STATE OF ALABAMA

Information Technology Policy

POLICY 200-01: INFORMATION TECHNOLOGY PLANNING

Agencies have numerous requirements competing for funding. Capital planning and investment control ensures information technology (IT) investments integrate strategic planning, budgeting, procurement, and the management of IT in support of agency mission and business needs. The purpose of the process is to ensure that all IT investments directly support business needs while minimizing risks and maximizing value. To reduce redundancies and ensure best value for the State, IT planners must incorporate the major technology initiatives of the individual agencies into a statewide technology plan.

OBJECTIVES:

- Develop and document the agencies' information technology needs, costs and anticipated benefits and savings to the State.

- Provide a mechanism for identifying future statewide technology needs and information resource management issues.

- Identify and prioritize the information technology projects within the agencies as a prelude to the budgetary process.

- 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.

- Provide information to facilitate the management of information technology within the State.

SCOPE:

This policy applies to all Executive Branch agencies, boards, and commissions except those exempt under The Code of Alabama 1975 (Title 41 Chapter 4 Article 11).

RESPONSIBILITIES:

Information Services Division (ISD):

- 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.

- Schedule and perform agency plan reviews on an annual basis.

- Prepare annual ISD technology strategic plan using established procedures.

- Prepare annual statewide technology plan based on annual agency technology plans.

- Present to the Finance Director the annual statewide technology strategic plan for review and approval.

ISD Director:

- 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 an assessment of an agency's current and potential impact on the State's information technology environment, requirements, resources and architecture.

- Request other agencies submit an abbreviated plan when requisitioning or requesting technology services or equipment.

- The ISD Director reserves 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.

Agency Management, Information Technology Organization:

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

By Authority of Director, Information Services Division, Department of Finance

DOCUMENT HISTORY:

Version	Release Date	Comments
200-00	12/5/2005	Original
200-00_A	6/8/2006	Eliminated exemption for Department of Education
200-00_B	7/12/2006	Eliminated SMART Governing requirements
200-01	4/26/2011	New format