Agency-Wide Information Technology Plan

Modernization Template

Texas Department of Information Resources

July 6, 2022

As per H.B. 4018, introduced during the 87th legislature, not later than October 1, 2022, each state agency in the executive and legislative branches of state government, using money appropriated to the agency by this state, shall prepare an agency-wide plan outlining the manner in which the agency intends to transition its information technology and data-related services and capabilities into a more modern, integrated, secure, and effective technological environment.

Using This Template

1. Replace [bracketed text] on the cover page (next page) with your strategy and agency information.
2. Complete the entire template. Each section contains instructions, shown in italics, and a content area. Relevant text from other deliverables may be pasted into content areas.
3. Update the table of contents by right-clicking and selecting “Update Field,” then “Update entire table.”
4. Delete the template title page (previous page) and this page. Save the document with your agency name included before making additional changes.

# Template Definitions and Terminology

|  |  |  |
| --- | --- | --- |
| Item | Term | Description |
| 1 | Legacy | A legacy system is defined in statute as a computer system or application program that is operated with obsolete or inefficient hardware or software technology. |
| 2 | ADDF | Application Development Decision Framework |
| 3 | APM | Application Portfolio Management |
| 4 | AI | Artificial Intelligence |
| 5 | RPA | Robotics Process Automation |
| 6 | TX-RAMP | Texas Risk and Authorization Management Program |
| 7 | IRDR | Information Resources Deployment Review |
| 8 | DCS | DIR’s Data Center Services |
| 9 | STS | DIR’s Shared Technology Services |
| 10 | HB | Texas House Bill |
| 11 | End-of-life date | Date which the provider will cease to create updates and patches. |

**Agency-Wide Information Technology**

Modernization Plan

Pursuant to House Bill 4018 passed in the 87th Regular Session, agencies are required to submit a modernization plan. As required by House Bill 4018 and Government Code Sections 2054.577 and 2054.578, each state agency in the executive and legislative branches of state government shall submit the plan developed to the: (1) Department of Information Resources; (2) Joint Oversight Committee on Investment in Information Technology Improvement and Modernization Projects; and (3) standing committees of the Texas Senate and House of Representatives with primary jurisdiction over state agency information technology.

[Agency/Organization Name]

|  |  |
| --- | --- |
| Version: [VERSION NUMBER] | Revision Date: [MM/DD/YY] |

Approval of the Agency-Wide Information Technology Modernization Plan indicates an understanding of the purpose and content described in this deliverable. Approval of the Agency-Wide plan constitutes approval of the plan for modernizing information technology and data assets and hereby certifies the overall accuracy, viability, and defensibility of the content and estimates.

|  |  |  |
| --- | --- | --- |
| Agency Head or Designee | | |
| [Name] | [Email] | [Telephone] |
| Signature | | [Date mm/dd/yy] |

Agencies may add additional signatories depending on internal information technology responsibility matrix and governance.

|  |  |  |
| --- | --- | --- |
|  | | |
| [Name] | [Email] | [Telephone] |
| Signature | | [Date mm/dd/yy] |

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# Section 1 – Executive Summary

*Insert Executive Summary. Recommended length: One page.*

*Purpose: A summary of the IT modernization strategy, written so that it is accessible to as wide an audience as possible and is in alignment with the State Strategic Plan for Information Resources Management, the agency’s Strategic Plan, and expected agency Legislative Appropriation Requests (LARs).*

*Recommended Contents:*

*Capture the essence of modernization of the agency objectives, goals, strategy, and IT considerations in a simple, concise way. It should clearly summarize:*

* *The agency focus, objectives, and goals that have been defined to ensure success during this specific strategy period.*
* *The key modernization strategies that will be followed to meet the stated goals and, hence, realize the objectives through business capabilities.*
* *IT modernization plan, the agency will take to successfully execute the strategies, including how data and security will be transformed to achieve this business success.*

# Section 2 – Statement of Purpose

## 2.1 Agency Objectives and Value Statement

*This section should capture the vision and value statement of the agency and what business services the agency provides citizens or the state, even if it is clear from the agency name. Include statistics about the constituents served, types of services provided, etc.*

## 2.2 Agency Key Business Function

*This section should explain the agency’s key business functions, including any functions which have agency goals or modernization initiatives that are identified in subsequent sections.*

## 2.3 Agency Goals

*This section should capture the agency’s goals, business objectives, and action items. These should align with the strategic goals identified in the Agency Strategic Plan due by June 1, 2022.*

## Goal 1

### Objective, outcome measures, and strategies

## Goal 2

### Objective, outcome measures, and strategies

## Goal 3

### Objective, outcome measures, and strategies

(Additional goals may be added as needed.)

# Section 3 – Modernization Plan for Major Initiatives

* List up to 10 strategic initiatives in priority order that would leverage IT systems to modernize the agency’s ability to meet its goals and objectives. Each initiative’s description should not exceed one page.
* For each initiative, include the statutory authority if the project or program is based on a legislative directive. Identify any projects affiliated with the initiative that have been submitted for legislative appropriations.
* Describe the initiative and outline how the initiative transitions information technology and data-related services and capabilities into a more modern, integrated, secure, and effective technological environment. Support your initiative by referencing related documentation such as the Agency Strategic Plan, Information Resources Deployment Review (IRDR) submissions, Legacy Modernization Strategy, Prioritized Cybersecurity and Legacy Systems Study (PCLS), DIR’s Application Development Decision Framework (ADDF), Application Portfolio Management (APM) analysis or technology end-of-life schedule, Sunset Commission recommendation, or related audit finding.
* Cybersecurity – Describe how modernizing this project or application would improve cyber security.
* Will this modernization initiative increase, decrease, or have no impact on the agency's FTE count?

## Modernization Initiative 1

*Name of the initiative:*

*Statutory requirements(s) if applicable.*

*Appropriation requests if applicable.*

*Description:*

## Modernization Initiative 2

*Name of the initiative:*

*Statutory requirements(s) if applicable*

*Appropriation requests if applicable.*

*Description:*

## Modernization Initiative 3

*Name of the initiative:*

*Statutory requirements(s) if applicable.*

*Appropriation requests if applicable.*

*Description:*

## Modernization Initiative 4+

*Continue to add up to 10 total initiative sections as needed.*

*Name of the initiative:*

*Statutory requirements(s) if applicable.*

*Appropriation requests if applicable.*

*Description:*

# Section 4 - Critical Information Technology Roadmap

*The Information Technology Roadmap should provide a picture of immediate, short term, and long-term visions for application and infrastructure end-of-life/end-of-support life cycle**to help leadership to plan appropriations.*

## Information Resources Deployment Review (IRDR) / Application Portfolio Management (APM)

*This section should itemize critical end-of-life/end-of-support technology leveraging IRDR and/or APM tools over the next 5 years. Please provide a snapshot of current applications’ health including cyber risk, vulnerability, and how those correspond to the modernization initiatives.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Application, Software or Infrastructure Name | Expected End-of-Life  Date (month/year) | Critical Level | Constituent Impact | Cyber / Vulnerability Risk Level | Corresponding Appropriations Request (LAR/PCLS) | Budgetary Impact |
| Example 1 | XX / 20XX | < 1 (low) -5 (high)> | Number of impacted constituents and description.(ease of service, save time, save money, better security of data, etc.) | < 1 (low) -5 (high)> | Project Name, Amount | Expected benefit or savings to the state by modernizing (FTE or funding) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# Section 5 – Market Research, Assessment, and Other Supporting Artifacts

*This section provides an opportunity to provide industry analyses and reports to substantiate the initiatives, such as:*

* Narratives about how the agency is conducting business that showcase critical business function impacts and the need for modernization initiatives during the post-pandemic period.
* Studies or publications that identify modernization opportunities or successes with links to the publication or study.
* Studies from other state agencies, other states, and federal agencies initiatives.
* Recent federal or state policy direction or influences.
* Business continuity, governance, and oversight considerations.
* Data management and privacy considerations.

# Section 6: Key Assumptions, Risks, and Issues

*Please list critical assumptions or requirements associated with the agency’s modernization plan and initiatives.*

# Section 7: Appendices (Optional)

Data Center Services/STS

Please select which Data Center Services and/or Shared Technology Services (STS) are being considered, if any, for these initiatives:

|  |  |
| --- | --- |
| DCS | Backup as a Service  Compute and Storage  Disaster Recovery as a Service  Mainframe Services  Microsoft O365 Subscription Services  Network and Security  Print & Mail  Public Cloud Services  Remote File  Salesforce.com  Texas Imagery Services  Wide Area Application Service  Application Development  Application Maintenance  Application Rate Card |
| Managed Security Services | Digital Forensics  Endpoint Management System Systems  Intrusion Detection and Prevention Systems  Malware Detention and Prevention  Managed Firewall and Web Application Firewall (WAF) Services  Penetration Testing  Risk and Cloud Compliance Assessments  Security Incident and Response Management Services  Security Information and Event Management (SEIM) |
| Texas.gov | Texas.gov Application Services  Texas.gov Payment Services |
| Texas Open Data Portal | Texas Open Data Portal |

Describe the project methodology the team will exercise to carry out the projects.

If known, indicate project methodology and product type:

|  |  |
| --- | --- |
| Project Methodology | Product Type |
| Agile/Iterative  Waterfall  Hybrid  Other  Unknown/Unplanned | Custom Development  Legacy Migration (Lift and Shift)  Software as a Service (SaaS)  Commercial off the Shelf (COTS)  Hybrid/Other (describe)  Mainframe as a Service  Platform as a Service  Unknown/Unplanned  Unknown/Unplanned  Unknown/Unplanned  (More category to be added) |

Enter narrative description here.