

	Montana Operations Manual Policy	Category	Information Technology, Planning
		Effective Date	08/16/2011
		Last Revised	01/08/2018
Issuing Authority	Department of Administration State Information Technology Services Division		
POL-Information Technology Planning and Reporting Policy			

I. Purpose

The purpose of this policy is to implement the Information Technology Planning and Reporting policy to provide a schedule of planning and reporting requirements regarding the State Strategic Information Technology Plan, Agency Information Technology Plans, Agency Biennial Performance Reports, and the State Biennial Report as required by statute. This policy represents an interconnected series of reports that are required to be delivered to the Governor and the Legislature.

II. Scope

This policy applies to all state agencies 2-17-505 et seq., MCA, with the exemptions as defined in 2-17-516, MCA and 2-17-546, MCA. This policy applies to the Legislative and Judicial Branch (2-17-517, MCA).

III. Roles and Responsibilities

A. State Strategic Information Technology Plan

1. The Department of Administration (DOA) State Information Technology Services Division (SITSD) will:
 - i. prepare a State Strategic Information Technology Plan (2-17-521, MCA).
 - a. The plan shall reflect the content requirements found in 2-17-521, MCA.

B. Agency Information Technology Plans

1. State agencies will:
 - i. develop and maintain a plan (2-17-523, MCA).
 - a. Plans must reflect the content requirements found in 2-17-524, MCA.

C. Agency Information Technology Biennial Performance Reports

1. State agencies will:
 - i. prepare and submit a report that evaluates progress toward the objectives articulated in its information technology plan (2-17-524, MCA).
 - a. Reports must reflect the content requirements found in 2-17-524, MCA.

D. State Biennial Report

1. SITSD will:
 - i. prepare a State Biennial Report on information technology based on agency information technology plans and biennial performance reports and other information considered appropriate by SITSD (2-17-521, MCA).

IV. Requirements

A. State Strategic Information Technology Plan

1. SITSD will:
 - i. submit the draft plan to the Information Technology Board (ITB) for review and comment in December of each odd-numbered year.
 - ii. submit the draft plan to the governor for review and comment in January of each even-numbered year.
 - iii. submit the final plan to the governor and the legislature by March 1 of each even-numbered year (2-17-522, MCA).
 - iv. provide the final plan the Legislative Finance Committee (LFC) at its next scheduled meeting after March 1 of each even-numbered year (2-17-522, MCA).
 - v. publish the final plan and distributed to all state agencies by April 1 of each even-numbered year (2-17-522, MCA).
 - vi. will publish and distribute updates to the governor, the legislature, and agencies on or before September 1 of each year preceding the convening of a regular session of the Legislature (5-11-210, MCA).
2. ITB will:
 - i. review the draft plan and provide comments in December of each odd-numbered year.
3. State of Montana Governor may:
 - i. review the draft plan and provide comments in January of each even-numbered year.

B. Agency Information Technology Plans

1. SITSD will:
 - i. develop plan templates (2-17-524, MCA).
 - ii. distribute templates and instructions to agencies in October of each odd-numbered year (2-17-527, MCA).
2. State agencies will:
 - i. submit completed plans and all applicable documents to SITSD on or before April 30 of each even-numbered year (2-17-527, MCA).
 - ii. submit updates to SITSD when any change to the plan occurs.
 - a. Updates must be submitted in a timely manner and may not be held until the next biennial reporting cycle (2-17-527, MCA).
 - b. All changes are subject to review and approval by the State Chief Information Officer (CIO) (2-17-527, MCA).
3. The State CIO will:

- i. reject, require modification of, or approve plans (2-17-527, MCA).
 - ii. distribute approval letters to agency directors no later than June 30 of each even-numbered year (2-17-527, MCA).
- C. Agency Information Technology Biennial Performance Reports
 - 1. SITSD will:
 - i. develop report templates (2-17-524, MCA).
 - ii. distribute templates and instructions to agencies in October of each odd-numbered year (2-17-527, MCA).
 - 2. State agencies will:
 - i. submit completed reports and all applicable documents to SITSD for review and approval by August 31 of each even-numbered year (2-17-527, MCA).
- D. State Biennial Report
 - 1. SITSD will:
 - i. present the final report to ITB in December of each even-numbered year.
 - ii. distribute the final report to the governor and the legislature on or before December 31 of each year preceding the convening of a regular session of the legislature (5-11-210, MCA).

V. Enforcement

- A. Establishing and Implementing Statewide IT Policies, Standards, and Procedures govern policy changes or exceptions. Submit an Action Request form to request a review or change to this instrument. Submit an Exception Request form to request an exception. Changes to policies, standards, and procedures will be prioritized and acted on based on impact and need.
- B. 2-17-514, MCA, addresses agency level enforcement information.
- C. Montana Operations Manual (MOM) Discipline Policy addresses individual level enforcement information

VI. Definitions

Refer to the National Institute of Standards and Technology (NIST) Glossary of Key Information Security Terms for common information systems security-related definitions.

SITSD will adhere to the definitions per 2-15-102, MCA and 2-17-506, MCA.

VII. References

A. Legislation

- 1. Section [2-15-102, MCA](#)
- 2. Section [2-17-505, MCA](#)
- 3. Section [2-17-506, MCA](#)
- 4. Section [2-17-512, MCA](#)
- 5. Section [2-17-514, MCA](#)
- 6. Section [2-17-516, MCA](#)
- 7. Section [2-17-521, MCA](#)

8. Section [2-17-522, MCA](#)
9. Section [2-17-523, MCA](#)
10. Section [2-17-524, MCA](#)
11. Section [2-17-527, MCA](#)
12. Section [2-17-546, MCA](#)
13. [Montana Information Technology Act \(MITA\)](#), Sections 2-17-504 et seq., MCA
14. Section [5-11-210, MCA](#)

B. Policies, Directives, Regulations, Rules, Procedures, and Memoranda

1. Administrative Rules of Montana (ARM): [ARM 2.12](#)
2. [IT Planning and Reporting Cycle](#)
3. [NIST: Glossary of Key Information Security Terms](#)
4. Statewide Policy: [Discipline Policy](#)
5. Statewide Policy: [POL-Information Security Policy - Appendix B \(Security Roles and Responsibilities\)](#)
6. Statewide Procedure: [PRO-Action and Exception Request Procedure](#)
7. Statewide Procedure: [PRO-Establishing and Implementing Statewide IT Policies, Standards, and Procedures](#)
8. [State of Montana Office of the Governor Executive Order No. 09-2016](#)

Information Technology Planning and Reporting Cycle

Old-numbered Calendar Year											
January	February	March	April	May	June	July	August	September	October	November	December
Even-numbered Fiscal Year			Odd-numbered Fiscal Year								
Regular Legislative Session			Interim Legislative Session								
State Strategic Information Technology Plan	SITSO drafts the plan.										
Agency Information Technology Plans	SITSO submits the draft plan to ITMC for review and plan to ITB for review and comment.										
								SITSO submits the draft template to ITMC for review and comment.	SITSO distributes the templates and instructions to agencies.		
Agency Information Technology Biennial Performance Reports	SITSO submits the draft template to ITMC for review and comment.										
									SITSO distributes the templates and instructions to agencies.		
State Biennial Report											
Even-numbered Calendar Year											
January	February	March	April	May	June	July	August	September	October	November	December
Even-numbered Fiscal Year			Odd-numbered Fiscal Year								
Regular Legislative Session			Interim Legislative Session								
State Strategic Information Technology Plan	SITSO submits the final plan to the Governor and Legislature March 1.										
			SITSO publishes the plan April 1.					SITSO submits updates regarding the plan to the Governor September 1, if applicable.			
Agency Information Technology Plans	SITSO submits the plan to LFC.										
			Completed plans due to approval letters to agency directors no later than June 30.								
Agency Information Technology Biennial Performance Reports	The State CIO will review the plans.										
			Completed reports due to SITSO no later than August 31.								
State Biennial Report	SITSO drafts the report.										
										SITSO submits the draft report to ITMC for review and comment.	SITSO publishes the report on December 31.