Category	Need Assessed/ Outcome	Project(s)
1. Branch wide support - OLIS ongoing operations and systems improvement	A. OLIS works in partnership with Legislative Branch users to deliver solutions that meet technology needs.	1. Business Technology Needs Request (BTNR) process 2. Strategic planning process 3. Agile methodology implementation and project management tool/software in place
	B. Policies and procedures are documented, and processes defined in OLIS for cross training and support provision	4. Define roles and responsibilities in OLIS 5. Document work unit Standard Operating Procedures
	C. The OLIS Service Desk has been modernized to improve user support and standardize internal processes	6. Update and improve the IT ticketing system 7. Implement change management processes
	D. The OLIS onboarding of personnel is modernized and enables application and network access* in an efficient manner	8. Replace the computer and equipment inventory database and shared database functionality 9. Incorporate on-boarding in the service desk application
	E. The Information Security Program is enhanced by developing strong policies and procedures	10. Program Charter and Policy Development 11. Employee Awareness and Education 12. Security Architecture Enhancements 13. Security Management and Control 14. Security Measurements and Metrics 15. Software engineering standards
	F. OLIS continues to support the ongoing operations of the Legislative Branch	16. LAWS II Core update 17. Technology Infrastructure upgrades 18. Audit Workpaper Automation support 19. Data visualization and analysis tools
	G. The OLIS Development Team has the skill and bandwidth to maintain the many applications required to operate the Legislative Branch business processes	20. Dev team capability assessment 21. Integrate capability with contracted services to ensure coverage and support 22. Prepare training for long –term support capability 23. Open-standards and open-process adoption

*denotes "legacy database/system"

Category	Need Assessed/ Outcome	Project(s)
	H. Tenant Space Project	24. Mature the Legislative Branch tenant space project 25. Mature the use of Microsoft tools in the Legislative Branch tenant space.
	I. Meeting Support	26. Audio and video support for Legislative Branch meetings (video conf/remote meetings/ offsite meetings including redistricting) is current and provides the support needed by Branch staff 27. Resources are allocated to provide meeting support for other agencies that hold meetings in the Capitol
2. LAWS II	J. The applications developed to support lawmaking (LAWS II) are continuously improved using input from legislative session and staff	28. The House Bill 2 bill drafting process is integrated into LAWS II 29. Data structure and architecture supporting LAWS II is modernized 30. LAWS II Application maturity and improvements
3. Enterprise database conversion and consolidation	K. The technology that supports the Branch in providing information to legislators and public that is documented for reference and consistency is improved (Info Request App*)	31. Replace LSD Info Request and integrate LFD Requests process 32. Improve the notification functionality
	L. The management of Legislative Branch electronic information is improved M. (Publications and Reports database*)	33. Build connection with State Library and Law Library for research and archiving of electronic legislative branch information 34. Determine how to replace publications and reports database
	N. Content management and records tracking for the Branch is modernized (DocReq*)	35. Replace DocReq in LSD and replace with enterprise system
	O. The Legislative Branch session communications applications that enable Montana citizens to participate in communications with legislators during legislative sessions is modernized*	36. Replace web messaging and phone messaging databases 37. Streamline the process and integrate with LAWS II applications

*denotes "legacy database/system"

Category		Need Assessed/ Outcome		Project(s)
	P.	Update Legislative reporting databases to improve efficiencies and access		38. Upgrade MEPA* docs, web reports*, legislator housing*
	Q.	The tracking and reporting of Legislative assets for the House and Senate* is modernized		39. Replace the Fixed Asset Tracking System (FATS) with a modern asset tracking application
	R.	The Fiscal Note tracking tool currently used by Fiscal during legislative session is updated to supported technology.		40. Re-write the WordPerfect macros and automated web update process in a more modern application.
4. Outreach program	S.	Content on leg.mt.gov is relevant and utilizes current tools to communicate the work of the Branch to legislators and the public		41. Formal outreach plan 42. User experience integration 43. Enterprise database integration 44. LAWS I retirement
5. MCA and Publications updates and improvement	T.	The technology that provides searchable MCA and Annotations on-line and in other electronic formats* is improved (authentication of electronic forms project)		45. Review the Folio Views applications and research a viable replacement application to improve production, distribution and access for subscribers and staff users 46. Legal document standards
	U.	The technology to manage subscriptions to Branch publications such as MCA is improved (PUBS subscriber database*)		47. New application to manage subscriptions and inventory for publications (could outsource fulfillment center)
6. Working with Legislators and Legislative Session Staff	V.	Legislative Branch staff can better collaborate with Legislators		48. Further refine the use of Microsoft applications in the legislative branch.
	W.	Legislators have the training and tools necessary to use the technology provided by OLIS to do their work		49. Printing solutions analysis 50. Communications solutions analysis 51. Legislator security training 52. Device management 53. Calendar and email coordination 54. Legislative portal training

*denotes "legacy database/system"

Category	Need Assessed/ Outcome	Project(s)
	X. House and Senate session staff are provided with training, tools, applications and processes to ensure a smooth transition for legislative session start-up	55. Review the business processes related to the House and Senate for hiring staff, communications with staff and legislators, generic documentation, and office processes 56. Document and review solutions and processes prior to each legislative session to provide continuous improvement

*denotes "legacy database/system"