

	STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		POLICY AND PROCEDURE NUMBER DPDR 03.02.020	PAGE 1 of 2
	Policy and Procedure		EFFECTIVE DATE April 1, 1993	
SUBJECT Information Management Planning Procedure		SUPERSEDES		DATED
TITLE Administration	CHAPTER Information Systems	APPROVED BY Signature on File		

PURPOSE AND SCOPE

In accordance with Policy Number DPOL 02.03.020, this procedure establishes the department-wide requirements for information management planning and defines the responsibility for generating department wide, region and system information management plans.

DISTRIBUTION

All holders of the Department of Transportation & Public Facilities Procedures Manual.

PROCEDURE

A. Responsibility

1. Information Systems Division

The Information Systems Division (ISD) is responsible for maintaining a focused department-wide approach to computer systems. To effectively address this responsibility, ISD recognizes that the development of an annual department wide management plan encompassing region/system plans is necessary.

The DOT& PF Information Management Plan is developed coincident with the state budget cycle and must be completed by October 15 of each calendar year. The department's plan describes the overall information management program and documents information related Capital Improvement Program (CIP) requests for the coming fiscal year. The department's plan will be submitted by ISD to the statewide Telecommunication Information Council (TIC) planning process in October of each calendar year.

2. Regions/Systems Information Management Plans

The Region/Systems plans will be completed and submitted to ISD by September 1 of each calendar year and will address the upcoming budget cycle's goals and objectives.

The Region/Systems Information Management Plans will:

- a. follow the requirements established and maintained by the Statewide Information Systems Division
- b. be consistent with the DOT&PF's Strategic Management Plan
- c. identify the areas of information management or data processing in which resources are to be expended and include the systems/regions microcomputer and workstation hardware and software standards; and
- d. identify the strategies for implementing the information management requirements of the Strategic Management Plan.

B. Information Management Plan Content

Region/System Information Management Plans will include, at a minimum, the following

1. An overview that provides a region/system perspective on information management (data processing) goals for the coming fiscal year;
2. Microcomputer and workstation hardware and software standards for general purpose, engineering and region/system specific needs;
3. Region/System Local Area Network (LAN) standards;
4. Listing of computer related projects including local area networks, application systems development, and equipment and software upgrades. Each project is to include an estimate of total cost and be described in detail with project phases, components and responsible persons identified;
5. Associations with DOT&PF Strategic Management Plan tasks that require the computer system work being planned within any region/system;
6. Identification of information system projects for which CIP funds will be requested.