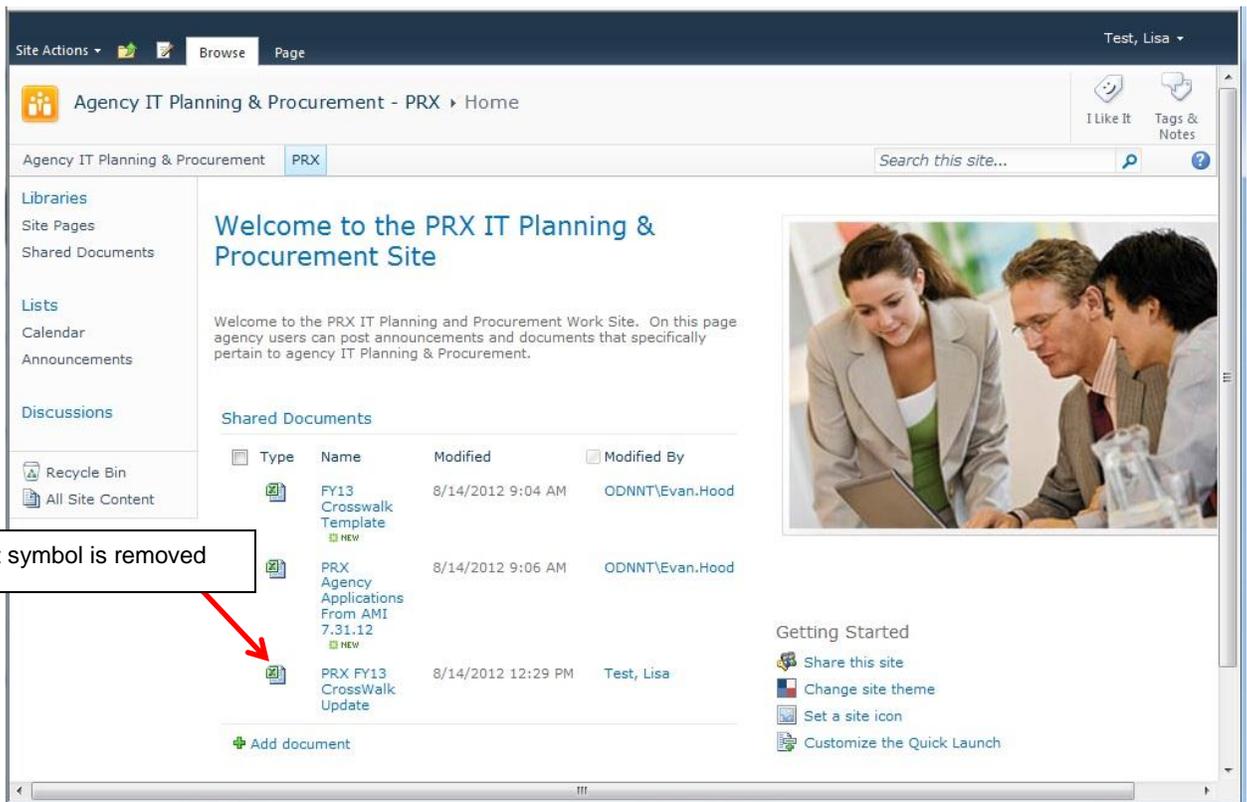


4. Enter information in the **Version Comments** section (optional) and click .

**Result:** The system closes the Check In dialog box.

5. Refresh the window.

**Result:** The system removes the check-out symbol.



## Appendix A: Understanding Your Agency's FY13 Crosswalk Update Table

The **FY13 Crosswalk Update** table was designed to provide a detailed description of your agency's project plans and the budgets required to provision and maintain the applications that support those projects.

The crosswalk is an Excel® spreadsheet composed of two worksheets. Accessible by selecting the tabs at the bottom of the worksheet, **IT Table 1, IT Budget Crosswalk Table for Projects**, focuses on collecting information from a project perspective. The table below provides a definition of each field on the **IT Table 1** worksheet.

IT BUDGET CROSSWALK TABLE FOR PROJECTS															
IT TABLE 1															
AGENCY: Pharmacy Board															
											Total Costs	Software	Software Purchases & Licenses		
BUDGET COST CATEGORIES											Level 1	Level 2	Level 3	Level 3	Level 3
OAKS EXPENSE ACCOUNT CLASS													5210	5270	5371
PROJECT INFORMATION															
Project Identifier	Project Name	Project Description	Project Status	Planning Center(s) to Which the Project Relates	Program(s) to Which the Project Relates	BFY (YY) in BFY Order	BFG	Fund	ALI (###-###)						
										\$	\$	\$	\$	\$	
PRX-300	Prescription Monitoring and Data Collection	The program must provide a way to		PMP - Software Maintenance (O-T)	156B2	2012	FED	3DV0	887607	52,650	52,650				
PRX-003	eLicense System (previous name: C.A.V.U.)	This licensing system will replace the Board of								-	-				
PRX-200	IMS System	The IMS systems allows the board to group all								-	-				
										-	-				
										-	-				
Total Projects Budget (FY 2012)						FY 2012				289,100	68,100	5,000			
Total Projects Budget (FY 2013)						FY 2013				377,450	68,550	-	-	-	
Total Biennial Projects Budget (FY 2012 - 2013)						FY 2012 + FY 2013				671,550	141,650	5,000			
<b>Budget Cost Category Math Key</b>															
Total Costs = Software + Application/Project Support + Hardware															
Software = Software Purchases & Licenses + Software Maintenance Contracts + Software Leases												666,550			
Application/Project Support = Staff + Purchased Personal Services + Other Services & Fees															
Hardware = Hardware Maintenance Contracts + Hardware Purchases + Hardware Leases															

Heading	Description
<b>Project Information</b>	
Project Identifier	Identifies an agency project. It is prefixed by the agency code followed by a sequential number. <i>NOTE:</i> For new projects, the addition of a Project Identifier is optional. For existing projects, do not remove, delete, or reuse a number.
Project Name	Lists the name of the project
Project Description— <b>NEW</b>	Describes the goal of the project <i>NOTE:</i> The information in this column was pulled directly from the ITIP application. Verify the accuracy of each and modify as needed.
Project Status— <b>NEW</b>	Specifies the current state of the project. <ul style="list-style-type: none"> <li><b>Cancelled</b>—Indicates the project was (or should be) deleted/cancelled <i>NOTE:</i> If a project has been cancelled, remove all financials for the project.</li> <li><b>Complete</b>—Indicates the project has been</li> </ul>

Heading	Description
	<p>completed</p> <ul style="list-style-type: none"> <li>• <b>In Progress</b>—Indicates the project has been started <b>and</b> will be completed within FY 13</li> <li>• <b>Move to 14/15</b>—Indicates the project should cross-over to FY 14/15 regardless of its current status</li> <li>• <b>Not Started</b>—Indicates the project has not yet been started, but will be started <b>and</b> completed within FY 13</li> </ul>
Planning Center(s) to which the Project Relates	Specifies the environment where the budget is going to be developed and reviewed within OAKS
Program(s) to which the Project Relates	Specifies the targeted focus/objective the program addresses
BFY (YY) in BFY Order	Specifies the beginning fiscal year of the project
BFG	Specifies the budget funding group for the project
Fund	Specifies a self-balancing entity that supports expenditures made against it. A Fund can be made up of one or more Appropriation Line Items (ALI).
ALI (###-###)	Identifies the agency's costs for appropriated activities. ALI (Appropriation Line Item) is a six-digit code.
Total Projects Budget (FY 2012)	Specifies the total cost for FY12 projects
Total Projects Budget (FY 2013)	Specifies the total cost for FY13 projects
Total Biennial Projects Budget (FY 2012 – 2013)	Specifies the combined cost for FY12 and FY13 projects
<b>Total Costs</b>	
Level 1	Lists the total combined costs of Level 2 (Software total + Application/Project Support total + Hardware total)
<b>Software</b>	
Level 2	Lists the total combined cost of Level 3 (5210 + 5270 + 5371 + 5260 + 5270)
Software Purchases & Licenses (5210/ Level 3)	Specifies the cost of supplies, materials, and minor expenditures that support the project
Software Purchases & Licenses (5270/ Level 3)	Specifies the cost of rentals that support the project
Software Purchases & Licenses (5371/ Level 3)	Specifies the cost of data processing equipment that support the project
Software Maintenance Contracts (5260/ Level 3)	Specifies the cost of maintaining software that supports the project
Software Leases (5270/ Level 3)	Specifies the cost of the leased software that supports the project
<b>Application/Project Support</b>	
Level 2	Lists the total combined cost for supporting the project (Staff + Services + Other Services and Fees)
Staff (5010/ Level 3)	Specifies the IT related staffing payroll expenses
Purchased Personal Services (5100/ Level 3)	Specifies the IT related purchased personal services
Other Services & Fees (5100-5290/ Level 3)	Specifies the miscellaneous services, fees, and expenses for software and application support

Heading	Description
<b>Hardware</b>	
Level 2	Specifies the total hardware cost that supports the project hardware (Maintenance Contracts + Purchases + Leases)
Hardware Maintenance Contracts (5260/ Level 3)	Specifies the cost of maintaining hardware that supports the project's application(s)
Hardware Purchase (5341/ Level 3)	Specifies the cost of communication equipment purchases that support the project's application(s)
Hardware Purchase (5371/ Level 3)	Specifies the cost of data processing hardware purchases that support the project's application(s)
Hardware Leases (5340/ Level 3)	Specifies the cost of hardware leases for communications equipment that support the project's application(s)
Hardware Leases (5370/ Level 3)	Specifies the cost of data processing hardware leases that support the project's application(s)
<b>Applications</b>	
Applications— <b>NEW</b>	Lists the name of the application which supports the IT project. A project may be attributed with zero to many applications. Use the Agency Applications spreadsheet to copy and paste the application name into the Application column. <i>NOTE:</i> If all applications support the IT Project, enter the word <i>All</i> in the Applications column.

The second worksheet, **IT Table 2, IT Budget Crosswalk Table for Application and Infrastructure Operations Information**, focuses on collecting information from a maintenance perspective, including staffing, service level agreements for support, leases, and so on. The table below provides a definition of each field on the **IT Table 2** worksheet.

*NOTE:* Rows that pertain to FY12 have been hidden. If any FY12 operational activities need to be viewed, you can unhide the rows.

IT BUDGET CROSSWALK TABLE FOR APPLICATION AND INFRASTRUCTURE OPERATIONS															
IT TABLE 2															
AGENCY Pharmacy Board															
Application Operations Information								Total Costs	Software	Software Purchases & Licenses			Software Maintenance Contracts	Software Leases	Application/Project Support
BUDGET COST CATEGORIES															
OAKS EXPENSE ACCOUNT CLASS															
APPLICATION AND INFRASTRUCTURE OPERATIONS INFORMATION															
Operation ID	Application Operation Name	Planning Center(s) to Which the Item Relates	Program(s) to Which the Item Relates	BFY (YY) in BFY Order	BFG	Fund	ALI (###-###)	Level 1	Level 2	5210 Level 3	5270 Level 3	5371 Level 3	5260 Level 3	5270 Level 3	Level 2
								\$	\$	\$	\$	\$	\$	\$	\$
PRX-200	IMS System	Application Maintenance	156B1	2013	GSF	4K90	887609	8,000	8,000				8,000		-
PRX-200	IMS System	Software - Maintenance	156B1	2013	GSF	4K90	887609	15,000	15,000				15,000		-
		Hardware Maintenance		2013	GSF	4K90	887609	50,000	50,000				50,000		-
				2013	GSF	4K90	887609	20,000	-						20,000
Total Applications Operations Budget (FY 2013)				FY 2013				280,000	65,000				65,000		215,000
Total Biennial Infrastructure Operations Budget (FY 2012 - 2013)				FY 2012 + FY 2013				708,000	273,000	150,000	-	-	123,000	-	420,000
Operation ID	Infrastructure Operation Name	Planning Center(s) to Which the Item Relates	Program(s) to Which the Item Relates	BFY (YY) in BFY Order	BFG	Fund	ALI (###-###)	\$	\$	\$	\$	\$	\$	\$	\$
	All other infrastructure operations							-	-						-
Total Infrastructure Operations Budget (FY 2013)				FY 2013				-	-						-
Total Biennial Infrastructure Operations Budget (FY 2012 - 2013)				FY 2012 + FY 2013				70,000	20,000	20,000					-
Total Application and Infrastructure Operations Budget (FY 2013)				FY 2013				280,000	65,000	-	-	-	65,000	-	215,000
Total Biennial Appl. and Infrastructure Operations Budget (FY 2012 - 2013)				FY 2012 + FY 2013				778,000	293,000	170,000			123,000	-	420,000

**Budget Cost Category Math Key**  
 Total Costs = Software + Application/Project Support + Hardware  
 Software = Software Purchases & Licenses + Software Maintenance Contracts + Software Leases  
 Application/Project Support = Staff + Purchased Personal Services + Other Services & Fees  
 Hardware = Hardware Maintenance Contracts + Hardware Purchases + Hardware Leases

Heading	Description
<b>Application and Infrastructure Operations</b>	
Operation ID	Identifies either an agency's Application or Infrastructure Operations Activity. It is prefixed by the agency code followed by either an "A" for Application or "I" for Infrastructure and a two-digit sequential number. <i>NOTE:</i> For new operation activities, the assignment of an Operation ID is optional. For existing activities, do not remove, delete, or reuse a number.
Application Operations Name	Lists the name of the application/operation
Planning Center(s) to which the Project Relates	Specifies the environment where the budget is going to be developed and reviewed within OAKS
Program(s) to which the Project Relates	Specifies the targeted focus/objective the program addresses
BFY (YY) in BFY Order	Specifies the beginning fiscal year
BFG	Specifies the budget funding group
Fund	Specifies a self-balancing entity that supports expenditures made against it. A Fund can be made up of one or more Appropriation Line Items (ALI).
ALI (###-###)	Identifies the agency's costs for appropriated activities. ALI (Appropriation Line Item) is a six-digit code.

Heading	Description
Total Applications Operations Budget (FY 2013)	Specifies the total amount for operations cost for all FY13 projects
Total Biennial Infrastructure Operations Budget (FY 2012 – 2013)	Specifies the combined cost of operations for FY12 and FY13
<b>Total Costs</b>	
Level 1	Lists the total combined costs of Level 2 (Software total + Application/Project Support total + Hardware total)
<b>Software</b>	
Level 2	Lists the total combined cost of Level 3 (5210 + 5270 + 5371 + 5260 + 5270)
Software Purchases & Licenses (5210/ Level 3)	Specifies the cost of supplies, materials, and minor expenditures that support the application
Software Purchases & Licenses (5270/ Level 3)	Specifies the cost of rentals that support the application
Software Purchases & Licenses (5371/ Level 3)	Specifies the cost of data processing equipment that support the application
Software Maintenance Contracts (5260/ Level 3)	Specifies the cost of maintaining software that supports the application
Software Leases (5270/ Level 3)	Specifies the cost of the leased software that supports the application
<b>Application/Project Support</b>	
Level 2	Lists the total combined cost for supporting the project (Staff + Services + Other Services and Fees)
Staff (5010/ Level 3)	Specifies the IT related staffing payroll expenses
Purchased Personal Services (5100/ Level 3)	Specifies the IT related purchased personal services
Other Services & Fees (5100-5290/ Level 3)	Specifies the miscellaneous services, fees, and expenses for software and application support
<b>Hardware</b>	
Level 2	Specifies the total hardware cost that supports the project hardware (Maintenance Contracts + Purchases + Leases)
Hardware Maintenance Contracts (5260/ Level 3)	Specifies the cost of maintaining hardware that supports the application
Hardware Purchase (5341/ Level 3)	Specifies the cost of communication equipment purchases that support the application
Hardware Purchase (5371/ Level 3)	Specifies the cost of data processing hardware purchases that support the application
Hardware Leases (5340/ Level 3)	Specifies the cost of hardware leases for communications equipment that support the application
Hardware Leases (5370/ Level 3)	Specifies the cost of data processing hardware leases that support the application
<b>Applications</b>	
Applications	Use the Agency Applications spreadsheet to copy and paste the application name into the Application column.