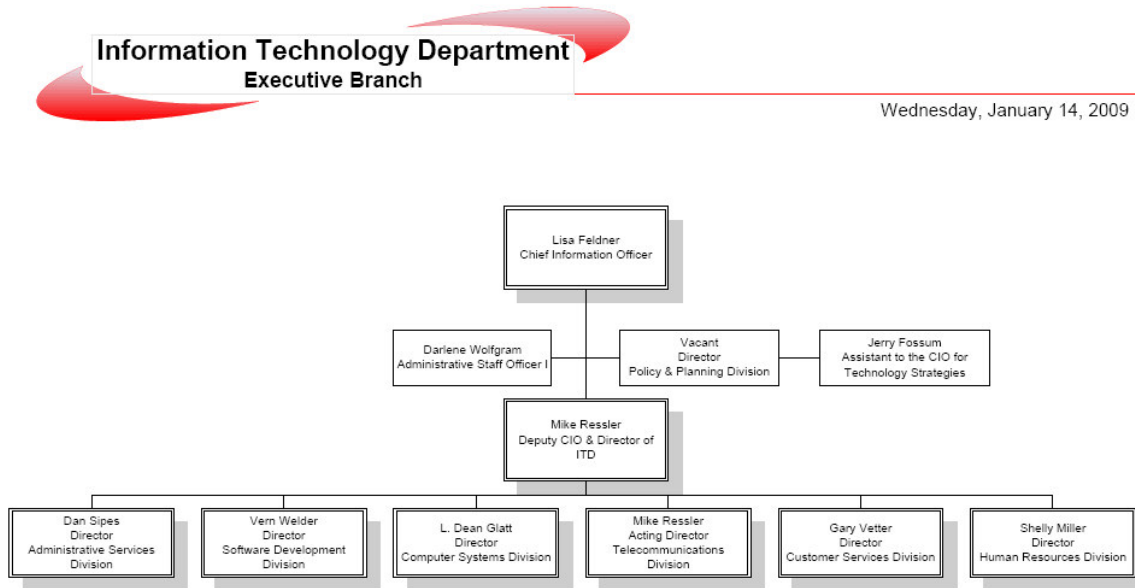


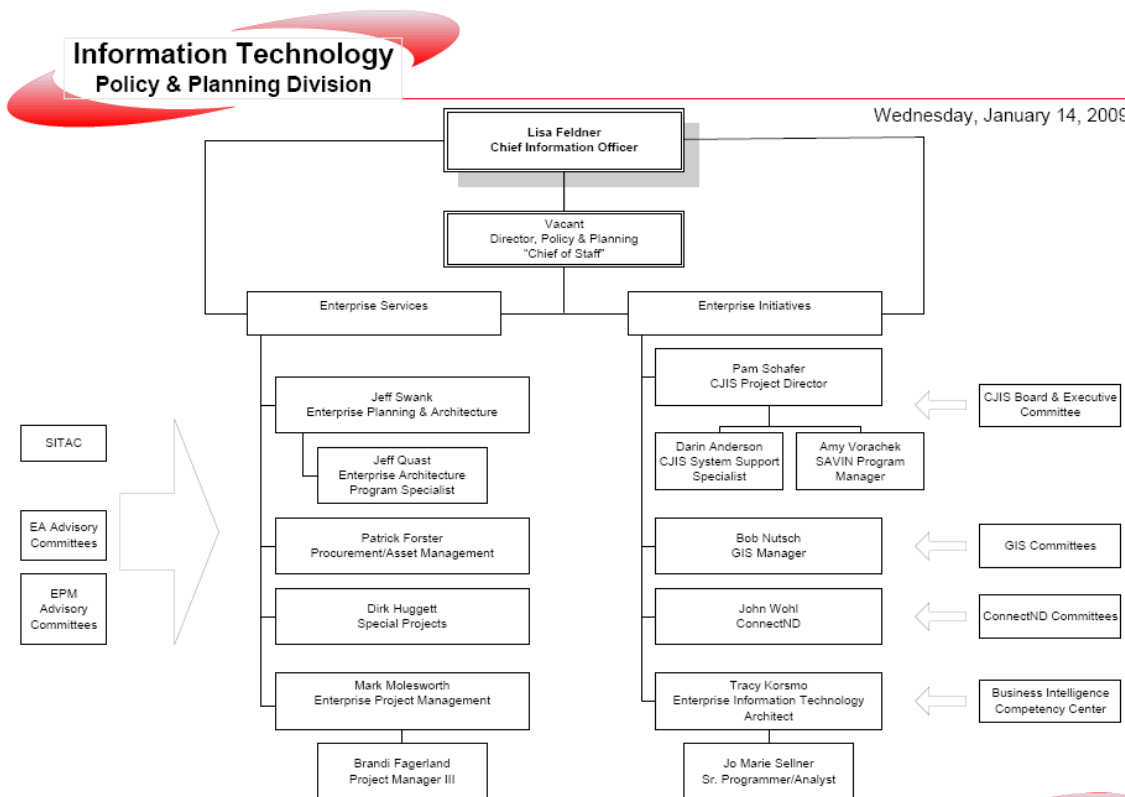
# Welcome to Policy & Planning

Welcome to ITD's Policy & Planning Division. This document is designed to give you a brief overview of the functions and services that we offer.

As you can see in the organization chart below, the Policy & Planning Division does not function like most of the other divisions in ITD. It operates outside the operational area of ITD.



The Policy & Planning Division focuses mostly on enterprise issues, both enterprise in the sense of all of ITD as well as enterprise viewing the state as a whole. The next chart shows how we split out the services we offer from the initiatives we manage.



## Initiatives:

### CJIS – Criminal Justice Information Systems

ND-CJIS is an enterprise architecture that puts in place a statewide framework of people, processes, data, standards, and technology focused on providing accurate and comprehensive data to the criminal justice community in the State of North Dakota. It provides the means to put "the right information in the hands of the right people at the right time and in the right place".

The ND-CJIS integration effort is not one single project, but incorporates many projects that are being developed by ITD and criminal justice organizations throughout North Dakota. The integration architecture is driven by local operational needs and uses standards that will support the exchange of data across existing and developing systems.

The Policy & Planning division provides leadership and other resources to this important enterprise initiative.

### GIS – Geographic Information Systems

The state of North Dakota's GIS Hub provides the essential infrastructure to share core geographic datasets through an accessible data warehouse among Stakeholders with browsing ability to the general public. The Hub leverages the state's existing data, infrastructure and expertise to implement the core elements of this enterprise solution."

The Policy & Planning division provides leadership and other resources to this important enterprise initiative.

### ConnectND – ND's PeopleSoft Implementation

North Dakota recently finished the primary installation of PeopleSoft to manage the administration of its financial and human resources. Managing the long-term coordination of technical patches, development migrations and other important technical information is a position that is run out of Policy & Planning.

### BI Competency Center – Business Intelligence Competency Center

The newest addition to the division, the State established this group to minimize costs and maximize quality in the deployment and support of BI applications. The BI Competency Center administers the State standard BI software and the State standard data integration/ETL software and works with ITD on the development of data warehouses. The Competency Center also works with vendors, outside consultants, and state employees as needed to provide coordination and promote best practices.

## Services

### Enterprise Architecture

Enterprise Architecture (EA) was initially launched out of Policy & Planning in 2001. Agencies quickly came on board and wholeheartedly endorsed the concept. Currently Policy & Planning provides organizational support, project facilitation, and staffing for the administrative portions of the service.

### Enterprise Planning

House Bill 1034 was passed by the 55th Legislative Assembly. This act established the requirement that each agency file an IT plan based on guidelines issued by the Information Technology Department. The 05-07 Biennium plans are the fourth submitted. These plans are the basis for the State IT Plan which combines major IT activities for State agencies, K-12 and Higher Ed into a single statement of IT direction for the state. The agency plans are also used to support the appropriation process.

Each biennium Enterprise Planning refines the planning guidelines and system used to submit plans and then works with agency on the IT Plan. The developments from Enterprise Architecture are also explained to the agencies to ensure their submitted plan will match EA's directions. Once an agency submits their plan, EP reviews it, and accepts it based on the guidelines. EP also provides significant analysis and reporting of the IT budget to OMB, ITD and the Legislative Appropriation committees.

## Procurement/Asset Management

The procurement and asset management position is responsible for coordination and oversight of enterprise procurement and asset management initiatives related to Information Technology. The procurement oversight process is structured to ensure that information technology being acquired conforms to the State's Enterprise Architecture technology standards and aligns with agencies' information technology plans. ITD also reviews IT contracts for adherence to best practices. Procurement and asset management coordination responsibilities include initiatives such as IT asset management data collection and reporting, managing enterprise RFP initiatives, and creation of RFP and contract templates customized for IT procurements.

## Special Projects

Sometimes tasks arise that require a short-term focused effort. The Policy & Planning Division provides the CIO with the flexibility to assign staff to meet these needs. A legislative request is a good example of this service.

## Enterprise Project Management

The Enterprise Project Management Office provides two distinct services. The Enterprise Project Manager works with project managers from all state agencies to coordinate "best practices" related to information technology project management. This includes the development of the ND Project Management Guidebook, training opportunities, mentoring, maintenance of the EPM website and newsletter. The EPM works directly with the Enterprise Project Management Advisory Group in a joint effort to meet the needs of project managers across the enterprise. In addition, the EPM acts as the lead analyst for large project oversight. The primary duty in this area is to provide oversight and reporting of all projects as designated by NDCC 54-35-15.2-3, NDCC 54-59-05.7 & .8. and NDCC 54-59-23 and in accordance with STD009-05. The EPM works with designated policy and planning analysts to provide oversight to approximately 18-24 large projects.

## IT Support

This area provides project management, process, and research support to ITD's executive management team.

Policy & Planning staff interacts with a variety of people including State Legislators, Agency Directors, Agency Senior Management, project and technical managers and staff and sometimes the public. The division plays a significant role in helping ITD achieve its mission of providing leadership and knowledge to assist our customers in achieving their mission through the innovative use of information technology. Welcome!