

STATE OF ALABAMA

Information Technology Policy

POLICY 220-00: INFORMATION TECHNOLOGY BUDGETING

Major technology initiatives must be budgeted and included as part of the agency's annual information technology (IT) strategic plan. Additionally, the Budget Management Act (Acts 1976, No. 494, p. 614, §1; Code of Alabama, Section 41-19-1 through 41-19-12) requires agencies to submit certain program and financial information to the Department of Finance. Planning, budgeting, and reporting of agency IT requirements will help to minimize risk and maximize value to the State.

OBJECTIVES:

- Develop and document agencies' IT needs, costs and anticipated benefits and savings to the State
- Develop and document the agencies' IT capital plans
- Identify statewide IT costs
- Provide information to facilitate the management of IT within the State

SCOPE:

This policy applies to all Executive Branch agencies, boards, and commissions except those exempt under The Code of Alabama 1975 (Title 41 Chapter 4 Article 11).

RESPONSIBILITIES:

Information Services Division (ISD):

- Establish the approach, methodologies, format and content to be followed by the agencies to facilitate uniform reporting, consistent review techniques, and compatibility of results.
- Review all agency requests for IT resources and services.

Agency Management, Information Technology Organizations:

- Include a determination of IT requirements for agency information systems in mission/business process planning.
- Determine, document, and allocate the resources required to sustain (and protect) agency information systems as part of capital planning and investment control process.
- Report IT capital asset projects and performance reports as required by the State Budget Office and Department of Finance.

ENFORCEMENT:

The Chief Information Officer reserves the right to hold or deny an agency's purchasing requests, contract approvals, and personnel actions until such time an agency complies fully or partially with this policy.

By Authority of Director, Information Services Division, Department of Finance

DOCUMENT HISTORY:

Version	Release Date	Comments
220-00	4/26/2011	Original. Replaces Policies 300-00 and 340-00