

# FARM CREDIT ADMINISTRATION



## IRM PLAN

### INFORMATION RESOURCES MANAGEMENT

**FY 2013-  
2017**

**1501 FARM CREDIT DRIVE, MCLEAN, VA 22102**

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**Appendix I: IT Staff Resource Plan – FY 2013**

**Appendix II: Budget Summary: FCA IRM Costs, FY 2013-2017**

## Foreword

The Farm Credit Administration (FCA or Agency) develops its Information Resources Management (IRM) Plan to help the Agency focus our thinking on the future. Through selecting and implementing appropriate technology, IRM planning supports improvements to the Agency's business practices. During the annual planning call, we encourage each office to reexamine its practices and suggest technology projects that support its business processes. We consider changes to our policies and the way we work to take full advantage of the opportunities technology provides. We then prioritize our initiatives and establish costs.

As we go forward in implementing our IRM initiatives and investments this year, I encourage continued exploration and evaluation of ways to leverage our investment in information technology (IT) to support the current and emerging needs of the Agency. As we invest for the future, we must work together to leverage our new sources of data to support our capability to analyze and identify emerging risks and trends, reinforcing our ability to be forward-focused. Working together with the Farm Credit System (FCS or System) we will complete the development of a rich repository of loan data to provide a foundation for proactively identifying and managing risk and potential threats to the FCS. With new data sources in hand, we must focus on acquiring the tools and skills to examine and analyze potential risks across the System.

As an Agency, we are in the process of realizing the promises of our technology tools. We must continue to move our technology in ways that help us to be more efficient in in how we provide technology services and conduct Agency business. We will continue to focus on improving the workflow and documentation for our examiners through ongoing work on the Enterprise Document and Guidance system (EDGe). As we continue to enhance methods to provide remote connectivity to System information and data resources, we will improve our examination process and become more efficient through reducing the costs of travel to Institutions. By collaboratively thinking through our needs, we must implement new tools, including dashboards and compliance tools, to better support our daily decision-making and management of Agency resources. We will continue to undertake initiatives that support fiscal transparency, Open Government, and human resource initiatives.

FCA has been successful in its integration of IRM planning with the overall strategic and human capital planning and budgeting processes of the Agency. We have the experience, commitment, and critical resources needed to continue to be successful if we work together to develop a common vision of FCA's IT needs. We need to use our diversity of experience to ensure that we focus our efforts for the benefit of the entire Agency rather than for individual business units. Through this collaboration between offices and with proper project prioritizing, we will continue to deliver the Agency's critical IT needs and improve the efficiency and effectiveness of FCA.

The IRM Operations Committee (IRMOC) has contributed a great deal to the Agency's planning success. The framework in place today ensures that FCA business needs drive the IRM program and associated budgets.

Doug Valcour  
Chief Information Officer

## **Role of the IRM Plan**

The role of the IRM Plan is to provide a program that supports effective IT asset management and investment control. The planning process also supports timely and cost-effective IT and services, and identifies new system and application development needs and IT purchases that significantly contribute to accomplishing the Agency's mission.

Four major functions contribute to fulfilling this role:

- ❖ Policy and Planning
- ❖ Technology Management
- ❖ Information Management
- ❖ Information Security Management

The Agency's Chief Information Officer (CIO) administers IRM policy and planning and is supported by the IRMOC. The CIO serves as the principal technical adviser to the Chief Executive Officer (CEO) and Senior Staff on all issues related to IRM. The CIO is the designated senior official for IRM acquisitions.

The Office of Management Services (OMS) annually develops a five-year plan for addressing and implementing the Agency's IT needs, and integrates applicable government-wide directives affecting IRM functions into Agency policies, procedures, guidelines, and directives. The IRM Plan works in concert with the Human Capital and Financial Plans that OMS develops. The close linkage between these plans assures that FCA has the resources necessary to carry out the IRM plan. In addition, the plans work together to ensure that FCA has the talent needed to better leverage FCA's investment in technology.

The OMS's responsibilities are performed under policy guidance provided by OMB Circular A-130, the "Management of Federal Information Resources," and in accordance with Section 508 of the Workforce Investment Act of 1998.

## **Planning Assumptions FY 2013-2017**

The key to successful IRM planning is to understand how technology can be deployed to enhance and support the business processes of an organization. With a solid infrastructure in place, planning identifies and prioritizes opportunities to improve FCA's efficiency and effectiveness. Using the planning assumptions listed below as guidance, we will map our strategy of using IT to support and improve our business processes.

- ❖ The changing economy, emerging financial needs in agriculture, and the consolidation of assets in the FCS drive the need to provide more forward-looking oversight of the FCS. Improving the quality and availability of data, particularly loan and commodity related data, without creating undue burden on the FCS will be a priority.
- ❖ The Agency will continue to work closely with the System by expanding interconnectivity with FCS computing systems to facilitate the timely and reliable access to loan data. We will continue to partner with the FCS to offer video conferencing between the Agency and System institutions to improve communications.
- ❖ We will invest in the communications and collaboration potential of our technology to improve how we work together. The use of portable devices will allow access to Agency resources from virtually any location.
- ❖ The need to build business intelligence and better manage our resources will require that we develop and deliver more quality management information to decision makers.
- ❖ We will continue to evaluate our inventory of custom applications and systems and where appropriate, move them into a Web-based environment that will complement the needs of the Agency.
- ❖ FCA will comply with the requirements of the Federal Information Security Management Act of 2002 (FISMA). This and other legislation sets baseline security standards and requirements for Federal agencies. We will continue to improve our ability to protect Personally Identifiable Information.
- ❖ We will continue to pursue standard hardware and software configurations to provide a reliable, secure technology environment.

Over the next five years, technology will be important to achieving FCA's mission in a cost effective manner. We will continually embrace and adopt new technology and new methods for delivering technology while evaluating and choosing IT investments through a disciplined process that weighs the risks against expected returns or results. Cost-containment will remain a high priority, but we must be ready and able to change to incorporate new improvements that support our long-term mission.

## **IRM Planning**

The IRM Plan is an integral part of FCA's overall planning, and supports the Agency's strategic planning. The Agency's strategic goals and objectives guide the IRM program. The FCA Board provides direction and oversight to earmark resources for the most critical needs of the Agency. The CEO provides direction and oversight to the Agency's operations, including the IRM program. The IRMOC provides business unit advice to the CEO as part of its role in recommending a five-year IRM Plan. The IRMOC coordinates operational matters and provides a forum for communication between the CIO and other Agency staff.

As part of our overall IRM program, we maintain a strong capital planning and investment control process. IRM initiatives are requested from FCA operating units during the IRM Planning Call. This process determines the scope of technology change needed by the Agency, and allocates resources in the most cost-effective manner. The IRMOC, composed of managers from each Office who are knowledgeable about Agency operations, reviews all proposed IRM project and purchase line item submissions, recommends priorities to IRM initiatives, and communicates its views to Offices. The IRMOC review process considers cost, risk, anticipated return, and alignment with and impact on FCA's enterprise architecture. The CEO approves or adjusts IRMOC recommendations for budget and project approval.

The CIO modifies IRM initiatives as required during the year to support changing business needs. The intent of the IRM Plan is to provide the resources needed to support the FCA's strategic planning. Therefore, the initiatives and projects proposed during the annual IRM Call must support the Agency's strategic goals and objectives.

## **FCA's Mission and Strategic Goals**

The FCA is an independent agency in the executive branch of the U.S. Government. It is responsible for regulating and examining the banks, associations, and related entities of the Farm Credit System (FCS or System), including the Federal Agricultural Mortgage Corporation (Farmer Mac). The FCS is a nationwide network of borrower-owned financial institutions that provide credit to farmers, ranchers, and agricultural and rural utility cooperatives. Originally created in 1933 by an Executive order of President Franklin D. Roosevelt, the Agency derives its powers and authorities from the Farm Credit Act of 1971, as amended (ACT).

The FCA does not receive a Federal appropriation. It is funded through assessments paid by System institutions. The Agency maintains its headquarters and a field office in McLean, Virginia. There are also field offices in Bloomington, Minnesota; Dallas, Texas; Denver, Colorado; and Sacramento, California.

The FCA ensures a safe, sound, and dependable source of credit and related services for agriculture and rural America.

The FCA Strategic Plan embraces the Agency's two principal program responsibilities in its two strategic goals:

- 1. Ensure the Farm Credit System and Farmer Mac fulfill their public mission for agriculture and rural areas.*
- 2. Evaluate risk and provide timely and proactive oversight to ensure the safety and soundness of the Farm Credit System and Farmer Mac.*

To achieve its mission, the Agency must keep an innovative and skilled workforce that uses and manages technology and information effectively and efficiently. For FCA to succeed, it is important that each Office eliminates duplication of effort, and explores new ways to work together and develop Agency-wide information systems that support achievement of the Agency's strategic goals.

## **Tactical Plan**

The OMS plans all IRM Agency support by allocating IT staff to maintain these three major project categories.

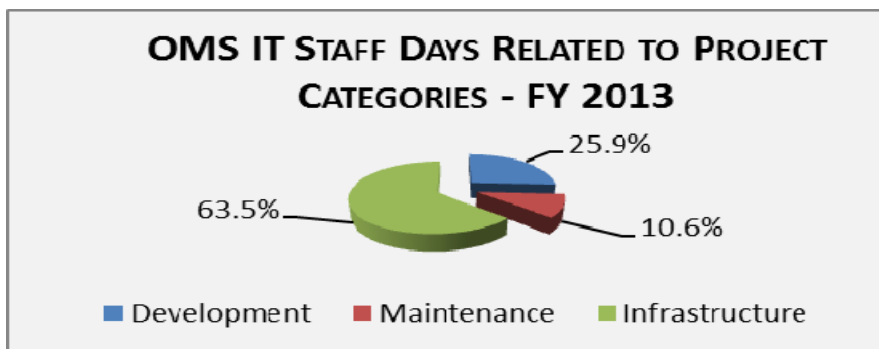
**Infrastructure** includes resources needed to provide underlying support and services that must be in place to operate the Agency's general support system and the major database systems that support FCA's applications. Infrastructure also ensures Agency compliance with Federal laws, OMB guidance, and executive directives. Infrastructure provides the direct contact needed to enable staff to do their work.

**Maintenance** is the routine service work necessary to operate the Agency's computer applications with a significant degree of confidentiality, integrity, and availability.

**Development** is work performed for Agency offices to create new or significantly enhanced information systems.



Category	Days	Percentage
Development	1,357	25.9%
Maintenance	557	10.6%
Infrastructure	3,332	63.5%
Total Days	5,246	



The IRMOC reviewed and prioritized FY 2013 information systems development project proposals using a methodology obtained from OMB on evaluating investments in IT. This tactical portion of the IRM Plan communicates FCA’s IRM direction, initiatives, and priorities for the next fiscal year.

## **A. INFRASTRUCTURE PROJECTS**

The IT staff devotes significant effort each year to provide the direct user support needed to ensure Agency employees effectively use FCA’s IT capabilities and leverage its investment in technology. IT staff also ensures Agency compliance with Federal laws, OMB guidelines, and executive directives. This work is increasing each year because of new requirements that affect all Federal agencies, including the Government Performance and Results Act, FISMA, the Government Paperwork Elimination Act (GPEA), and the Trusted Internet Connections (TIC) initiative. We are budgeting 3,332 staff days to infrastructure support and services.

### **NETWORK AND DATABASE ADMINISTRATION**

These projects ensure the Agency’s essential services are available to minimize the burden on staff and to enable staff to complete work efficiently, successfully, and securely. Network administration includes the activities to support the Local Area Network (LAN), Wide Area Network (WAN), and telecommunication services. This includes providing routine daily work to keep network and system operations running securely and smoothly, data access and backups, account management, configuration management, patch management, Internet connectivity, network print

services, operating system updates, as well as making sure the network and client equipment remains secure and virus-free.

This year we will continue to evaluate and migrate our legacy applications into a Web-based environment that will complement the needs of the Agency. We will continue to invest in a rich repository of loan data to support examination and risk analysis. We will utilize SharePoint to provide a centralized and secure area for electronic storage and retrieval of Agency documents as well as automate disposition of documents at the end of their life cycle. New tools will improve the value and efficiency of the applications to provide support to work groups at all levels. Activities include preserving the integrity of the databases, optimizing their use, and maintaining strong access control over them. Technology Team (TT) and Application Team (AT) staffs provide this maintenance both in the McLean headquarters office and field offices. We will devote 1,305 days for network and database administration.

### **USER SUPPORT AND SERVICES**

An essential responsibility of the TT, AT, and Client Services and Communications Team (CSCT) is to provide support and services to FCA employees. The CSCT staff manages the Help Desk, which provides a single point of contact for Agency staff to submit service requests for training, duplicating, personnel, budget and finance, and/or software and technology. CSCT also delivers operational support services to upgrade, maintain, and repair hardware; maintains infrastructure of the Web site; offers videoconference capability; resolves user interface problems; and advises users on hardware and software issues. The teams have a responsibility to identify and arrange for delivery of Agency training needs in office automation products, Outlook, SharePoint, Internet applications, and computer security. We expect to devote 1,350 staff days of support to users.

### **IRM PLANNING, COMPUTER SECURITY, AND OPERATIONS MANAGEMENT**

OMS develops the Agency's IRM Plan to work in concert with the FCA Strategic Plan. IRM planning includes the resources necessary for developing plans, budgets, resource estimates, disaster recovery, the Continuity of Operations Plan, and periodic monitoring and reporting of progress of the IRM Plan. We continue to update our internal operating procedures to cover life-cycle development, end-user development, capacity planning, and configuration management. We also work to ensure security and protection of existing FCA information resources from external and internal threats. We ensure continuous operation of the Agency's emergency operations center. Information records management encompasses records management activities to make sure we comply with Federal laws and rules about Federal records. We will continue to monitor developments about electronic mail and Federal electronic record-keeping requirements. OMS estimates 677 staff days to support management of these areas, which also includes fulfilling Agency requirements under OMB Circular A-130, Department of Homeland Security, GPEA, and FISMA.

## **B. MAINTENANCE PROJECTS**

Maintenance projects ensure that existing applications are competently and successfully preserved to support Agency business functions. These are routine projects for ongoing analysis, updates, and fixes to systems to improve their performance. We must maintain existing applications and ensure they are well organized and adequately support Agency business functions. On the basis of a collaborative effort with system sponsors, we are budgeting 557 staff days to maintaining existing applications.

## **C. DEVELOPMENT PROJECTS**

New system development projects further the goal of encouraging innovative uses of technology geared toward improving Agency information collection, retrieval, and sharing. Development projects are selected to be built based on the needs identified by the Agency to support and optimize FCA's ability to perform its essential functions. This work encompasses projects such as developing new or custom applications; creating and improving data sources; providing the capacity to conduct business electronically, both internally and externally; ensuring public access to Federal information; providing Government-wide e-mail; and developing workflow applications.

New system development projects in FY 2013 are projected to require 1,357 staff days. There are 32 proposed development projects for FY 2013.

### **1. Applications Conversion – OMS – High Priority**

The major objective of the Applications Conversion project is to ensure the new infrastructure put in place in FY 2008 is utilized in the most efficient and effective manner. This requires that the applications be moved to the new infrastructure so licensing costs of the old application software (Lotus Notes and Oracle) will no longer be needed and capabilities of the new infrastructure are integrated into FCA's custom applications. This project will enable OMS to continue providing high-value applications to Agency users using the new infrastructure.

### **2. CRS Call Report Changes – OMS – High Priority**

This project covers maintenance of the Call Reports as an effective, complete, and relevant electronic source of FCS financial data for the general public, FCS institutions, FCA management, financial analysts, and FCA examiners. Significant changes to the Call Reports are expected every one or two years.

### **3. EDGe - II (Management Reporting) - OE - High Priority**

The major objective of the EDGe - II project is to develop reporting capabilities on OE performance measures and examination and supervisory-related activities. Through the development of the EDGe Project infrastructure, the EDGe Workgroup will identify key information depositories that can be easily captured and extracted into a management reporting site. This will enable OE management and supervisors to more efficiently and effectively evaluate System conditions and examination-related progress. The goal of this management reporting site will be to provide a tool for supervisors to monitor examination work and also to automate monthly and quarterly reporting processes and to turn the reports into real-time reports that can be viewed at any point throughout the examination cycle.

### **4. E-Mail Archiving/E-Discovery - OMS - High Priority**

The major objective of the project is to reduce the risk associated with e-discovery issues in potential litigation circumstances. Electronic Discovery (also called e-discovery or ediscovery) refers to any process in which electronic data is sought, located, secured, and searched with the intent of using it as evidence in a civil or criminal legal case. Email is often requested as a source of evidence in civil or criminal litigation, because people are often less careful in these exchanges than in hard copy correspondence such as written memos and postal letters. E-mail archiving will ensure FCA can confidently and timely respond to requests for findings in litigation circumstances.

### **5. FCA Risk - OMS - OE - ORP - OSMO - High Priority**

This project is jointly sponsored by the Office of Management Services (OMS), Office of Examination (OE), Office of Regulatory Policy (ORP), and the Office of Secondary Market Oversight (OSMO). The goals of the Risk Project are to assess FCA's access to good, consistent data for a variety of analytical purposes (e.g., analysis for examinations, systemic risk, shared asset risk, counterparty risk); assess FCA's access to the analytical tools needed to conduct state-of-the-art risk analysis; assess FCA's "stock" of human capital in terms of the skills needed for analytical purposes; prepare a 5-year plan; and collaborate with FCS in preparing this plan.

FCA needs to be able to quickly assess risks the FCS faces so it can focus resources in the most effective manner. In order to identify these risks, FCA needs an analytic capacity which is built on good and consistent data, analytic tools and skilled staff. The Agency needs to have the capability to analyze and track large shared FCS assets. This project will enhance the Agency's ability to perform its core mission of ensuring the safety and soundness of the FCS.

### **6. FCS Loan Database - OMS - OE - ORP - High Priority**

This project is jointly sponsored by OE, ORP, and the OMS. The primary objective of the project is to establish an enterprise system for the timely and dependable collection, storage, and retrieval of loan data for examination activities. This objective has largely been met. Each quarter we will

process and load the datasets submitted by the FCS. We expect that changes to the dataset will occur once a year and we will update our systems to accommodate the changes and update the validation tool we provide to the FCS to check the contents and format of their datasets. In FY 2013 we will focus on developing standard queries for users and developing new methods of measuring risk in the system using this database.

### **7. Laptop Replacement Evaluation/Implementation – OMS – High Priority**

Agency laptops are on a three-year replacement cycle. This project includes standardizing the configuration and issuing laptops to all staff at the same time to allow the Agency to stay current with the latest technology. This is for time spent evaluating, obtaining, configuring, testing, distributing, and training on laptops. This does not include the software to be installed onto the laptops. New laptops will allow faster and more convenient computing services.

### **8. Mobile Device Strategy – OMS – High Priority**

The major objective of the Mobile Device Strategy is to determine the feasibility of mobile devices such as tablets replacing the laptops, and if so, for all users or only specific users. While OMS strives to maintain a standardized approach to equipment to reduce maintenance and support costs, it is evident that mobile devices are gaining in popularity for business purposes. The President's memorandum issued in May 2012 directing the implementation of "Building a 21<sup>st</sup> Century Digital Government" road map, emphasizes applications that are mobile ready.

### **9. Application Modernization – OMS – High Priority**

The Application Modernization project will ensure that applications can be accessed from most devices through a browser. This will make the application device diagnostic, and will make them accessible from mobile devices. By migrating to SharePoint or ASP.net, we will ensure the continued availability of applications by FCA users.

### **10. Assessment Model – OMS – High Priority**

The major objective of the Assessment Model project is to provide automated assessment figures and letters to our financial institutions. This system is critical for the Agency to determine and notify institutions of their new assessments.

### **11. Automated Procurement System – OMS – Low Priority**

The goal of this project is to develop an automated requisitioning system that would integrate with the Agency's financial system records. It would also provide an electronic filing system to collect required documentation for procurement files. This meets sustainability goals of converting paper files to an electronic format.

## **12. Budget Call System - OMS - High Priority**

This project provides for the modification of the Agency's budget formulation system, specifically to position it to easily handle further enhancements, to integrate with other subsystems, and to add a budget projection feature. The system allows the proper formulation and planning of FCA's budget process to adequately prepare for future years' operations and improvements. Development work will continue to be directed at improved efficiency. We will continue to keep abreast of new Federal government requirements.

## **13. EDGe - (Enhancements and Fixes) - OE - High Priority**

This project is an examination application that will improve OE's effectiveness and efficiency and directly enable OE's oversight and supervision responsibilities. The project will continue through the planning horizon to address periodic enhancements to the base applications. The EDGe establishes a more centralized information repository for all OE examination and supervision activities. The EDGe becomes the central hub for the oversight and examination program and the Agency's institution-related documentation system.

## **14. EDGe - III (Various Tools) - OE - High Priority**

The primary objective of this project is to incorporate other OE tools into the EDGe environment. This project is a subsidiary component of the EDGe project. OE plans to incorporate more of its data collection points into a SharePoint to SQL environment. This project promotes efficiencies, effectiveness, and retention of corporate knowledge, and further leverages the Agency's technology investments and improves communications and coordination.

## **15. Electronic Work Papers - OIG - Medium Priority**

This project will automate office work papers to enhance the OIG's audit and inspection operations and ability to access and manage the associated documentation.

## **16. Farmer Mac Call Reports - OSMO - High Priority**

This project provides increased quality of data needed by the Office of Secondary Market Oversight (OSMO) in examining and supervising Farmer Mac. The electronic submission will improve efficiency in Farmer Mac's submission and FCA's collection, storage, and use of such data. It will contribute to improved regulation and will facilitate offsite monitoring, analysis, and examination by FCA. The technology will also enhance administrative efficiencies at both FCA and Farmer Mac.

## **17. FCA Archive - SharePoint Implementation - OMS - Medium Priority**

The FCA Archive will be a SharePoint site that will serve FCA staff as a centralized source for documents that require preservation because of their long-term reference value to the Agency. Implementation of the FCA Archive on an enterprise basis will improve the Agency's ability to

gather and retain its institutional knowledge and intellectual assets. The high percentage of projected retirements over the next five to seven years increases the urgency of preserving institutional, operational, and intellectual knowledge.

### **18. FCA Web Site - OCPA - High Priority**

The major objective of this project is to update and revise the Web site employing current best practices, and to rewrite sections as needed to be more user friendly, easier to navigate as information posted on the Web site increases, and written in a style appropriate for the Web. Use of the FCA Web site by the public as a source of information has grown rapidly since the Web site was established in 1997. This, coupled with the Federal government-wide initiatives to adopt e-government and to make all Federal Web sites fully accessible to people with disabilities, requires the Agency to deliver more services and provide more information via the Internet.

### **19. FCS Institution Territory Identifier - OCPA - High Priority**

The major objective of the project is to develop a Web application that would be located in the FCA information section of the FCA Web site and would be used by any external party to determine which FCS institution services for a particular address or county. This application would aid OCPA in fielding questions they receive from the public regarding FCS office locations.

### **20. Funding Approval SharePoint Site - ORP - High Priority**

The goal of this project is to maintain an efficient working environment for staff and management who are responsible for functions related to monitoring, analyzing, and processing information and data related to the funding requests and the approvals. This SharePoint site would facilitate interactive processing of funding requests.

### **21. IDP Database - OMS - Low Priority**

The goal of this project is to enhance the existing database and make it more user friendly, saving employee time and effort.

### **22. Management Dashboard - OMS - Low Priority**

The project will provide key information to the effective management of programs and activities. It will push this information to users and will allow them to drill down or look at more detailed information related to a key indicator. This application will affect all programs and offices by providing timely, easily accessible information related to an organization or program.

### **23. ORP SharePoint Site – ORP – Medium Priority**

The goal of this project is to develop a structure for ORP’s SharePoint site. The Agency has moved to a structure where SharePoint is the focal point of work processes.

### **24. Personnel Dashboard – OMS – Medium Priority**

The goal of this project is to create functionality to allow all supervisors and managers to access human resources related information about their employees from one central location. The Personnel Dashboard will serve as a central repository of information for all employees.

### **25. PPM 101 Federal Reporting Requirements – OB – Medium Priority**

The project is to develop a SharePoint site to provide readily available documents to the FCA Board Secretary, responsible managers, and Agency staff assigned to create and maintain various reports and to help ensure external reporting requirements are met on a timely basis. The site would primarily be used to contain an “index” of Federal Reporting Requirements. The site would contain a history of proof showing compliance with FCA PPM 101.

### **26. Property Management Tracking System – OMS – Medium Priority**

This project will improve the overall effectiveness and efficiency of the property management function by converting forms for property addition, transfer, and removal to an electronic version, and implementing an electronic record management component.

### **27. Resource Management Tool – OE – High Priority**

The project’s main objectives are to improve OE’s resource management, simplify scheduling, and better balance staff workloads. This scheduling tool may be used by other Agency work units.

### **28. SharePoint for FCA’s External Website – OMS – High Priority**

The project is to develop a system that allows efficient communications and exchange of information with the public, and external customers and partners. The SharePoint extranet portal will facilitate the collaboration and communication between FCA and its customers and partners.

### **29. Single Sign On (SSO) – OMS – High Priority**

The goal of the project is to develop a single sign-on (SSO) application for all FCA external Web and SharePoint sites. The SSO will provide a centralized user credential, authentication and authorization management service for all FCA external Web and SharePoint sites.



### **30. Software Licensing Information Tracking System – OMS – Low Priority**

This project's goal is to improve the efficiency of recording and retrieving software licensing data and making it accessible, by enhancing the Software Licensing Information Tracking System (SLITS) database. The tracking system will implement an electronic means to record Agency software title, licensing, version, expiration date, and cost/depreciation data.

### **31. Telework Database – OMS – Low Priority**

The primary objective of this project is to streamline the approval process for flexi-place agreements. The telework database would allow employees to complete and sign FCA flexi-place forms, and allow supervisors and the Agency Telework Coordinator to review and approve each form.

### **32. Time Stamp Server – OMS – High Priority**

The major objective of this project is to display a message that states a digital signature was valid at the time of signing and it has not been modified when an authorized user opens the signed document after the certificate is expired so that legally enforceable documents can be audited. This technology will inform the authorized users of the validity of digital signatures even after the certificate is expired.

<b>APPENDIX I</b>	
<b>IT STAFF RESOURCE PLAN – FY 2013</b>	
<b>Infrastructure Projects</b>	<b>Staff Days</b>
Network and Database Administration	1,305
User Support and Services	1,350
IRM Planning, Computer Security, and Operations Management	677
<b>Infrastructure Projects Total</b>	<b>3,332</b>
<b>Maintenance Projects</b>	
Maintain Applications	557
<b>Maintenance Projects Total</b>	<b>557</b>
<b>Development Projects</b>	
1. Q1 – Application Conversion - OMS - High Priority	38
2. Q1 – CRS Call Report changes - OMS – High Priority	60
3. Q4 – EDGe- II (Management Reporting) – OE – High Priority	37
4. Q1 – E-Mail Archiving/E-Discovery – OMS – High Priority	15
5. Q1 – FCA Risk – OMS/OE/ORP/OSMO – High Priority	75
6. Q1 – FCS Loan Database – OMS/OE/ORP – High Priority	133
7. Q2 – Laptop Replacement Evaluation/Implementation – OMS – High Priority	5
8. Q2 – Mobile Device Strategy – OMS – High Priority	38
9. Q1 – Application Modernization – OMS – High Priority	240
10. Q2 – Assessment Model – OMS – High Priority	25
11. Q1 – Automated Procurement System – OMS – Low Priority	130
12. Q1 – Budget Call System – OMS – High Priority	30
13. Q1 – EDGe (Enhancements and Fixes) – OE – High Priority	25
14. Q2 – EDGE – III (Various Tools) – OE – High Priority	81
15. Q1 – Electronic Work Papers – OIG – Medium Priority	12
16. Q2 – Farmer Mac Call Reports – OSMO – High Priority	55
17. Q1 – FCA Archive – SharePoint Implementation – OMS – Medium Priority	15
18. Q1 – FCA Web Site – OCPA – High Priority	23
19. Q1 – FCS Institution Territory Identifier – OCPA – High Priority	20
20. Q3 – Funding Approval SharePoint Site – ORP – High Priority	30
21. Q1 – IDP Database – OMS – Low Priority	5
22. Q2 – Management Dashboard – OMS – Low Priority	30
23. Q2 – ORP SharePoint Site – ORP – Medium Priority	30
24. Q3 – Personnel Dashboard – OMS – Medium Priority	25
25. Q1 – PPM 101 Federal Reporting Requirements – OB – Medium Priority	5
26. Q2 – Property Management Tracking System – OMS – Medium Priority	14

27. Q3 – Resource Management Tool – OE – High Priority	19
28. Q1 – SharePoint for FCA’s External Website – OMS – High Priority	25
29. Q1 – Single Sign On (SSO) – OMS – High Priority	88
30. Q2 – Software Licensing Information Tracking system – OMS – Low Priority	9
31. Q1 – Telework Database – OMS – Low Priority	5
32. Q1 – Time Stamp Server – OMS – High Priority	15
<b>Development Projects Total</b>	<b>1,357</b>
<b>Total Required - Infrastructure – Maintenance – Development Projects</b>	<b>5,246</b>
<b>(26 FTEs required) Total Staff Days Required</b>	<b>5,246</b>
<b>(25.75 FTEs available) Total Staff Days Available</b>	<b>4,843</b>
<b>Manpower Shortfall</b>	<b>403</b>

**APPENDIX II  
 BUDGET SUMMARY**

Object Code	Object Class	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total
2121	Local Travel	1,050	1,050	1,050	1,050	1,050	\$5,250
2199	Temporary Duty Travel	63,380	82,800	55,900	44,400	100,800	\$347,280
2331	Utilities	12,264	12,764	13,264	13,764	14,264	\$66,320
2341	Equipment/Software Rental	10,000	10,500	10,500	11,020	11,020	\$53,040
2351	Telephone, Communications	565,988	570,988	575,828	580,988	580,988	\$2,874,780
2354	Wireless Communications	211,670	211,770	211,670	212,534	213,398	\$1,061,042
2511	Consulting Services	169,587	92,145	184,179	182,984	137,382	\$766,277
2524	Other Contractual Services	94,650	98,800	100,800	95,925	127,893	\$518,068
2528	IT Training	89,500	91,500	79,500	81,500	79,500	\$421,500
2531	Other Contractual Services - Gov	9,625	41,625	6,125	38,625	3,625	\$99,625
2571	Non-ADP Operation/Maintenance	18,660	10,387	12,465	14,958	27,850	\$84,320
2572	ADP Operation/Maintenance	641,474	634,578	726,548	779,808	787,717	\$3,570,125
2611	Supplies	36,835	44,620	39,343	41,887	35,167	\$197,852
2612	Subscriptions and Publications	273,006	310,463	401,879	410,859	413,586	\$1,809,793
3152	Software	491,360	220,916	179,489	145,591	139,412	\$1,176,768
3162	IT Equipment	262,890	1,129,735	703,185	525,225	1,397,120	\$4,018,155
Total		\$2,951,939	\$3,564,641	\$3,301,725	\$3,181,118	\$4,070,772	\$17,070,195

**FCA IRM Costs - FY 2013 - 2017**

