Preparing and Submitting
Information Technology Detail
for Biennium 2010–2011

ABEST Instructions for State Agencies,
Institutions of Higher Education and Appellate Courts

For the Eighty-first Legislature, Regular Session

Legislative Budget Board
June 2008

Preparing and Submitting
Information Technology Detail
for Biennium 2010-2011

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I. INTRODUCTION

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Background and Requirements

Important Note: *Every agency* is required to complete the Daily Operations Project area of the Information Technology Detail (ITD). Only agencies that have signed Interagency Contracts with the Department of Information Resources (DIR) are required to have a Capital Budget Data Center Consolidation project (DCC).

The Information Resources Management Act (Texas Government Code § 2054) directs that an agency's strategic planning process coincide with the state's budget cycle. As part of the process, agencies must prepare an ITD to substantiate their capital project information. The ITD explains how the agency will manage information resources (IR) technology, implement an IR Strategic Plan, and use the IR budget in the next biennium.

The Quality Assurance Team (QAT) works to ensure successful outcomes for major information resources projects. Projects are continually assessed to help reduce the likelihood that a project will not deliver a quality solution based on the schedule, budget, and scope commitments made to state leadership.

The Seventy-third Legislature established the QAT (Senate Bill 381); the Seventy-ninth Legislature continued the quality assurance initiative. The QAT must review all major information resource projects beginning with the planning stages and continuing through the development and implementation stages. The QAT must also approve all major information resources projects prior to inception (Senate Bill 1701 78-R). The project information in an ITD provides the basis for the QAT's review and approval. State agencies and institutions of higher education must comply with QAT initiatives.

The following instructions are intended to streamline the information submitted in an ITD and link it directly with information contained in agency budget submissions.

ITD Purpose

The Information Technology Detail is a tool that agencies use to plan for the appropriate use of information resources to support their mission, goals, objectives, and strategies. The ITD should implement an agency's Strategic Plan, IR Strategic Plan, and the State Strategic Plan for information resources and demonstrate how the agency intends to accomplish its strategic objectives using information technology while remaining consistent with the agency's budget request.

ITD Evaluation

Each Information Technology Detail is evaluated for the following:

- Consistency with the General Appropriations Act and other legislation;
- Compliance with instructions, standards, and guidelines;
- Relevance to the agency's organizational and operational environment;
- Benefits to the agency, state, and citizens;
- Technical validity; and
- Cost-effective implementation of IR technologies.

Submission Schedule

Your ITD is due on the **same date** as your **Legislative Appropriations Request**. The submission schedule can be found on the LBB Web Page: It is at "www.lbb.state.tx.us/online reporting for agencies/agency instructions/legislative approp. requests/LAR submission schedule" if you are using the labels on the screen or "http://www.lbb.state.tx.us/LAR/LAR-81R_Sub_Sched_0508.pdf" if you are using the actual link.

What's New

Narrative fields have been increased to allow for 20,000 characters (including spaces).

Financial Tower reporting has been removed from the ITD.

An ITD is organized around three categories of Information Resource expenditures: Projects more than $25,000 (Category 5005, Capital Budget and 5008 Lease Payment/Mst Lse Prg), Daily Operations (Category 6000) and Data Center Consolidation (Category 7000).

The **Data Center Consolidation** project area (category 7000) is only for those agencies participating in the Data Center Services Contract. They should report their in-scope services as provided to DIR via the Interagency Contracts.

Type of Project codes remain unchanged; however, some of the titles and descriptions have been updated for clarity. See **Appendix C**.

An information resources project represents a planned and organized effort to provide information technology and resources that support an agency's business functions. Well-defined parameters, specific objectives, defined and measurable benefits, planned activities, a scheduled completion date, and an established budget with a specified source of funding generally characterize a project.

An agency must utilize the Texas Project Delivery Framework to prepare a Project Plan for projects designated as major IR projects. Further information is available at: www.dir.state.tx.us/pubs/framework.

A state agency should utilize the requirements, definition, scope and statement of work to estimate the resources and costs needed to support the project. Project resources should represent all direct costs necessary to satisfy requirements from the planning and analysis phase through the post-implementation phase.

NOTE: Projects that are mandated by statute, government rules, audit, and so on, are not exempt from reporting. If you look at the submenus under the ITD tab in ABEST (Figure 1.1), you'll see that you're required to enter much the same categories of data as under the CAPITAL BUDGET tab during budget submission. If you're unfamiliar with ABEST, check with the budget section of your agency (they can be great source for information).

Gen Info/Settings	Strat Plan	Bud Req	Measures	Cap Bud	Support Info	Higher Ed	ITD	Reports	Performance	USAS Recon
Project Names	Project Financing		Project Strategy Allocation		Project Information		Asset Inventory		Life Cycle

Gen Info/Settings	Strat Plan	Bud Req	Measures	Cap Bud	Support Info	ITD	Reports	Performance	USAS Recon
Project Names	Project Financing		Project Strategy Allocation		Oper & Maint Expenses		Project Information

Figure 1.1 ITD and Capital Budget Tabs

Exemptions from the ITD

The following are exempt from an Information Technology Detail:

Process control equipment: equipment and associated software or firmware that has the primary purpose of directly controlling a non-IR process, system, and/or mechanical device. Examples of process control equipment are the microcomputer (PC) used to control a Magnetic Resonance Imaging system, a PC used to control a machine lathe, a computer used to monitor and control the air conditioning system for a building, etc. If, however, the process controller is disconnected or removed from its designated control function, it becomes part of the IR planning process.
Two-way voice radio: point-to-point mobile radio or base-stationed two-way radio primarily used for voice telecommunications.

Non-state-funded education/research: an institution defined by Education Code § 61.003 are not required to include projects for education and research when they are funded **solely** with contracts, grants, or gifts and when they will not require future state funding that exceeds 20 percent of the total project cost.

Note: Institutions of Higher Education need only to enter the **Method of Financing** for any project. Higher Education agencies are required to complete all the data in the Project Name screen, for their Daily Operations project, including the Daily Operations Category Description.

The **ITD Daily Operations Totals** must balance with **ITD Project Financing Totals** shown at the bottom of the screen.

	Category Description	Est 2008	Bud 2009	BL 2010	BL 2011	Excp 2010	Excp 2011
Del	CRM Customer Relationship Managem	32,000	35,000	74,000	65,000	0	0
Del	Data Management / Data Warehousing	15,000	21,000	17,500	19,000	0	0
Del	Acquisition and Refresh of Hardware ar	1,000,000	1,100,000	1,000,000	1,250,000	0	0
	ITD Daily Operations Totals	1,047,000	1,156,000	1,091,500	1,334,000	0	0
	ITD Project Financing Totals	1,047,000	1,156,000	1,091,500	1,334,000	0	0

Leasing versus Purchase

Article IX, **§** 9.04 of the General Appropriations Act (Eightieth Legislature, Regular Session), states that: "agencies and institutions of higher education receiving appropriated funds for the acquisition of information technology, including seat management, perform a cost-benefit analysis of leasing vs. purchasing information technology and develop a personal computer replacement schedule. Agencies and institutions of higher education should use the Department of Information Resources' (DIR) *Guidelines for Lease versus Purchase of Information Technologies* to evaluate costs and DIR's *PC Life Cycles:Guidelines for Establishing Life Cycles for Personal Computers* to prepare a replacement schedule.."

The hardware or software for a project may be acquired by lease, lease/purchase, or master lease. If a lease is open-ended (no clear termination date), agencies should treat the cost of the lease item as if it were purchased outright to determine the total project development cost. The anticipated costs for any lease, lease/purchase, or master lease should be shown in ABEST

The total development cost of a project may differ from the costs in your ITD because of, for example, master lease adjustments or lease/purchase payment plans. If the estimated cost varies from the actual cost of the master lease or the lease/purchase payment plan, include details of the total project development cost in the Project Description (see Chapter 2).

ABEST Access

To gain access to ABEST, your agency must be set up in the ABEST security system. On the LBB website (www.lbb.state.tx.us), use the following path to submit a request for access online: Agency Data Entry/ABEST Login Request Form. Your agency must supply the name, phone number and e-mail address of everyone who will use the system. *You must also use Internet Explorer, version 5.0 or higher.*

Once you've got a user ID and a password (which we'll send you via e-mail), access ABEST in the following way:

- Going to the LBB Web page: http://www.lbb.state.tx.us/
- Click ABEST LOGIN PAGE (Figure 1.2) to navigate to the log on screen (Figure 1.3).
- Type your user ID in the USERID box and your password in the PASSWORD box.
- Click LOGON.
- Enter ITD data as instructed in the following chapters, and then submit the ITD to the LBB.

You will not submit a hard copy of the ITD to the LBB.

Figure 1.2 LBB Web Page

Figure 1.3 ABEST Login Screen

Calculator

Although ABEST makes most calculations for you, sometimes you'll want to check your math. ABEST has a built-in calculator that you can access by double-clicking in any active data-entry cell. Once you've used the calculator to perform a mathematical operation, be sure to click the = button, then click the SEND TO GRID button and the number you've calculated will be transferred to the data-entry cell where the cursor appears.

Documentation Conventions

The following are conventions you should be aware of as you work with these instructions:

- In this document, all agencies, departments, commissions, and institutions of higher education are referred to as "agencies." When further clarification is necessary, institutions of higher education are referred to as "institutions."

- Text that appears in SMALL CAPS refers to literal field names, menu options, keystrokes, and titles on ABEST screens. *Italicized* text is used to emphasize information of particular importance. If something's in ***bold italics***, it's really important. In the text windows that ABEST provides for entering data, the text you type appears in your reports *exactly as you have entered it. Text windows do not support graphics or complicated formatting*; they do allow bulleted or numbered lists, but no hanging indents. You may copy text from a word processor and paste it into the text-entry windows, but be aware that bulleted lists may not copy properly and may display as ASCII code in the report. Avoid choosing an outline style that combines numbers and bullets.

*Numbers that have not been saved in data-entry cells are rust-colored. Once you save, the updated numbers change to black. This is a handy way to keep track of what ABEST entries are saved.

∗We refer to the main subject heading as a "tab." The options under that heading are referred to as "submenus" or "submenu items." In Figure 1.4, for example, the active tab is ITD; the submenus are PROJECT NAMES, PROJECT FINANCING, PROJECT STRATEGY ALLOCATION, PROJECT INFORMATION ASSET INVENTORY and LIFE CYCLE.

Gen Info/Settings	Strat Plan	Bud Req	Measures	Cap Bud	Support Info	Higher Ed	ITD	Reports	Performance	USAS Recon
Project Names	Project Financing		Project Strategy Allocation		Project Information		Asset Inventory		Life Cycle	

Figure 1.4 ITD Tab and Submenus

- Screen images are presented as "Figures" and are numbered. Although we may use a real agency's budget structure in examples, the numbers are fictitious.
- *Never, ever* use your browser's BACK button. Always navigate using the tabs and submenus.
- If you do not work in ABEST for one hour, the application will become inactive and any data you have not saved will be lost. As with any computer work, it's a good idea to save frequently.

VERY IMPORTANT: Information will not be saved until you click UPDATE. The system allows you to move to other tabs and submenus before you click UPDATE. There is no warning that you have not updated your record. *If you leave a page before updating, you will lose your work.*

ABEST News Screen

Once you've logged on, you'll be taken automatically to the ABEST NEWS SCREEN. Read this screen each time you log on to learn about due dates and other important information. To leave the NEWS SCREEN and begin work on your Information technology detail Plan, simply click the ITD tab, and then choose a submenu.

Search

Because the ABEST manual is a PDF file, you may navigate through the electronic version or search for particular words or strings of words and print files. The STATUS BAR located at the bottom of the screen (Figure 1.5) provides ways to navigate through a document and change page magnification.

Navigating through a Document

To go to the next page:
• Click the NEXT PAGE button or press the RIGHT ARROW key.
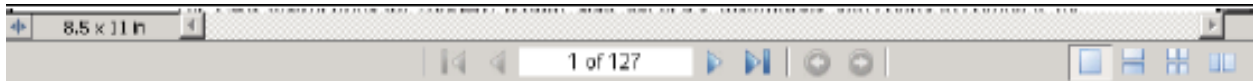
Figure 1.5 PDF Status Bar

To go to the previous page,
• Click the PREVIOUS PAGE button or press the LEFT ARROW key.
To go to the first page,
• Click the FIRST PAGE button or press the HOME key.
To go to the last page,
• Click the LAST PAGE button or press the END key.
To go to a specific page,
• Select the current page number in the STATUS BAR (for example, 6 in 6 of 43).

• Type the page number.
• Press the ENTER key.

Changing the Page Magnification

• Click the ZOOM button to display a pop-up menu.
• Click on the magnification or demagnification you want.

Browsing a Document Using Bookmarks

The BOOKMARKS tab in the NAVIGATION PANE (see below) presents a table of contents listing the chapters, sections, and other organizational items in a document. When you click on a bookmark, you are taken to that place in the document. To display the NAVIGATION PANE,

- Click the SHOW/HIDE NAVIGATION PANE button. The NAVIGATION PANE opens to the left of the DOCUMENT PANE.

- Click the BOOKMARKS tab at the top of this pane (Figure 1.6). If bookmarks were not created for the document, the NAVIGATION PANE will be empty.

- To jump to a topic, click either the bookmark's icon or text. Close the NAVIGATION PANE by clicking the SHOW/HIDE NAVIGATION PANE button (Figure 1.5).

When a topic's bookmark has a plus sign next to it, there are bookmarks for subdivisions of the topic. To view the subdivisions,
- Click the plus sign. The topic will expand to display the subdivision bookmarks. The clicked plus sign changes to a minus sign; and
- To collapse the topic, click on the minus sign.
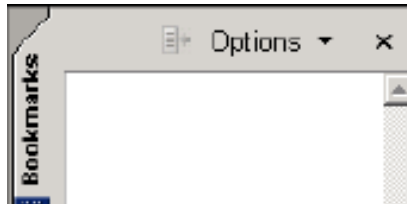
Figure 1.6 PDF Bookmarks Tab

Acrobat Reader 7.0 Toolbar

These instructions are for *Acrobat Reader 7.0.* Check the LBB website periodically for search instructions to the latest version of Acrobat Reader. The Acrobat Reader 7.0 toolbar (Figure 1.7) is located just above the document and below all the other toolbars in the browser window. The buttons on the Acrobat Reader toolbar are referred to in the following instructions. The bar also has a SHOW/HIDE NAVIGATION PANEL button (Figure 1.7).

Figure 1.7 Acrobat Reader Toolbar

Printing Acrobat Documents

To print an entire document, do the following
- Click the PRINT button (on Figure 1.7) on the Acrobat Reader toolbar;
- Click the ALL option in the PRINT RANGE area of the PRINT window; and
- Click the OK button.

To print only a range of pages,
- Click the PRINT button on the Acrobat Reader toolbar;
- Click the PAGES option in the PRINT RANGE area of the PRINT window;
- Change the page numbers to the range you want; and
- Click the OK button.

NOTE: Use PROPERETIES to set general printing options such as portrait or landscape orientation.
Page numbers may differ slightly from an original printed copy because of font substitution and printer differences. If normal printing does not produce the desired results, select the PRINT AS IMAGE option.

Searching Acrobat Documents

To search a document from the beginning,
- Press the HOME key on your keyboard to move to the beginning;
- Click the FIND button on the Acrobat Reader toolbar (Figure 1.7);
- Click on the FIND WHAT text box of the FIND window;
- Type the word or phrase you want to search for; and
- Click the FIND button . Acrobat finds the first occurrence of the word or phrase.

To find the next occurrence of the word,
- Click the FIND AGAIN button on the Acrobat Reader toolbar.

NOTE: To narrow your search, choose among the options to the left of the CANCEL button. MATCH WHOLE WORD ONLY finds only occurrences of the complete word you enter in the text box. For example, if you search for the word *stick*, the words *tick* and *sticky* will not be highlighted. MATCH CASE finds only words that contain exactly the same capitalization you enter in the text box. FIND BACKWARDS starts the search from the current page and goes backward through the document.

Downloading Acrobat Documents

To download a document,
- Click the SAVES A COPY OF THE FILE button on the Acrobat Reader toolbar (Figure 1.7).The SAVE AS window will appear;
- Click the SAVE IN list box (down arrow) and select the save location for the file;
- Click the FILE NAME text box and type a name for the file to be saved under; and
- Click the SAVE button.

NOTE: The downloaded file will be in Acrobat Reader format with a .pdf extension. To access a file locate and double-click its name. The file will open in Acrobat Reader.

If all else fails, call the Applications Support Help Desk at **(512) 463-3167.**

II. ITD PROJECT NAMES

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Definitions

The ITD is organized around projects. All projects fall into one of three types: Daily Operations, Data Center Consolidation (***selected agencies only***) or individual projects. All three types are entered in ABEST.

Daily Operations are the costs required to provide for the continuation of information resources services necessary to operate the agency at current levels. These are sometimes referred to as "Baseline Operations."

Note for agencies with Data Center Services (DCS) contracts: no data center expenditures should appear in your daily operations project, unless DIR has approved a DCS exemption

Examples of expenditures appropriate for Daily Operations include the following:

• Cost of staff to operate the computer room and maintain existing applications and systems;
• Cost to operate and maintain existing networks;
• Software and hardware maintenance contracts not associated with new systems;
• Enhancement and software upgrades. (Do not identify as a separate new project for development unless the project has been identified as a capital budget item or as a separate item in the Legislative Appropriations Request.)
• Replacement of inoperative or worn-out equipment necessary to maintain the current level of information resources service;
• Software licenses for existing software;
• Telecommunications line costs and long-distance charges;
• Contracts, interagency contracts, or memoranda of understanding to provide continuation of processing services for existing systems; and
• Equipment that is already leased (not new equipment to be leased). See Chapter 1 for information about leasing versus purchase.

Individual projects (projects that are not defined as Daily Operations projects) include the following:
  • Any activities that require additional development or expansion of the current level of information resources service;
  • Expenditures such as consultant services;
  • Replacement of working but functionally obsolete equipment;
  • Procurement of new equipment required for system or information resources growth (other than the equipment specified above).

Important: All agencies must have a Daily Operations project. ABEST automatically assigns a project id number to the Daily Operations project. (See instructions later in this chapter.)

Agencies that have a Data Center Consolidation project will not be able to close if data is not entered for this project. Data Center Consolidation project will consist of the following.

Just As Important: Even though the Daily Operations project will not be cross-checked against your Capital Budget (as other individual projects will be), you must provide method of financing data for them (Chapter 4 of the instructions). The method of financing data for the Daily Operations project **will not be in your capital budget,** so check with your agency's budget staff if you need help.

Entering ITD Projects in ABEST

In the ITD stage (Stage 01), you have two options concerning projects: add ongoing projects (that is, any projects that previously existed but have not been defined in the stage you're working in) or add new projects. All fields in all screens require data entry.

Important Note: When naming a new project in stage one the name that your agency assigns will remain the same name throughout the entire project life cycle.

Agency Status

Unlike other parts of ABEST, there is no EMPTY status for ITD data entry. When you click on the ITD tab, you will automatically be in INCOMPLETE status, which is what you need to begin data entry.
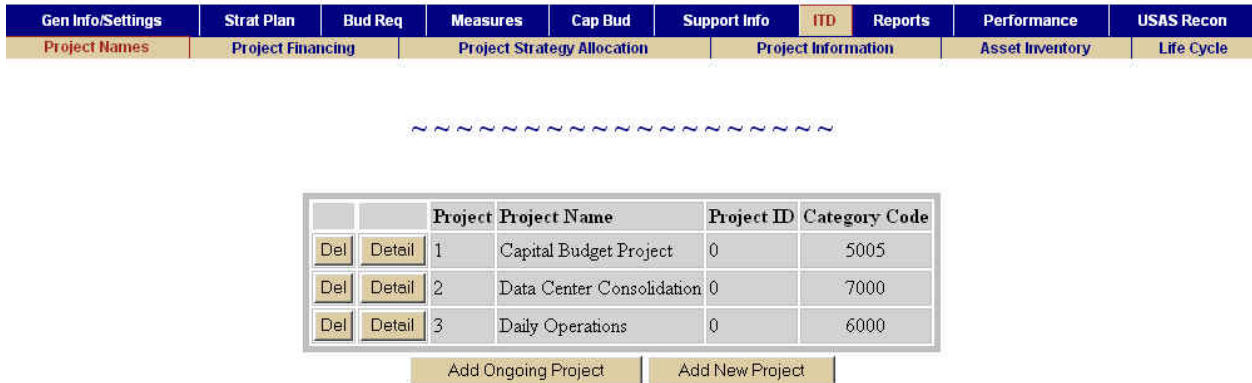
Adding Projects

Ongoing projects are those that exist in a previous stage, but not the stage in which you're working. Pick projects from the list defined in Stage 01 and from the list of added projects defined for the stage in which you're working.

Remember: You must add any other projects the ITD must account for – projects that cost more than $25,000 (category code 5005). You may enter data for the Daily Operations project first, and then add all of your other projects, followed by data entry. You may also add all your projects first, and then enter data for everything, including Daily Operations, at one time. To illustrate, we'll add a project and then enter the data. The data-entry procedure is the same once a project has been added.

Click on the PROJECT NAMES submenu (Figure 2.1)

• Click the ADD NEW PROJECT button (Figure 2.1.) to display the new project data-entry screen (Figure 2.2). Because this screen is long, we'll work with it in sections.

Figure 2.1 Project Names Submenu: New and Ongoing Project Buttons

Project ID field (Figure 2.2) must contain an ID for all category 5005 projects. Select a capital budget project from this list to link your ITD project to it. You may link several ITD projects to a single capital budget project. ABEST automatically changes the capital budget project IDs in this list if the projects are resequenced under the Capital Budget tab so that your links remain intact.

Project Sequence Number is set automatically. You may change the sequence number, but you may not duplicate an existing project sequence number. It's probably best to leave this number alone.

Project Code is also set automatically and may not be changed.

Short Name may be anything you choose, but you must limit yourself to 35 characters, which includes spaces and punctuation. Once you reach the limit, the field will not accept more.

Full Name may be as long as 210 characters, including spaces and punctuation. If you exceed the maximum, you'll get an error message that tells you how much you've gone over the limit. The full and short names may be identical.

Category Code is easy. It will be either 5005 – ACQUISITION OF INFORMATION RESOURCE TECHNOLOGY, 6000 – DAILY OPERATIONS or 7000 – DATA CENTER CONSOLIDATION.

Figure 2.2 Project Data-entry Screen (Top Part)

HELPFUL HINT: You may activate a character counter (Figure 2.3) by doing the following:
- Click VIEW at the top of your screen (Figure 2.4); and

- Select STATUS BAR to activate the character counter, which will appear on the lower left of the screen. The counter helps you keep track of how much text you've entered.

Figure 2.3 Character Counter
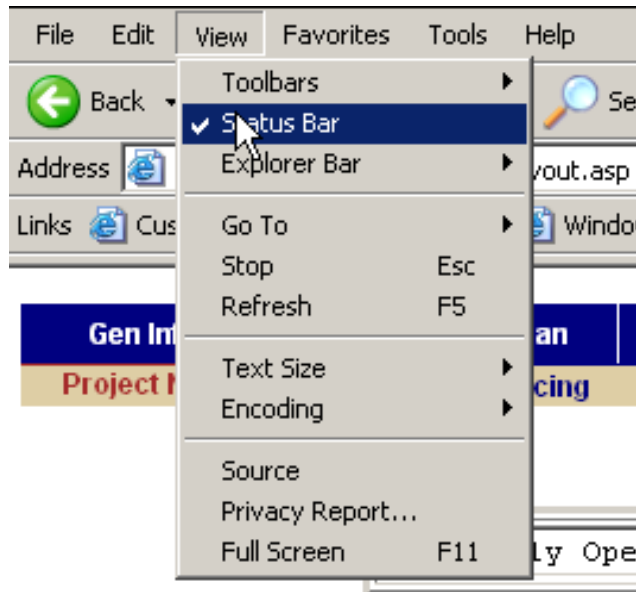
Figure 2.4 View/Status Bar Access to Character Counter

Type of Project Code can be chosen from a drop-down list. You can use the arrow keys to move from choice to choice. Two categories might work with your project, but choose the one that describes it best. For example, a project to develop a permit renewal project could be assigned Type of Project Code "Other Service Delivery Functions," however, "Licensing / Permitting / Monitoring / Enforcement" more precisely described this project, and therefore should be used.

See Appendix C for descriptions of the project types.
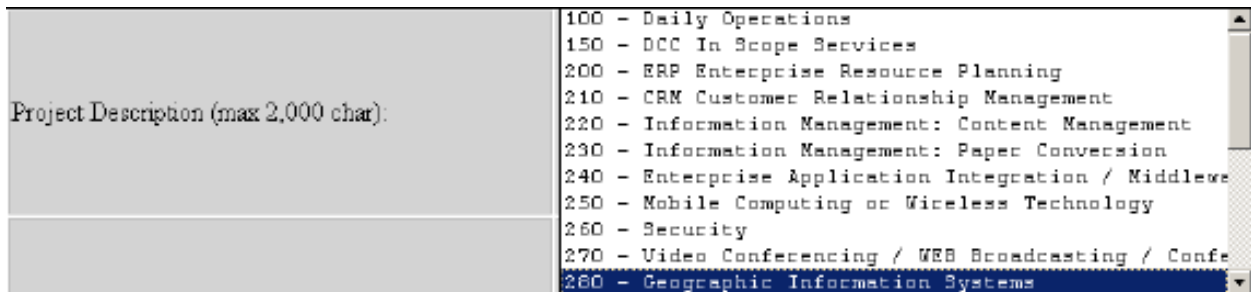
Figure 2.5 Type of Project Code Drop-down List (Middle of Screen)

Project Definitions and Descriptions (TYPE OF PROJECT CODE Drop-Down List)

See **Appendix C** for a listing of Project Category Definitions and Descriptions.
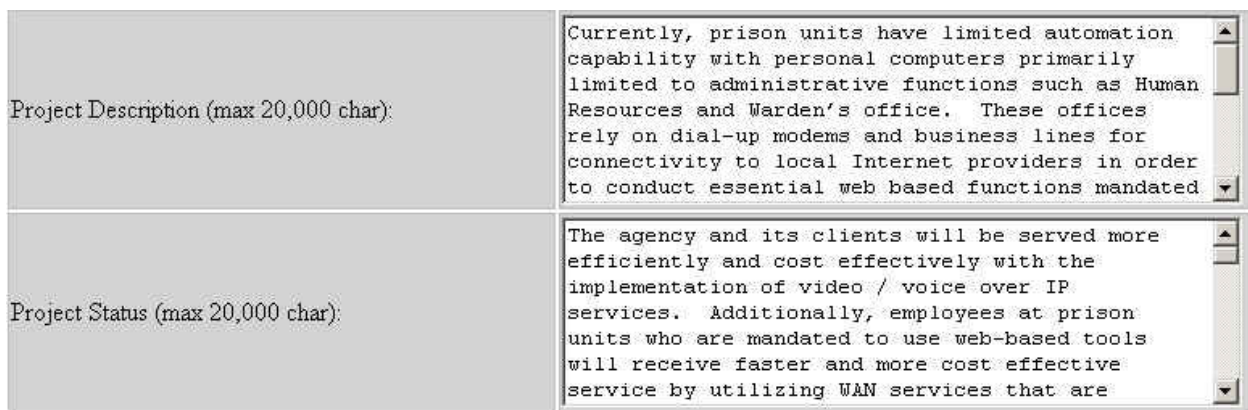
Project Description (Figure 2.6) is a comprehensive description of *what* the agency plans to accomplish in the project and a summary of *how* the agency plans to accomplish the project. This section presents the proposed solution in response to the agency's needs analysis. You're limited to 20,000 characters.

Note: If you are using a contractor or vendor, please provide the name of the contractor(s) or vendor.

To enter the project description in ABEST,

- Type or paste the description from a word-processing application. As with all ABEST text fields, you may not use complicated formatting, such as boldface or underlining. The application will support bulleted and numbered lists, but will lose the hanging indent.

Project Status provides a synopsis of the progress to date; notes changes in cost, schedule, and scope since the last plan or amendment; and explains the change. You're limited to 20,000 characters, which includes spaces and punctuation (Figure 2.6).

Project Description (max 20,000 char):	Currently, prison units have limited automation capability with personal computers primarily limited to administrative functions such as Human Resources and Warden's office. These offices rely on dial-up modems and business lines for connectivity to local Internet providers in order to conduct essential web based functions mandated
Project Status (max 20,000 char):	The agency and its clients will be served more efficiently and cost effectively with the implementation of video / voice over IP services. Additionally, employees at prison units who are mandated to use web-based tools will receive faster and more cost effective service by utilizing WAN services that are

Figure 2.6 Project Description and Project Status Text Fields

Needs-analysis Summary defines the problem and demonstrates why the project is needed to solve the problem. You're limited to 20,000 characters, and all the same restrictions apply here as in all other text boxes in ABEST (Figure 2.7).

Project Justification, at a level of detail commensurate with the scope of the effort discusses how the agency and its clients will be better served after the project is implemented. You are limited to 20,000 characters (Figure 2.7).

Needs-analysis Summary (max 20,000 char):	Video convergence: Currently TDCJ spends approximately $25,000 per month for video T-1 circuits. Converging this video traffic with already existing WAN T-1 circuitry will save these costs. Based on an estimated project cost of $456,000, the capital cost of equipment can be recouped in approximately 18 months.
Project Justification (max 20,000 char):	Agency divisions/departments require adequate microprocessing tools for the effective performance of their day-to-day work activities thus enabling attainment of their organizational goals and objectives. This project is expected to provide cost-effective and appropriate desktop technology as well as facilitate implementation

Figure 2.7 Needs Analysis Summary and Project Justification Text Field

Outcome Measures presents your agency's analysis of the project cost factors related to the project's anticipated payback, benefit, or gain. This is an important field, as failure to provide quantitative justification may result in disapproval of the project. You are limited to 20,000 characters (Figure 2.8).

Output Measures (Figure 2.8) discusses your agency's analysis of the program- or system-related performance objectives and describes the measures that gauge the project's success. You are limited to 20,000 characters.

Outcome Measures (max 20,000 char):	The planning and acquisition of effective, and affordable, desktop technology tools for the agency's user community will continue to incorporate appropriate cost-benefit analysis efforts in proportion to assessed risk. In addition, these efforts will utilize criterion established when conducting the agency's PC
Output Measures (max 20,000 char):	A variety of measures will be monitored to determine the success of this project. Initially, ensuring that all new desktop acquisitions meet minimum agency standards promotes uniform platforms for usage and maintenance. Also, uniform platforms will reduce the costs involved with training staff on various

Figure 2.8 Outcome Measures and Output Measures Text Fields

Acquisition-of-Alternatives Analysis describes the technical alternatives your agency considered and analyzed the process required in selecting its information resources solution. Failure to provide a technical analysis of alternatives may result in disapproval of the project (Figure 2.9). You are limited to 20,000 characters.

Cooperative Project Area lists partners with whom your agency is working to acquire or develop information resources. The character limit is 20,000 (Figure 2.9).

| | | | | Video convergence: Currently TDCJ spends approximately $25,000 per month for video T-1 circuits. Converging this video traffic with already existing WAN T-1 circuitry will save these costs. Based on an estimated project cost of $456,000, the capital cost of equipment can be recouped in approximately 18 months. |

Needs-analysis Summary (max 20,000 char):

> Video convergence: Currently TDCJ spends approximately $25,000 per month for video T-1 circuits. Converging this video traffic with already existing WAN T-1 circuitry will save these costs. Based on an estimated project cost of $456,000, the capital cost of equipment can be recouped in approximately 18 months.

Project Justification (max 20,000 char):

> Agency divisions/departments require adequate microprocessing tools for the effective performance of their day-to-day work activities thus enabling attainment of their organizational goals and objectives. This project is expected to provide cost-effective and appropriate desktop technology as well as facilitate implementation

Figure 2.9 Acquisition of Alternatives Analysis and Project Area Text Fields

In the final text field, enter the project **Milestones or Timelines**. You're limited to 20,000 characters (Figure 2.10).

Milestones or Timelines (max 20,000 char):

> Timelines for this project are at the beginning of each fiscal year. At the point when old inventories are replaced, a milestone will be reached.
>
> As other microprocessing solutions are explored and substituted, similar replacement schedules

Figure 2.10 Milestones or Timelines Text Fields

VERY IMPORTANT: Press UPDATE OR INSERT (at the bottom of the screen) to save all the data on this page. Pressing ENTER doesn't work on this screen; it simply gives you a hard return. *If you leave the screen before pressing* UPDATE OR INSERT, *you will lose all work.*

		Project	Project Name	Project ID	Category Code
Del	Detail	1	Capital Budget Project	0	5005
Del	Detail	2	Data Center Consolidation	0	7000
Del	Detail	3	Daily Operations	0	6000

Add Ongoing Project   Add New Project

Figure 2.11 Detail Button to Access Daily Operations Data Entry

Daily Operations Projects

Important Note: Every agency is required to complete the DAILY OPERATIONS project area of Information Technology Detail. Daily Operations projects require the same data entry as New Projects plus an additional area of DAILY OPERATIONS CATEGORY data.
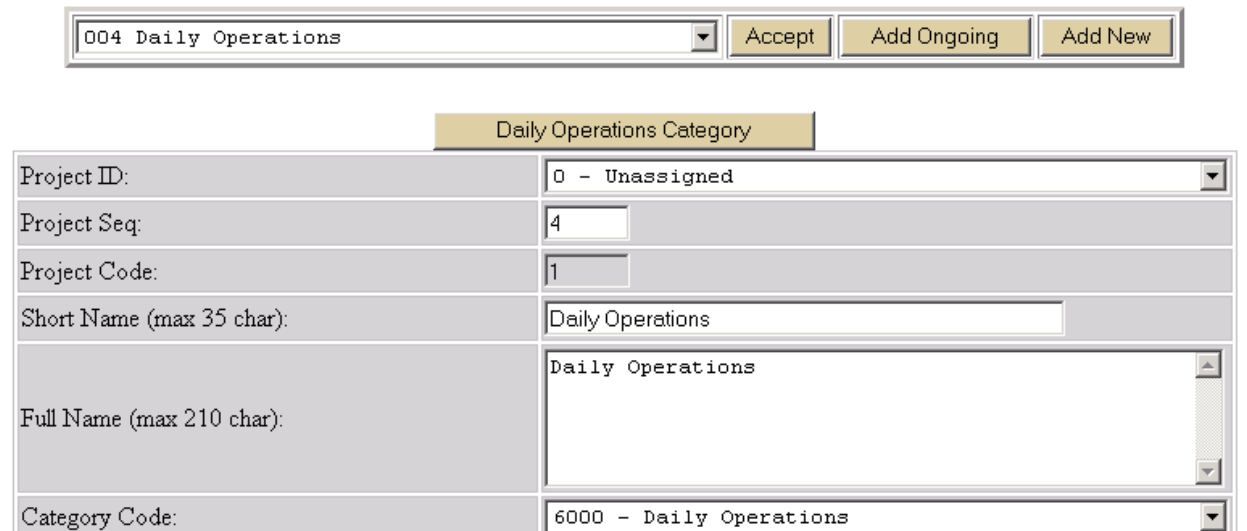
> **Note:** The LBB has already populated each agency with a Daily Operations project.

Click the DETAIL button to the left of the DAILY OPERATIONS project name (Figure 2.11) to access the Daily Operations data-entry screen (Figure 2.12)

• The drop-down lists and text boxes work the same way as they do for new projects. (See figures 2.2 through 2.10.) You must put something in all of the text boxes. If you do not, ABEST will prompt you to fill out any empty fields when you click the UPDATE button.

Note: For Daily Operations projects, the CATEGORY CODE drop-down list automatically defaults to 6000 - DAILY OPERATIONS, and the TYPE OF PROJECT CODE drop-down list automatically defaults to 100 – DAILY OPERATIONS.

• Click the DAILY OPERATIONS CATEGORY button near the top of the screen to begin choosing categories to work with (Figure 2.13).

Figure 2.12 Daily Operations Data-entry Screen

• Click the ADD DAILY OPERATIONS CATEGORY button (Figure 2.13) to access the drop-down list of categories (Figure 2.14).

Figure 2.13 Add Daily Operations Category Button

• Select a category from the drop-down list (Figure 2.14) and click the ADD button.
• Continue selecting categories and clicking the ADD button until you are finished. As you choose categories, they are removed from the list.

• When you are finished selecting categories, click the RETURN TO DAILY OPERATIONS button (Figure 2.15) to access the number-entry grid (Figure 2.16).
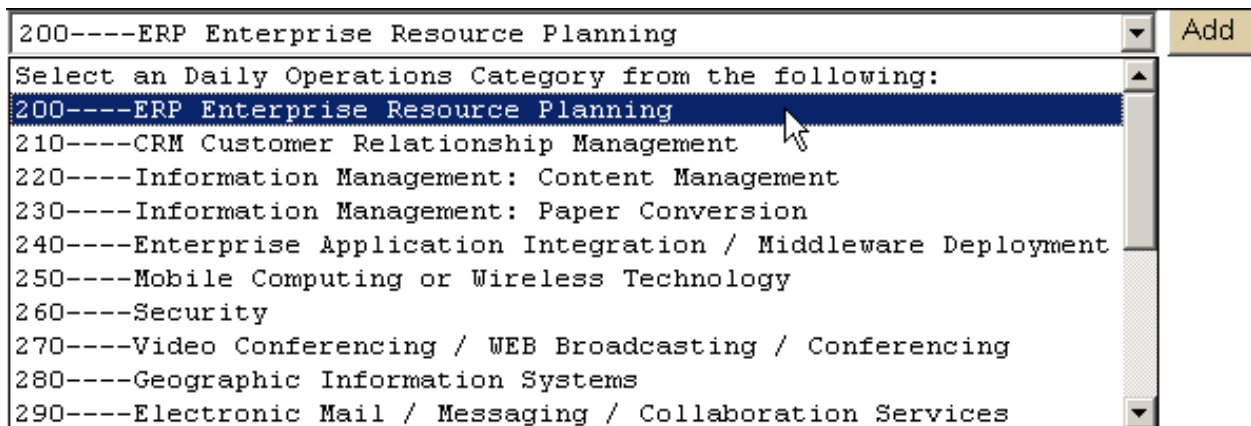
Figure 2.14 Daily Operations Category Drop-down List
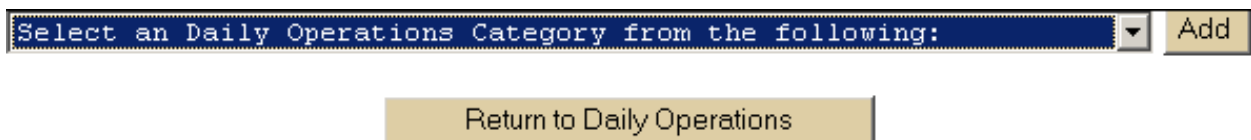
Figure 2.15 Return to Daily Operations Button (beneath drop-down list in Figure 2.14)

• Fill in the EST 2008, BUD 2009, BL 2010, and BL 2011 field for each category (Figure 2.16).

• Click UPDATE to save your numbers.

• Click the RETURN button to go back to the main Daily Operations project screen. You may also click the ADD DAILY OPERATIONS CATEGORY button to return to the DAILY OPERATIONS CATEGORY drop-down (Figure 2.14) list to add more categories.

Note: the ITD Daily Operations Totals must equal the ITD Project Financing Totals. If they are out of balance it will create an error message on the Agency Status tab, ITD Detail button, which will not allow you to obtain a complete/close status.

	Category Description	Est 2008	Bud 2009	BL 2010	BL 2011	Excp 2010	Excp 2011
Del	CRM Customer Relationship Managem	32,000	35,000	74,000	65,000	0	0
Del	Data Management / Data Warehousing	15,000	21,000	17,500	19,000	0	0
Del	Acquisition and Refresh of Hardware a	1,000,000	1,100,000	1,000,000	1,250,000	0	0
ITD Daily Operations Totals		1,047,000	1,156,000	1,091,500	1,334,000	0	0
ITD Project Financing Totals		1,047,000	1,156,000	1,091,500	1,334,000	0	0

Figure 2.16 Daily Operations Number-entry Grid

• Click the UPDATE button at the bottom of the screen to save your work. If you have not filled out all of the fields and text boxes, ABEST will display information messages to tell you what you need to complete

Milestones or Timelines (max 20,000 char):

> Timelines for this project are at the beginning of each fiscal year. At the point when old inventories are replaced, a milestone will be reached.
>
> As other microprocessing solutions are explored and substituted, similar replacement schedules

Figure 2.17 Update Button at Bottom of Main Daily Operations Screen

Important Note: If you change the CATEGORY CODE (Figure 2.12) in the drop-down list from 6000 DAILY OPERATIONS to 5005 - ACQUISITN INFO RES TECH **before** you click the main UPDATE button (Figure 2.17), you will get a warning message (Figure 2.18) telling you that you will lose all of your Daily Operations data (categories, figures, and text). Click CANCEL and change back to CATEGORY CODE 6000 to continue with Daily Operations data-entry, or click OK to delete Daily Operations data you have entered and work on Acquisition of Information Resource Technology (Category 5005) data.
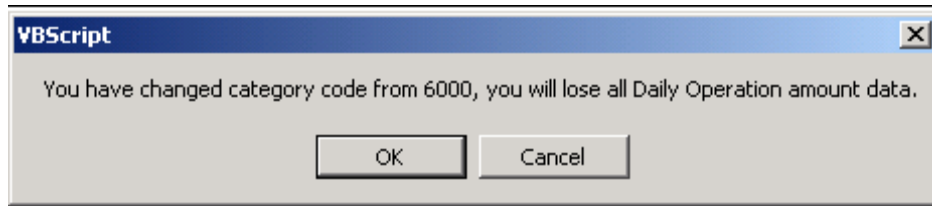
Figure 2.18 Changed Category/Data Loss Warning Message

Data Center Consolidation Projects

- **Important Note:** Only agencies with Data Center Services (DCS) contracts need to complete this section.

- Department of Criminal Justice
- Department of Information Resources
- Department of Licensing and Regulation
- Department of Public Safety
- Health and Human Services
    - DADS
    - DARS
    - DFPS
    - DSHS
    - HHSC
- Office of the Attorney General
- Public Utility Commission
- Railroad Commission
- Secretary of State
- Texas Alcoholic Beverage Commission
- Texas Building and Procurement Commission
- Texas Commission of Environmental Quality
- Texas Department of Agriculture
- Texas Department of Insurance
- Texas Department of Transportation
- Texas Education Agency
- Texas Higher Education Coordinating Board
- Texas Parks and Wildlife
- Texas State Library and Archives Commission
- Texas Workforce Commission
- Texas Youth Commission
- Water Development Board

Important Note: When choosing the ongoing DCC project, click on "Detail" of the Category Code, change the code from 30000 to 7000, scroll to the bottom of the page and click on the "Update" button.

Adding Ongoing Projects

You will have a list of projects that have been copied forward from the previous session. It is from this list that you will choose ongoing projects. If fields are blank from previous submittal, entry in all fields is now required. To add an ongoing project, do the following:

Important Note: When choosing the ongoing DCC project, click on "Detail" of the Category Code , change the code from 30000 to 7000, scroll to the bottom of the page and click on the "Update" button.

- Press the ADD ONGOING PROJECT button (below the list of projects that have already been added [Figure 2.21]) to navigate to the list of ongoing projects (Figure 2.22).

		Project	Project Name	Project ID	Category Code
Del	Detail	1	Capital Budget Project	0	5005
Del	Detail	2	Data Center Consolidation	0	7000
Del	Detail	3	Daily Operations	0	6000

Add Ongoing Project   Add New Project

Figure 2.21 Ongoing Project List

To choose more than one **sequential** project:

- Hold down the SHIFT key while clicking on project names;
- Click ACCEPT. You'll get a message telling you how many projects you've added;
- Click RETURN to navigate to the initial PROJECT NAMES screen (Figure 2.1); and
- Add data exactly as you add it for new projects. See the preceding section.

Please select the projects you want to add to the current session and stage.
If you want to select multiple projects in order, hold the shift key down while making your selections.
If you want to select nonsequential multiple projects, hold the ctrl key down while making your selections.

Boat Registration
Call Management
Configuration Management
Daily Operations Capital Expend
Divisional Initiatives
Document Imaging
Enterprise Server Life Cycle
Exchange 2000

Accept   Return

Figure 2.22 Add Ongoing Project Button

To choose more than one **nonsequential** project:

- Hold down the CTRL key while clicking on project names;
- Click ACCEPT. You'll get a message telling you how many projects you've added;
- Click RETURN to navigate to the initial PROJECT NAMES screen (Figure 2.1); and
- Enter data as you do for new projects (see the preceding section). The INSERT button will have changed to UPDATE, but both work the same way.

Deleting Ongoing Projects

To delete a project inadvertently added into session 81R, stage S01,
• Click the DELETE button to the left of the project number and name (Figure 2.21). A warning message is displayed (Figure 2.23) that asks whether you're sure you want to delete the project. Click OK to delete. Click CANCEL to stop the deletion process.
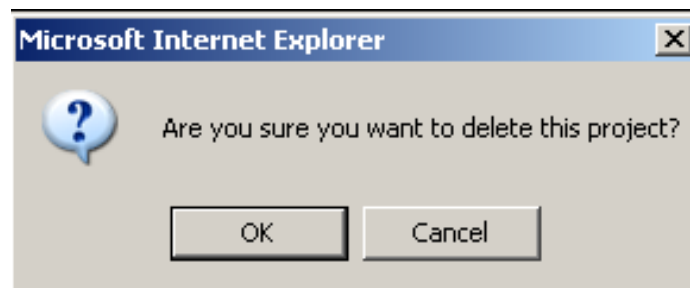
Figure 2.23 Project Deletion Warning Window

The project information will reside in the ABEST historical database.

III. ITD PROJECT STRATEGY ALLOCATION

_____

All projects require strategy input, except those associated with institutions of higher education. Project Strategy Allocation involves distributing ITD projects among the strategies identified in your agency's Appropriations Request. In other words, you must answer the question, "Which strategy or strategies will pay for this project?" Think of the strategy or strategies in the "bank account." You have to determine how much it's going to cost to set your ITD projects up and find the money in the various strategies that are being requested in your agency's LAR (Figure 3.1).

ITD Project Strategy Allocation must reflect Capital Budget Strategy Allocation. If projects are identified individually in the Capital Budget Schedule, the ITD must reflect the individual projects, and strategy allocation must be equal to or less than that individual project. If one project in the Capital Budget Schedule maps to multiple ITD projects, the sum of the strategy allocation in the ITD projects must be equal to or less than the Capital Budget Schedule strategy allocation. Ideally, capital budget strategy is equal to ITD strategy allocation.
.

	Goal	Obj	Str	OOE	Est 2008	Bud 2009	BL 2010	BL 2011	Excp 2010	Excp 2011
Del	1	1	1	1001	500,000	750,000	5,457,000	660,000	0	0
Del	1	1	1	2001	500,047	265,700	5,458,000	674,000	0	0

Capital OOE Summary

Capital OOE Totals		1,000,047	1,015,700	10,915,000	1,334,000	0	0
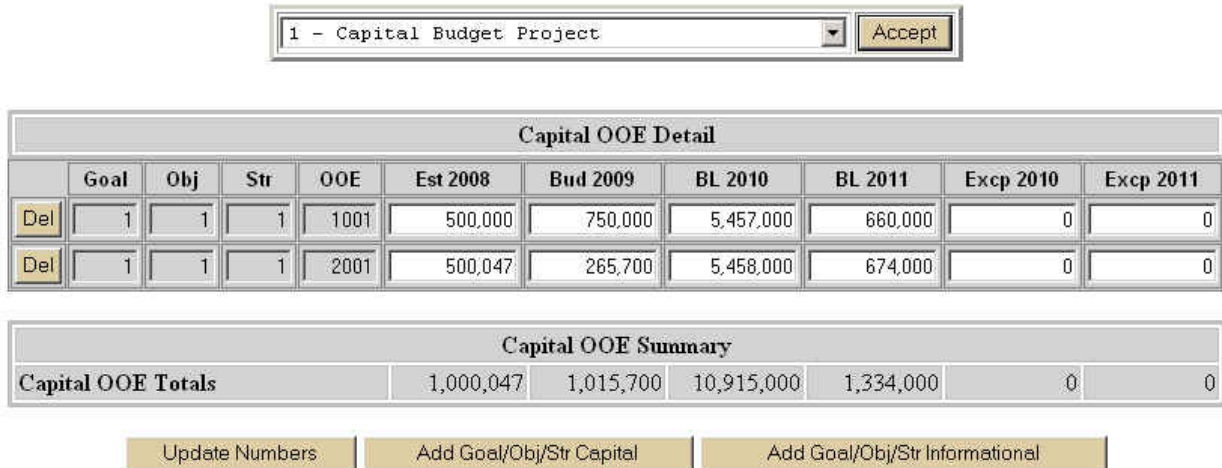
Figure 3.1 OOE Amounts in Strategy Request

To allocate object of expense (OOE; see Appendix A "Glossary" for a definition of OOE) amounts among strategies, do the following:
- Click on the ITD PROJECT STRATEGY ALLOCATION submenu to call up a drop-down list of the projects you have created (Figure 3.2).

Figure 3.2 Initial Project Strategy Allocation Screen

- Choose a project, then click ACCEPT to reveal the ADD GOAL/OBJ/STR capital and informational buttons (Figure 3.3).
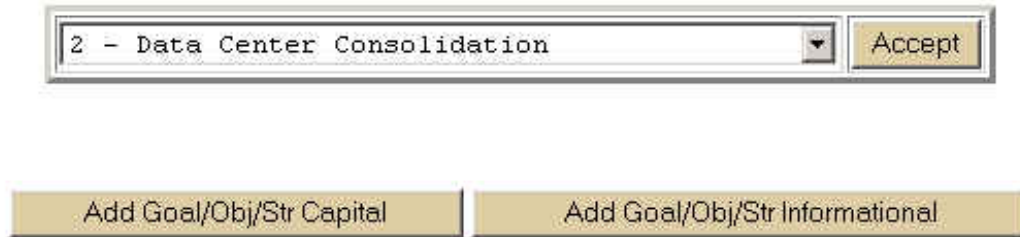
Figure 3.3 Add Goal/Objective/Strategy Capital and Informational Buttons

Rules and Guidelines for Both Capital and Informational Data Entry

You must determine whether the part of the MOF/TOF or strategy allocation you are entering is capital or informational. Be sure to coordinate with your budget office because your ITD projects must balance with capital projects with the same ID number. See Part 5 of the LAR instructions for information on capital versus non-capital items. Project strategy allocation must equal the project financing screen for the same project. Edits are in place to assist you, checking against the figures entered into the Capital Budget Project Strategy Schedule.

Entering Capital Project Capital Data

To add Goal/Objective/Strategy capital, do the following:
- Click the ADD GOAL/OBJ/STR CAPITAL button (Figure 3.3) to access the drop-down list of strategies. (Figure 3.4)

- Choose a strategy, and then click ACCEPT to display the ITD Capital OOE data-entry grid (Figure 3.5).

REMEMBER: The strategies in the drop-down list come from the Strategy Request. To see it, click on the BUDGET REQUESTS tab, then the STRATEGY REQUESTS submenu.

Figure 3.4 Drop-down List of Strategies

Figure 3.5 ITD Capital OOE Data-entry Grid

• Place the cursor in the EST 2008 field and add data. Tab to the rest of the fields on the row and enter data.

• Click UPDATE NUMBERS to save your data.

• To add capital OOE data for another strategy, click the ADD GOAL/OBJ/STR CAPITAL button, select a strategy from the drop-down list, click ACCEPT, and enter your figures in the data-entry grid.

Entering Capital Project Informational Figures Data

The procedure for entering capital project informational figures is the same as that for entering the capital figures.

• Click the ADD GOAL/OBJ/STR INFORMATIONAL button (Figure 3.3) to access the drop-down list of strategies. (Figure 3.4).

• Choose a strategy, and then click ACCEPT to display the ITD Capital OOE data-entry grid (Figure 3.6).

Figure 3.6 ITD Informational OOE Detail Data-entry Grid

• Place the cursor in the EST 2008 field and add data. Tab to the rest of the fields on the row and enter data.

• Click UPDATE NUMBERS to save your data.

• To add informational OOE data for another strategy, click the ADD GOAL/OBJ/STR INFORMATIONAL button, select a strategy from the drop-down list, click ACCEPT, and enter your figures in the data-entry grid.

Entering Data Center Consolidation – Related Costs

The procedure for entering data center consolidation related costs figures is the same as that for entering the capital figures.

• Click the ADD GOAL/OBJ/STR DCC button (Figure 3.7) to access the drop-down list of strategies. (Figure 3.4).

• Choose a strategy, and then click ACCEPT to display the ITD DCC Related Costs OOE data-entry grid (Figure 3.7).

Figure 3.7 ITD Data Center Consolidation – Related Costs OOE Detail Data-entry Grid

• Place the cursor in the EST 2008 field and add data. Tab to the rest of the fields on the row and enter data.

• Click UPDATE NUMBERS to save your data.

• To add informational OOE data for another strategy, click the ADD GOAL/OBJ/STR DCC button, select a strategy from the drop-down list, click ACCEPT, and enter your figures in the data-entry grid.

IV. ITD PROJECT FINANCING

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All expenditures must be assigned a method of financing (MOF), such as #1 General Revenue fund, or #19 GR Dedicated Vital Statistics Account No. 019. (See Appendix A, "Glossary," for the definition of MOFs). To do this,

• Click the ITD PROJECT FINANCING submenu.
• Select the first project you want to work on from the drop-down list (Figure 4.1) – projects you added at the ITD PROJECT NAMES submenu – and then click ACCEPT to navigate to the screen that displays the ADD MOF CAPITAL and ADD MOF INFORMATIONAL buttons (Figure 4.2).

Gen Info/Settings	Strat Plan	Bud Req	Measures	Cap Bud	Support Info	ITD	Reports	Performance	USAS Recon
Project Names	Project Financing		Project Strategy Allocation		Project Information			Asset Inventory	Life Cycle

Select existing projects from the following choices: ▼ Accept
Select existing projects from the following choices:
1 - Capital Budget Project
2 - Data Center Consolidation
3 - Daily Operations

Figure 4.1 Existing Projects List

2 - Data Center Consolidation ▼ Accept

Add MOF Capital   Add MOF Informational

Figure 4.2 Add MOF Capital and Add MOF Informational Buttons

Important: Even though the Daily Operations project will not be cross-checked against your Capital Budget (as other individual projects will be), you must provide method of financing data for them. The method of financing data for the Daily Operations project **will not be in your Capital Budget**, so check with your agency's budget staff for help.

Entering MOF Capital Data

• Click the ADD MOF CAPITAL button to access a drop-down list of MOFs (Figure 4.3).
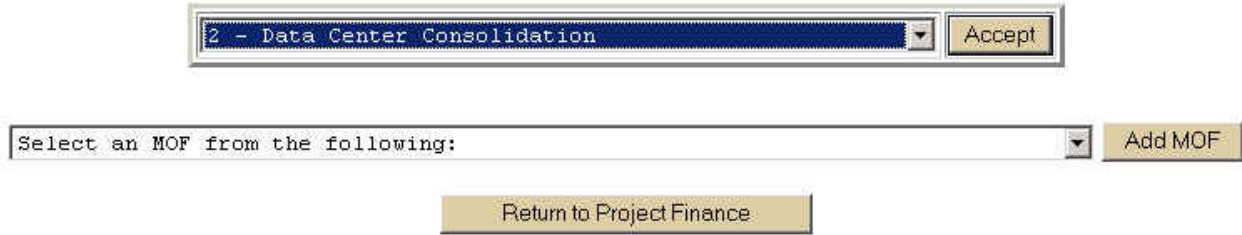
Figure 4.3 MOF Drop-down List

• Select an MOF (Figure 4.3) and click the ADD MOF button to display the TOF (Type of Financing) drop-down list screen (Figure 4.4).
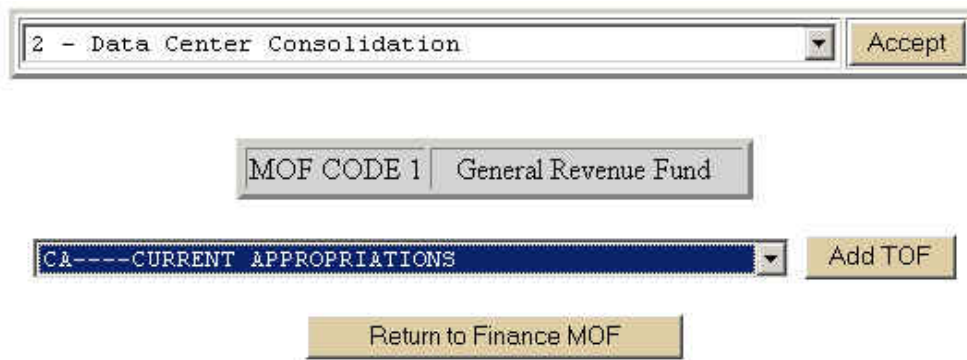
Figure 4.4 TOF Drop-down List

• Select a TOF from the list, and click ADD TOF. If more than one TOF is appropriate for the MOF, select another from the drop-down list and click ADD TOF. Each TOF you choose is deleted from the drop-down list.

• Click the RETURN TO FINANCE MOF button (Figure 4.4) to return to the MOF drop-down list (Figure 4.3). If appropriate, select another MOF from the drop-down list, click ADD MOF, and allocate TOF information to it (Figure 4.4).

• Click the RETURN TO PROJECT FINANCE button to navigate to the data-entry screen (Figure 4.5).

NOTE: You may add another MOF at any time by clicking the ADD MOF button immediately below the data-entry grid.

Entering MOF Informational Data

The procedure for entering MOF informational data is the same as that for entering MOF capital data. After you select your project from the existing projects list and click ACCEPT (Figure 4.1), click the ADD MOF INFORMATIONAL button (Figure 4.2). The MOF and TOF screens for informational data entry work exactly the same as those described in figures 4.3, 4.4, and

4.5. Scroll down to add MOF/TOF informational detail below the capital financing detail on the data-entry screen (Figure 4.5).

Figure 4.5 MOF/TOF Capital Detail Data-entry Screen

• Place the cursor in the EST 2008 field and type the amount. You're limited to 12 digits and must enter whole dollars only.

• Tab to the rest of the fields and enter your amounts. Until you save your entries, the numbers will be rust colored. This is a good reminder of whether you've saved.

• Click UPDATE NUMBERS or press ENTER to save your data. You may update at any time while you are entering data. If your work requires entering data in several rows because you have multiple MOFs, you may want to update after completing data-entry for each row.

When you update, ABEST totals all amounts you've entered in the MOF TOF CAPITAL SUMMARY grid (See Figure 4.5). These cells are gray, indicating that you may not edit them.

• Choose the next project from the drop-down list at the top of the data-entry screen, click ACCEPT, and repeat the data-entry steps.

Entering MOF Data Center Consolidation – Related Costs

Regardless of whether a new IR project or initiative is included in an agency's baseline or exceptional item request, agencies should show the total cost for the *new* project and not show the DCC components separately. For example, if project A contains DCC costs of $2 million and non-DCC costs of $3 million, project A should be shown as a capital budget item in the LAR totaling $5 million. If the project is approved by the Legislature, following the Eighty-first Legislative session, LBB analysts will work with agencies to pull out the DCC related costs and add these costs to amounts shown in the capital budget item. This is a continuation of the process implemented at the end of the Eightieth Legislative session, which resulted in the current 2008-09 capital budget item. To see what are included in DCC – Related Costs please see page 13.

• The procedure for entering MOF data center consolidation data is the same as that for entering MOF capital data. After you select your project for the existing projects list and click ACCEPT (Figure 4.1), click the Add DCC Related Costs button (Figure 4.6). The MOF and TOF screens for data center data entry work exactly the same as those described in figures 4.3, 4.4, and 4.5.

• Place the cursor in the EST 2008 field and type the amount. You're limited to 12 digits and must enter whole dollars only (Figure 4.6).

• Tab to the rest of the fields and enter your amounts. Until you save your entries, the numbers will be rust colored. This is a good reminder of whether you've saved.

• Click UPDATE NUMBERS or press ENTER to save your data. You may update at any time while you are entering data. If your work requires entering data in several rows because you have multiple MOFs, you may want to update after completing data-entry for each row.

• Choose the next project from the drop-down list at the top of the data-entry screen, click ACCEPT, and repeat the data-entry steps.

Important Point to Remember

For category 5005 (Acquisition of Information Research Technology – projects with the same ID number in both capital budget and the ITD), both the informational and capital values in the ITD must be less than or equal to their corresponding informational and capital values in the capital budget.

	MOF	Description	TOF	Est 2008	Bud 2009	BL 2010	BL 2011	Excp 2010	Excp 2011
Del	1	General Revenue Fund	CA	0	0	17,000	17,000	0	0

DCC Related Costs Summary						
DCC Related Costs Totals	0	0	17,000	17,000	0	0

Update Numbers   Add MOF Capital   Add MOF Informational   Add DCC Related Costs

Figure 4.6 DCC Related Costs Screen

V. ASSET INVENTORY and LIFE CYCLE REPLACEMENT SCHEDULE

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Asset Inventory

This section was previously consolidated into one section. It is broken out into two sections for better understanding to the user.

Note: Higher Education Institutions are exempt from filling out this area.

Add ASSET INVENTORY TOTALS for laptops, desktops, mainframes, printers, monitors and servers. These totals are **not** divided between purchased and leased. The numbers in your ASSET INVENTORY TOTALS area (what actually exists in your agency) will probably be different than the numbers you used for Life Cycle Data-entry purposes.

To add ASSET INVENTORY TOTALS,

• Click the ADD ASSET INVENTORY TOTALS button below the data-entry grid (Figure 5.1) to access the ASSET CATEGORY drop-down list (Figure 5.2).

Figure 5.1 Add Asset Inventory Totals
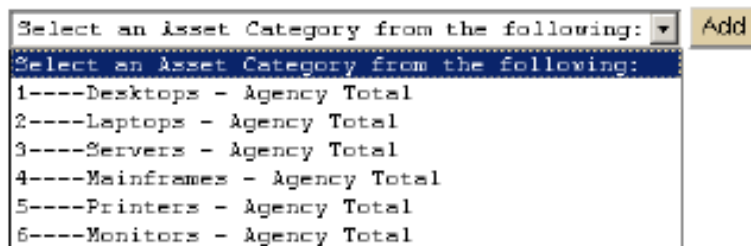
Figure 5.2 Add Asset Category

• Choose an applicable category and click the ADD button.

• Continue choosing categories and clicking the ADD button until all applicable categories have been selected.

Click the RETURN TO ASSET INVENTORY button (Figure 5.3) to return to the data-entry grid (Figure 5.4).
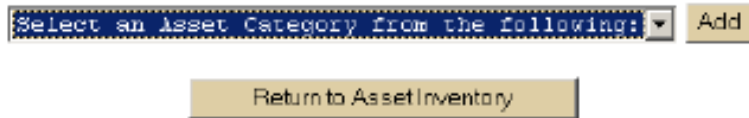
Figure 5.3 Return to Asset Inventory Button

• Enter your agency total(s) for the Category Description(s) in the TOTAL field box of the main data-entry grid. This figure includes both purchased and leased equipment (Figure 5.4).

• Click UPDATE to save your data.

Figure 5.4 Data-entry Grid with Asset Inventory Total Box

To delete Asset Inventory categories, click the delete button to the left of the appropriate CATEGORY DESCRIPTION.
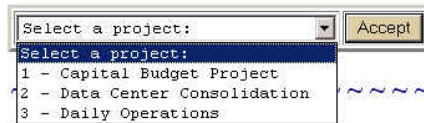
Note to agencies with Data Center Services (DCS) contracts: Do not include assets managed through the DCS contract. Only count servers that are exempted for the DCS contract by DIR.

Life Cycle Replacement Schedule

Use this submenu to enter life cycle replacement schedule details for your agency's desktop computers, laptop computers, servers, and mainframes, and to report existing inventories. Please note that if your agency is leasing computers these amounts do not show up as accumulated totals.

Important Note: If your agency did not purchase or lease desktops, laptops, servers, or mainframes in Fiscal Year 2008 and does not plan to purchase or lease in fiscal years 2009, 2010, and 2011, you must choose the NONE option 13 on the Life Cycle Category screen to be able to close your ITD (Figure 5.6).

Have you provided a planned procurement schedule for commodity items?
• If your agency has provided a **planned procurement schedule for commodity items**? Click the YES circle (Figure 5.5). You must provide one to DIR before your ITD will be approved.

• If your agency has **not** provided a **planned procurement schedule for commodity items**, click the NO circle.

• Click the ADD LIFE CYCLE CATEGORY button (Figure 5.5) to navigate to the LIFE CYCLE CATEGORY dropdown list (Figure 5.6).

Gen Info/Settings	Strat Plan	Bud Req	Measures	Cap Bud	Support Info	ITD	Reports	Performance	USAS Recon
Project Names	Project Financing		Project Strategy Allocation		Project Information			Asset Inventory	Life Cycle

~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~

Have you provided a plan procurement schedule for commodity items? ⦿ Yes ○ No

[Update]   [Add Life Cycle Category]

Figure 5.5 Opening Life Cycle Submenu Screen
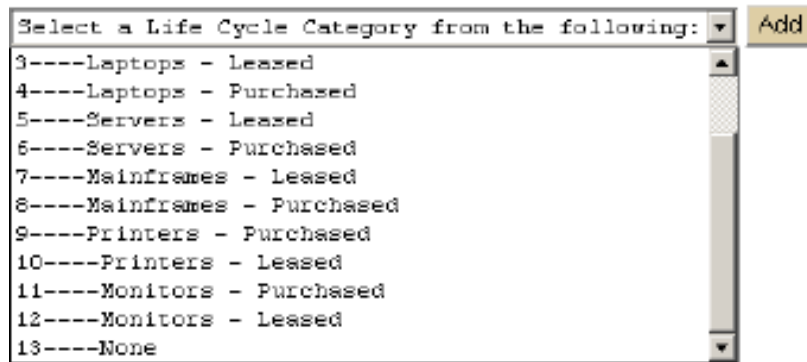
Figure 5.6 Life Cycle Category Drop-down List

• Choose a Life Cycle Category relevant to your agency's business and click the ADD button (Figure 5.6). The drop-down list provides choices for leasing and purchasing in each category, and you may provide information in either way or both ways.

• Select Life Cycle Categories and click ADD until you are finished. As you choose categories and click ADD, they are removed from the drop-down list.

• Click the RETURN TO LIFE CYCLE button (Figure 5.7) to access the Life Cycle data-entry grid (Figure 5.8).
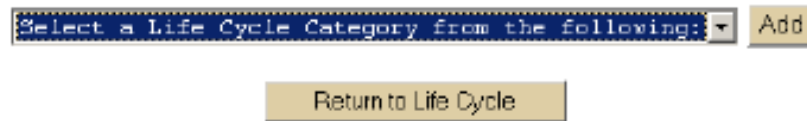
Figure 5.7 Life Cycle Category Drop-down List

		Category Description	Est # 2008	Est $ 2008	Bud # 2009	Bud $ 2009	BL # 2010	BL $ 2010	BL # 2011
Del	Detail	Desktops - Leased	0	0	0	0	0	0	0
Del	Detail	Desktops - Purchased	0	0	0	0	0	0	0
Del	Detail	Laptops - Leased	0	0	0	0	0	0	0
Del	Detail	Printers - Purchased	0	0	0	0	0	0	0
Del	Detail	Printers - Leased	0	0	0	0	0	0	0
Del	Detail	Monitors - Purchased	0	0	0	0	0	0	0

Update   Add Life Cycle Category

| Life Cycle Totals | | | | 0 | | 0 | | 0 | |

Figure 5.8 Life Cycle Data-entry Grid

• **Est # 2008:** Enter the number of units actually leased and/or purchased for Fiscal Year 2008.

• **Est $ 2008:** Enter the amount of money spent on each category for Fiscal Year 2008.

• Continue entering the number of units projected to be purchased and/or leased for fiscal years 2010 through 2011 and the amount of money that you estimate will be spent on them each year. (You need to scroll to the right to enter data for fiscal years 2010 and 2011. All years are not shown in Figure 5.8.)

• Click the UPDATE button to save your data. When you click UPDATE, your expenditure totals are displayed in the LIFE CYCLE TOTALS bar beneath the data-entry grid.

Note to agencies with Data Center Services (DCS) contracts: Do not include assets managed through the DCS contract. Only count servers that are exempted from the DCS contract by DIR

VI. PROJECT INFORMATION

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The submenu, PROJECT INFORMATION, provides start dates, estimated completion dates, and estimated/actual project costs for ITD projects.

• Choose a project from the drop-down list and click the ACCEPT button (Figure 6.1) to navigate to the data-entry grid (Figure 6.2).

Gen Info/Settings	Strat Plan	Bud Req	Measures	Cap Bud	Support Info	ITD	Reports	Performance	USAS Recon
Project Names	Project Financing		Project Strategy Allocation		Project Information			Asset Inventory	Life Cycle

Select a project: ▼ Accept
Select a project:
1 – Capital Budget Project
2 – Data Center Consolidation
3 – Daily Operations

Figure 6.1 Project Information Data-entry Screen

The Project Sequence and Project Codes (Figure 6.2) were established in the ITD PROJECT NAMES submenu. You may not edit these fields.

• Enter a START DATE using the month/day/year format.
• Enter the project's ESTIMATED COMPLETION DATE using the month/day/year format.
 For Daily Operations, the project timeline will be for the upcoming biennium.
 For Data Center Consolidation, the project timeline will be for the upcoming biennium.

• Enter the ESTIMATED/ACTUAL PROJECT COST. This field defaults to zero. A value greater than zero is required to close your ITD.

• Click the UPDATE button to save your data.

To add **Project Information** for another project,
• Choose another project from the drop-down list (Figure 6.1) and repeat the process.

Figure 6.2 Project Information Data-entry Screen

Figure 6.3 Project Information Data-entry Screen for Data Center Consolidation Project

VII. CLOSING THE INFORMATION TECHNOLOGY DETAIL PLAN AND PRINTING REPORTS

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You must go the GEN INFO/SETTINGS tab and the AGENCY STATUS submenu to close an ITD and submit it (the submission schedule can be found on the LBB Web page: www.lbb.state.tx.us/ ONLINE REPORTING FOR AGENCIES/AGENCY INSTRUCTIONS/INFORMATION TECHNOLOGY DETAIL PLAN/ITD).

Because the ITD is closely tied to your agency's LAR, when you try to change your agency's status to COMPLETE, ABEST will run an edit check on all ITD project financing screens in your Information Technology Detail and compare them with the same fields in the Capital Budget schedule in your budget submission. Table 7.1 presents a set of "rules" that ABEST is going to impose when you try to close your ITD.

> HINT: The colors in the table are important because the rules are color-coded. Print to a color printer if you can. If you don't have access to a color printer, note on your copy what color each part of the table is. When you click the AGENCY STATUS submenu, you'll see a box that tells you the status of both your budget submission and your Information Technology Detail (Figure 7.1). Only the ITD status concerns us here.

- Click the DETAIL button to the left of ITD STATUS to navigate to an information screen (see Figure 7.2 for an example). There are two potential trouble areas. Please look at the error grids separately, in the order in which they'll appear on the AGENCY STATUS page. You won't necessarily have all these types of errors (or any at all). We recommend that you clear up each type of error before you move on to the next type and that you work on only one project at a time and only one year at a time.

Figure 7.1 Agency Status Screen

ABEST LAR/Information Technology Detail Rules - Category 5005

LAR

Strategies

Strat	OOE	2010	2011
1-1-1	5000	500,000	500,000
2-1-1	1002	300,000	300,000
	5000	300,000	300,000

Capital Project 1 – Network - ID 1234

Strategy Allocation-Capital

Strat	OOE	2010	2011
1-1-1	5000	115,000	115,000
2-1-1	5000	115,000	115,000

Strategy Allocation-Informational

Strat	OOE	2010	2011
2-1-1	1002	115,000	115,000

Project Financing-Capital

MOF	TOF	2010	2011
1	CA	230,000	230,000

Project Financing-Informational

MOF	TOF	2010	2011
1	CA	115,000	115,000

Capital Project 2 – PC Replacement - ID 5612

Strategy Allocation-Capital

Strat	OOE	2010	2010
1-1-1	5000	50,000	50,000
2-1-1	5000	10,000	10,000

Project Financing-Capital

MOF	TOF	2010	2011
1	CA	60,000	60,000

ITD

ITD Project 2-Central Office Network-ID 1234

Project Financing-Capital

MOF	TOF	2010	2011
1	CA	200,000	200,000

Project Financing-Informational

MOF	TOF	2010	2011
1	CA	80,000	80,000

ITD Project 3 – Field Office Network-ID 1234

Project Financing-Capital

MOF	TOF	2010	2011
1	CA	30,000	30,000

Project Financing-Informational

MOF	TOF	2010	2011
1	CA	35,000	35,000

ITD Project 4-Central Office PC Replacement -ID 5612

Project Financing-Capital

MOF	TOF	2010	2011
1	CA	25,000	25,000

ITD Project - Field Office PC Replacement -ID 5612

Project Financing-Capital

MOF	TOF	2010	2011
1	CA	35,000	35,000

Rules
- ITD Project Financing (black) must be less than or equal to budget request Capital Project Financing (black) for any project ID in capital category 5005. (Status screen title: Capital Project Financing by Project ID - ITD Project Financing by Project ID)
- When strategy allocation information is requested by the IR Analyst, Capital Project Financing (black) must equal Capital Strategy Allocation (green), and Informational Project Financing must equal Informational Capital Strategy Allocation for each project.
- Note: Daily Operations has its own project category code and is NOT edited against the LAR, either in the strategy request or in the capital budget.

5/22/2006

Table 7.1

ITD/Capital Budget Project Financing Errors

For category 5005 (Acquisition of Information Research Technology) projects with the same project ID number in both capital budget and the ITD, both the informational and capital values in the ITD must be less than or equal to their corresponding informational and capital values in the capital budget. The totals for the informational and capital strategy allocations must match the informational and capital project financing for the project. Edits are in place that prohibits you from closing your ITD if this is not the case. Correcting these errors will likely require coordination of data between your agency's Information Resources section and its budget office.

The ITD reports that will help you correct errors are located under the REPORTS tab and the INFORMATION TECHNOLOGY DETAIL submenu. The related capital budget reports are located under the REPORTS tab and the CAPITAL BUDGET submenu.

The following figures show the possible error messages and describe the actions needed to correct them.

ITD Estimated/Actual Project Cost cannot be zero (Project Information Screen)		
Project	Project Name	Project Cost
3	Software Acquisition and Upgrade	0
4	Technology Obsolescence	0

Figure 7.2 ITD Estimated/Actual Project Cost Cannot Be Zero Error Message

NOTE: When an ITD project is linked to a capital project by way of an ID number, it will be edited against that capital project in project financing and project strategy allocation edits. When more than one ITD project is linked to the same capital project, their values will be added together.

The error message shown in Figure 7.2 indicates that the ESTIMATED/ACTUAL PROJECT COST was not entered in the PROJECT INFORMATION submenu. To correct, go to the PROJECT INFORMATION submenu, select the project from the drop-down list, and enter its ESTIMATED/ACTUAL PROJECT COST. See chapter VI of the ITD instructions.

ITD Life Cycle Replacement Data is required.

Figure 7.3 ITD Life Cycle Replacement Data Is Required Error Message

The error message shown in Figure 7.3 indicates that information was not entered under the LIFE CYCLE submenu. If your agency did not purchase or lease specific categories of equipment in Fiscal Year 2008, and does not plan to in fiscal years 2010-11, you need to indicate that in ABEST. Go to the LIFE CYCLE submenu, click the ADD LIFE CYCLE CATEGORY button, and choose NONE from the drop-down list. Otherwise, you must enter the actual and estimated number of units and their costs. See chapter V of the ITD instructions.

ITD Project Strategy Allocation / MOF/TOF Difference					
Project	Est 2006	Bud 2007	BL 2008	BL 2009	Excp 2008	Excp 2009
15	-500	-500	-500	-500	0	0

Figure 7.4 ITD Project Strategy Allocation/MOF/TOF Difference Error Message

The error message and grid shown in Figure 7.4 indicate that there are differences in the amounts entered for the projects under the ITD PROJECT FINANCING and STRATEGY ALLOCATION submenu. To correct, examine the screens in both areas and determine which amounts need to be entered or adjusted. See chapters III and IV of the ITD instructions.

ITD Project ID cannot be zero		
Project	Project ID	Project Name
4	0	Technology Obsolescence

Figure 7.5 ITD Project ID Cannot Be Zero Error Message

The error message in Figure 7.5 is displayed when a project entered in the ITD PROJECT NAMES submenu has a project ID set to zero. To correct, go to the ITD PROJECT NAMES submenu, click the DETAIL button to the left of the appropriate project name, then use the PROJECT ID drop-down list at the top of the screen to select the correct PROJECT ID. See Chapter II of the ITD instructions.

Capital Project Financing by Project ID - ITD Project Financing by Project ID								
Capital Seq	ITD Seq	Cap/Info	Est 2008	Bud 2009	BL 2010	BL 2011	Excp 2010	Excp 2011
1	2	C	0	0	-1,000	-1,000	0	0

**Figure 7.6 Capital Project Financing by Project ID -
ITD Project Financing by Project ID Error Message**

This error message in Figure 7.6 indicates that the amounts entered for the projects under the CAPITAL BUDGET tab, PROJECT FINANCING submenu (see *ABEST Instructions: 2010-11 Legislative Appropriations Request (LAR)* Part 5) are not the same as the amounts entered for the projects under the ITD tab, PROJECT FINANCING submenu. To correct, examine the screens in both areas and determine which amounts need to be entered or adjusted. To correct, examine the screens in both areas and determine which amounts need to be entered or adjusted. See Chapter IV of the ITD instructions.

ITD Asset Inventory Data is required.

Figure 7.7 ITD Asset Inventory Data

The error message shown in Figure 7.7 indicates that information was not entered under the ASSET INVENTORY submenu.

ITD Strategy Allocation Capital - DCC Related Costs = Difference (difference must be > than or = to zero)										
Project	Goal	Objective	Strategy	OOE	Est 2008	Bud 2009	BL 2010	BL 2011	Excp 2010	Excp 2011
24	5	1	1	2004	0	0	-2,000	-2,000	0	0

Figure 7.8 ITD Strategy Allocation Capital - DCC Related Costs = Difference Error Message

The error message in Figure 7.8 is displayed when you have entered more dollars for the strategy (e.g. 5-1-1) for the DCC related costs than what is listed in the capital budget strategy 5-1-1 above.

Setting ITD Status to Complete

When all of the error messages have been cleared from the Agency Status screen, set the ITD Status to complete. Figure 7.8

Figure 7.8 Setting ITD Status to Complete

To set the ITD Status to Complete,

• Choose COMPLETE from the drop-down list in the status change area at the top of the screen (Figure 7.8)

• Click the UPDATE STATUS button.

In the ITD STATUS box, (Figure 7.8) the status will change to COMPLETE.

Reopening the ITD

If you have closed your ITD, but need to make some changes (amendments), you must contact your IR analyst. The IR analyst will ask the ABEST staff to reopen the ITD for you. Remember to close it again after you've made your amendment. To close it, you have to go through all the same steps you went through to close it the first time, including correcting any new errors.

Coordinate with your agency's budget staff to ensure your ITD and capital project financing numbers are in exact agreement. This will reduce the possibility of errors and having to reopen your ITD.

Printing Reports

The Information Technology Detail reports are found under the REPORTS tab and the INFORMATION TECHNOLOGY DETAIL submenu (Figure 7.10). The titles of the reports are fairly self-explanatory. Note that the titles of some of the reports are often closely related to the error messages described on the proceeding pages. If you have closing errors, examining these reports can help you find them. For instance, looking at the CAPITAL PROJECT FINANCING VS. ITD PROJECT FINANCING DIFFERENCE REPORT should help you resolve the error message shown in Figure 7.6.

Information Technology Detail projects are closely tied to the Capital Budget, some useful ITD information is also available under the REPORTS tab and CAPITAL BUDGET submenu.

• Click the VIEW REPORT button to the left of the report you want to print (Figure 7.10) to display the report (Figure 7.11).

| Gen Info/Settings | Strat Plan | Bud Req | Measures | Cap Bud | Support Info | ITD | Reports | Performance | USAS Recon |
| Base Recon | Strategic Plan | Budget Requests | Riders | Capital Budget | Federal Funds | Misc Support Info | Information Technology Detail | Recommendations |

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View Report	Information Technology Detail Project Schedule	View Report	Information Technology Detail Project Schedule with OOE Detail
View Report	Capital Strategy Allocation vs. ITD Strategy Allocation Difference	View Report	Capital Project Financing vs. ITD Project Financing Difference Report
View Report	Strategy Request vs. ITD Strategy Allocation Difference	View Report	Information Technology Detail Project Detail
View Report	Information Technology Detail Life Cycle	View Report	Information Technology Detail Daily Operating Category
View Report	Information Technology Detail Life Cycle - Exceptional	View Report	Information Technology Detail Daily Operating Category - Exceptional
View Report	Information Technology Detail Exceptional Project Schedule	View Report	Information Technology Detail Exceptional Project Schedule with OOE Detail
View Report	Exceptional Strategy Allocation vs. Information Technology Detail Exceptional Strategy Allocation Difference	View Report	Exceptional Capital Project Financing vs. Information Technology Detail Exceptional Project Financing Difference Report
View Report	Exceptional Strategy Request vs. Information Technology Detail Exceptional Strategy Allocation Difference		

Figure 7.10 Information Technology Detail Reports

To print the report, click the printer icon on the toolbar closest to the report. Do not try printing using the File/Print method from the menu bar at the very top of your screen, you will get a blank page from the printer. Figure 7.11 shows the layout of the crystal report.

To return to the ITD report selection buttons, Click the RETURN button at the bottom of the screen.

Agency code: **82A**   Agency name: **Test Agency 82A**

Category Code / Category Name
  Project Sequence/Project Id / Name

OOE BY STRAT/TOF/MOF CODE	**Est 2008**	**Bud 2009**	**BL 2010**	**BL 2011**
5005 Acquisition Information Resource Technology				
24/3 DCC-Combined				
OBJECTS OF EXPENSE				
5-1-1 strat				
Capital				
1001 SALARIES AND WAGES	$0	$0	$5,000	$5,000
2004 UTILITIES	$0	$0	$15,000	$15,000
2007 RENT - MACHINE AND OTHER	$0	$0	$5,000	$5,000
Capital Subtotal OOE, Strategy 5-1-1	$0	$0	$25,000	$25,000
DCC Related				
2004 UTILITIES	$0	$0	$17,000	$17,000
5-1-1	$0	$0	$17,000	$17,000
Total OOE, Strategy 5-1-1	**$0**	**$0**	**$42,000**	**$42,000**
Total OOE, Project 24	**$0**	**$0**	**$42,000**	**$42,000**

Figure 7.11 ITD Report Displayed

To use these reports click under the REPORTS tab and RECOMMENDATIONS submenu.
 (See Figure 7.12)

Gen Info/Settings	Strat Plan	Bud Req	Measures	Cap Bud	Support Info	ITD	Reports	Performance	USAS Recon
Base Recon	Strategic Plan	Budget Requests	Riders	Capital Budget	Federal Funds	Misc Support Info	Information Technology Detail		Recommendations

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LBB	House	Senate	Conf Cmte	Report Description
View Report	View Report	View Report	View Report	ITD Project Detail
View Report	View Report	View Report	View Report	ITD Project Schedule With OOE Detail

Figure 7.12 Information Technology Detail Reports for Recommendations

APPENDIX A. Glossary

Agency Biennial IR Budget

The total of all funds allocated to projects. Includes all IR internal staff costs and IR procurements—whether purchased, rented, leased, leased for purchase, or licensed—for all hardware, software, and services, regardless of the source of funding or method of procurement.

Capital Project Category Code

Is a category assigned by capital projects for reporting and budgeting purposes. For ITD purposes, only 5005 and 5008 - Acquisition of IR Technologies is valid.

Client

Projects involving the procurement of client computing hardware, such as PCs, laptops, personal digital assistants (PDAs), printers, and other peripherals.

Daily Operations Project

A project that includes the costs required to provide for the continuation of information resources services necessary to operate the agency at current levels. The category code for Daily Operations is 6000.

Information Resources (IR)

The procedures, equipment, and software that are employed, designed, built, operated, and maintained to collect, enter, process, store, retrieve, display, and transmit information and associated personnel including consultants and contractors. The General Appropriations Act, Eightieth Legislative Session, Article IX, Section 9.01 defines a major IR project as "provided by § 2054.003, Government Code."

Information Resources (IR) Project

Is a planned and organized effort to provide information technology and resources that support an organization's business functions. A project is generally characterized by well-defined parameters, specific objectives, defined and measurable benefits, planned activities, a scheduled completion date, and an established budget with a specified source of funding. Projects fall into one category: projects costing more than $25,000.

Information Resources Technologies

Data processing and telecommunications hardware, software, services, supplies, personnel, facility resources, maintenance, and training.

Method of Financing (MOF)

Identifies the source from which funds have been appropriated and/or are being requested. See http://www.lbb.state.tx.us/Reference/Mof_Codes_0608.pdf for an up-to-date listing of MOFs.

Object of Expense (OOE)

Expense category used to cover payments for a time or class of item; e.g., "personnel" covers payments for the services of agency employees. See http://www.lbb.state.tx.us/Reference/OOE_Codes_1007.pdf for an up-to-date listing of OOEs.

Outcome Measures

Agency's analysis of the project cost factors related to the project's anticipated payback, benefit, or gain.

Output Measures

Agency's analysis of the program- or system-related performance objectives and the measures that gauge the project's success.

Post-implementation Costs

All associated ongoing costs in the years after a project is placed in production, such as professional fees and services, utilities and other operating expenses.

Procurement of Information Resource Technologies

The acquisition of one or more of the following items, whether purchased, rented, leased, or leased to purchase:
- hardware;
- software and licenses;
- commodities and supplies; and
- services: contract, consultant, maintenance, training.

Project Life-Cycle

The time period from the inception date of a project through the date the project is completed and placed in production. An example of a project life-cycle is the development of an agency payroll system in which the initial requirements study begins in 1999. The design, analysis, programming, and testing of the system occur over a two-year period and the final system is completed and placed into service in 2001. The life-cycle of the project is 1999 through 2001.

Project Life-Cycle Cost

A total of all costs associated with a project, including all IR internal staff costs and IR procurements (whether purchased, rented, leased, leased for purchase, or licensed) for all hardware, software, and services, regardless of source of funding or method of procurement. The project life-cycle costs include all development costs incurred before a project is placed in production. End-user staff members advising the project team on user requirements are not included in the project cost unless more than half of their time is devoted to the project.

Quality Assurance Team (QAT)

The Quality Assurance Team is mandated by the Legislature to oversee major information resource projects within state agencies and institutions of higher education. The QAT consists of staff from the State Auditor's Office, Legislative Budget Board and the Department of Information Resources. The QAT coordinator is housed at the LBB. *See also* Information Resources (IR) Project. The QAT web site is located at http://www.qat.state.tx.us/.

Related Procurements and/or Related Developmental Activity
- Actions or tasks that produce or acquire components and/or systems that together provide new, more, or different functionality, capability, and/or performance; and/or
- Actions, tasks, and/or procurements that singly or as a group produce the same general qualitative effect, or cooperate to produce an effect.

Examples of single procurement projects are a mainframe computer upgrade or a power system (UPS) for the mainframe. Examples of projects with related procurements can include: a minicomputer, personal computer, consulting services, training, a new personnel system, a optical drive, file server, network cards, printers, telecommunications costs, and software purchased over a three-year period to upgrade and enhance a Local Area Network.

Type of Financing (TOF)

Descriptor of the method of financing (MOF). Each method of financing must be further defined by what type of financing it is: current appropriations, general obligation bonds, lease purchase (non–Master Lease Purchase Program), Master Lease Purchase Program, or revenue bonds.

APPENDIX B. Standards, Guidelines and Other Recommended Reading

Standards that have been adopted for statewide implementation in DIR's Rules are described in the Texas Administrative Code (TAC). Each state agency must comply with these standards. The standards may be found on-line at http://www.sos.state.tx.us/tac/1/X/201/201.13.html.

- Geographic Information Systems (Administrative Rule 1, TAC 201.13 [a.])
- Information Security Standards (Administrative Rule 1, TAC 201.13 [b.])
- Standards for Data Transport Networks for Computers (Administrative Rule 1, TAC 201.13 [d.])
- Date Standards (Administrative Rule 1, TAC 201.13 [e.])
- Use of TEX-AN Network (Administrative Rule 1, TAC 201.13 [c.])
- Communications Wiring Standards for State Facilities (Administrative Rule 1, TAC 201.13 [f.])
- Digital Signatures (Administrative Rule 1, TAC 201.14)
- Videoconferencing Standards (Administrative Rule 1, TAC 201.16)

Guidelines for the use of information resources may be found at http://www.dir.state.tx.us/Standards/. This location contains links to these documents:

- Architecture Framework for Information Resources Management (AFIRM) (Version 0.1, May 1994)
- Contingency Planning Guidelines
- Quality Assurance Review Guide for Major Information Resources Projects
- State Strategic Plan for Information Resources Management
- Standards Reviews and Recommendations Publications (SRRPUB):
    - Statewide Network Standards, Superseded by Administrative Rule 1 TAC 201.13(d)
    - Building and Campus Wiring Recommendations, April 5, 1993 (Adopted by Administrative
    - Rule—as published in the Texas Register February 13, 1998)
    - IP Address Assignment, April 24, 1995
    - Personal Use of e-Mail & Internet Services, November 21, 1997
    - Video Conferencing Standards, Revised October 31, 1997 (Adopted by Administrative
    - Rule—as published in the Texas Register February 13, 1998)
    - Sale or Transfer of Computers and Software, January 6, 1995
    - Internet Domain Names for State Agencies, September 1, 1995
    - Directory and Locator Services, October 10, 1995
    - The Year 2000, Superseded by Administrative Rule 1 TAC 201.13(e)
    - Personal Naming Convention, November 17, 1997
    - World Wide Web Design and Coding Guidelines, December 2, 1997
    - E-Mail and Document Interchange Guidelines, January 2, 1998
    - Digital Signatures and Certificate Authority Guidelines, March 4, 1998

The standards page also includes links to a number of Internet sites that contain information on standards:
- American National Standards Institute (ANSI)
- Institute of Electrical and Electronics Engineers (IEEE) Standards
- Internet Engineering Task Force (IETF) RFCs, STDs, FYIs, etc.
- International Organization for Standardization (ISO)
- National Institute of Standards and Technology (NIST)

Other documents available on-line at http://www.dir.state.tx.us/TIC/index.htm (in addition to those available through the standards page):
- *A Vision for the Millennium.* 1997 State Strategic Plan for Information Management
- *Reaching for the Millennium.* 1998 Biennial Report to the Governor and Legislature on Information Resources Management
- *Geographic Information Framework for Texas* (Texas Geographic Information Council, 1999)
- *Texas Government Strategic Plan for Telecommunications Services* (Telecommunications Planning Group, 1998)

The Technology Information Center (TIC) is an internal DIR resource for technology information. It contains an extensive selection of books, journals, newsletters, and electronic resources covering computer and communications products, technologies, and management. Research publications from Datapro, META, and other services are also available, as are federal and state IT standards information. Limited services are available for access by other Texas state agencies. The following printed publications are available from the DIR Technology Information Center (order by sending e-mail to pubrequest@dir.state.tx.us):
- *How to Manage an Information Technology Project* (1994)
- *How to Conduct a Feasibility Study* (1992)
- *How to Conduct a System Appraisal: Can Your Information Systems be Improved?* (1992)
- *How to Plan for Information Management* (1992)
- *A Manager's Guide to End-User Computing* (1993)

✶✶ Agencies are reminded that a Business Case and Statewide Impact Analysis (House Bill 1516, Seventy-ninth Legislature, Regular Session) must be submitted to the Department of Information Resources, the Legislative Budget Board, and the State Auditor's Office at the time the LAR is submitted.

APPENDIX C. Project Category Definitions

Capital Budget

Projects with a unit cost exceeding $25,000. Examples include a piece of hardware or enterprise solution.

Similar or identical items with individual unit costs of less than $25,000 that comprise a functionally unified asset or asset improvement. Such items must be grouped together and considered a "capital budget project" aggregate cost of the items exceeds $25,000. For example:

- Unified asset: When grouped together, the replacement of 20 personal computers as a group or separately during the biennium, each with a unit cost of $2,000, exceeds the $25,000 threshold. As a result, the PCs should be identified as a capital project.

- Agency Infrastructure: Hardware purchases or leases should be aggregated to determine if the $25,000 threshold is met. Likewise for software purchases and telecommunications purchases and leases.

- Assets Acquired from Consultants/Contracted Service Providers: Information resource technologies or other assets developed or acquired through a consultant or contracted services. This applies to assets that will ultimately be owned by a state agency, regardless of whether the asset is operated by a state agency or a contractor. Examples include:

    - A consultant designs a generic licensing system that a state agency will own, operate and maintain.

    - A state agency contracts with a vendor to provide automated fraud detection services. When the contract for services ends, the state agency owns the automated system.

    - Treatment of Leased Information Resource Technologies: Leased equipment or software that comprise or are components of a functionally unified asset should be viewed as part of the total capital budget project cost and treated like cash purchases of information resource technologies. Examples include:

        - An information resource technology project requires the addition of computer hardware to support new software. The agency determines that leasing the equipment is more cost-effective than a cash purchase. The project would be considered a functionally unified asset. As a result, the agency should include the annual lease cost in the capital budget project.

        - An agency determines that it is cost-effective to lease its personal computers. The annual lease cost for these personal computers exceeds $25,000. This would be considered a functionally unified asset.

• Pooled Asset: Vehicle purchases, regardless of whether they are purchased separately or as a group, should be included in the capital budget request if the aggregate purchase cost exceeds $25,000.

Generally speaking, any expenditure directly related to the acquisition of an asset or to the placing of an asset in service shall be included in the cost of a capital budget project with the exception of internal staff costs. The costs of a capital budget project should include costs related to the acquisition of information resource technologies, such as the purchase, lease, lease-purchase or contract of:

• software;

• hardware and computer time;

• facility resources;

• maintenance and training;

• contracted computer services, and

• information resource technologies developed and used by a contractor, but owned or leased by a state agency.

For example, the costs associated with consultant and nonconsultant contracts for the creation, design, or development of a computer system, if directly related to the acquisition of the system or necessary to place the

Occasionally certain costs may be identified that are similar to ancillary capital costs, but do not require the restrictions associated with the capital budget. Such costs may be identified for informational purposes and allocated to related capital budget projects. Such costs would not be included in the capital budget rider, but may be considered with the overall costs relating to a major information resource project.

For example, an agency may contract with one or more construction managers to oversee parts or phases of a very large construction project, and may, additionally, choose to contract with an independent validation and verification (IVV) consultant for advice on oversight of the multiple contracts. The agency may choose to pay the IVV consultant from regular operating funds and show the expenditure in the ITD as an informational allocation of noncapital costs. Refer to *Preparing and Submitting Legislative Appropriation Requests (LARs) in ABEST* (May 2008) for instructions on entering data for noncapital informational items. Noncapital informational costs are identified separately in capital budget ABEST reports. See page 1 of Appendix 5.A. Capital Budget Project Schedule.

100 - Daily Operations

The costs required to provide for the continuation of information resources services necessary to operate the agency at current levels. These are sometimes referred to as "Baseline Operations."

Note: For Daily Operations projects, the Type of Project Code defaults to 100 - Daily Operations

150 - Data Center Consolidation – Capital Budget

Agencies participating in data center consolidation (DCS) as defined by Government Code, Sec. 2054, Subchapter L. Statewide Technology Centers, must complete a capital budget project schedule.

Information submitted in ABEST for the Information Technology Detail (ITD) should clearly delineate data center costs for agencies subject to data center consolidation and should be consistent with data submitted in the LAR.

Note: This is the default Type of Project code for a Data Center Consolidation Project.

200 - Enterprise Resource Planning (ERP)

Includes the administration of an organization's financial and human resources back office systems that include general ledger, accounts payable, accounts receivable, budgeting, inventory, asset management, billing, payroll, projects, grants, payroll and time and labor.

210 - Customer Relationship Management (CRM)

Includes service and support systems designed to increase the productivity and efficiency of support staff that are required to support constituents and service requestors. This is a front office customer service and support category.

220 - Content Management

Includes document management (born digital documents, not scanned), electronic records management, web-content management, knowledge management, search and retrieval, content categorization (taxonomy), digital preservation, email archiving.

230 - Document Imaging and Processing

Includes different aspects of converting paper documents to electronic form, such as imaging, scanning, indexing, electronic forms, backfile conversion, workflow, Optical Character Recognition, computer output to laser disk, computer output to microfiche.

240 - Enterprise Application Integration / Middleware Deployment

Includes the system software and infrastructure that enables intra- and inter-application communications.

250 - Mobile Computing or Wireless Technology

Includes technology for broadband access to back-end application systems utilizing various topologies. This category ranges from a mobile device hosting a full application (managing user interface, business logic and local database access logic) to one in which the business logic runs on the enterprise server, while the presentation logic and some basic business logic reside on the client mobile device.

260 - Security

Includes network and client-based firewall and Virtual Private Network (VPN) deployments; intrusion prevention or detection systems (IPS/IDS); server-based access controls (e.g., biometrics, smart cards/other one-time password tokens); encryption (for data in transit, files, Public Key Infrastructure); IT security design reviews; vulnerability scanning, assessment and testing; mal-ware blocking tools (e.g., application-level attack blocking, virus, spyware, adware, and spam management); automated patch management and security policy compliance tools; physical security for IT assets; and the implementation of forensics, risk or security assessment tools.

270 - Video Conferencing / Web Broadcasting

Includes two-way analog or IP-based video conferencing, as well as IP-based video broadcasting (one-way, one-to-many, and replay).

280 - Geographic Information Systems

Includes the capturing, storing, updating, manipulating, analyzing, displaying, and/or online publishing of geographically referenced information.

290 - Electronic Mail / Messaging / Collaboration Services

Includes projects that encompass messaging and collaboration technologies, including e-mail, in delivering business solutions through application integration, workflow, and remote access, among others.

300 - Enterprise Management / Architectural Performance

Includes defining, updating, evaluating, developing, purchasing, implementing, managing, and/or maintaining methodologies and/or systems for business or systems development processes, as well as project and program management. Also includes performance measurement and management systems designed to deliver strategic and tactical analysis and

reporting tools to measure and enable an organization to act on its performance goals. Additionally, includes enterprise architecture initiatives.

310 - Data Management / Data Warehousing
Projects include implementing or enhancing tools, architectures, policies, practices and procedures that properly manage the full data life cycle needs of an enterprise, including data warehouse and business intelligence capabilities in order to support data analysis and decision-making tasks.

320 - Licensing / Permitting / Monitoring / Enforcement

Includes projects that support licensing and/or permitting functions of the agency, and/or related activities such as compliance monitoring and enforcement.

330 - Interactive Voice Response (IVR)

Includes projects implementing or enhancing telephone "self service" functions using either traditional or IP-based Interactive Voice Response technology on the enhanced TEX-AN high-speed network.

340 - Voice Over IP (VoIP) / Telephony Managed Services

Includes installation, hosting, and management of VoIP telephony systems.

350 - Call Centers

Includes installation of, hosting and management of call centers or contact centers on the new enhanced Tex-An Internet Services Gateway Communications network, offering advanced IP communications features managed from a single interface, such as intelligent routing of multi-channel contacts, queuing, computer telephony integration (CTI), and comprehensive reporting.

360 - Network Services

Includes projects that implement, enhance or expand Wide Area Network services and/or Internet Access services.

370 - Acquisition and Refresh of Hardware and Software

Includes projects that are directed primarily to the acquisition, upgrade, replacement and/or maintenance of hardware and software for mainframe, server, desktop, portable and mobile computing. This includes maintenance and seat management contracts.

Note to DCS Agencies: Do not include server hardware and software unless it has a DIR-approved DCS exemption.

380 - Other Administrative Functions

This category includes projects that do not fit any of the above categories, and that support agency administrative functions (as opposed to service delivery functions). **Please identify the administrative function supported.**

390 - Other Service Delivery Functions

This category includes projects that do not fit any of the above categories, and that support agency service delivery functions (as opposed to administrative functions). **Please identify the service delivery function supported.**