




Date: July 9, 2021

To: Legislative Advisory Commission Members

From: Jim Schowalter, Executive Secretary 

RE: Information and Telecommunications Account Transfers

We are submitting for your review proposed transfers to the Information and Telecommunications Account (ITA) at Minnesota Information Technology Services (MNIT) from the state agencies, pursuant to Minnesota Statutes 16E.21, subd. 3.

The purpose of this account is to ensure that technology projects that improve government services, but may span a fiscal year or biennium, can be completed. This account has existed in law since 2006, and LAC review and recommendation of the transfers has been required since 2016.

MNIT Review

Each of these projects has been subject to careful and detailed review and approval by MNIT, which evaluated them using the following criteria:

- **Project definition:** Does the request fit the definition of a project by having a limited duration with a start and end date; creating a specified set of deliverables; and not involving operational work?
- **Information technology component:** Is the request an effort to acquire, create, or enhance an information technology system or service?
- **Benefit to the state:** Does the request result in process improvement, government efficiency, cross-agency collaboration, IT standards compliance, long-term savings, or cost avoidance?

MMB Review

Each of these requests have also been reviewed by MMB, to determine that the funds to be transferred would be used in a manner consistent with legislative intent. MMB reviewed each appropriation to make its determination and only advanced projects that satisfied this requirement.

Legislative Revisory Commission Review

The Legislative Advisory Commission's (LAC) review of the transfers is the final step in the process of ensuring the identified funds are used for projects that create efficiencies for state government. To assist with your review, on our Legislative Advisory Commission website (<https://mn.gov/mmb-stat/documents/budget/lac/2021-ita-project-requests.pdf>), you will find a table summarizing the agencies' ITA transfers. In addition, you will find documentation for each project: project descriptions, details on what funds will be transferred, and how success will be measured.



The statute generally provides 20 days for the LAC to make either an affirmative recommendation, a negative recommendation, no recommendation, or a recommendation for further review. If the Commission needs additional information to complete its review, please specify the additional information desired by July 29, 2021. After we have provided the requested information, the statute provides an additional 10 days to make a recommendation. If the Commission makes a negative recommendation on any of the projects, funds for that project will not be transferred. If there is no request for further review or negative recommendation, funds will be transferred to MNIT in 20 days.

If you would like additional information on any specific request, please contact Brian Hornbecker, (brian.hornbecker@state.mn.us, 651-259-3779) or Alisha Cowell (alisha.cowell@state.mn.us, 651-259-3782).

cc: Bill Marx, House of Representatives Fiscal Analysis Department
Eric Nauman, Senate Counsel, Research and Fiscal Analysis
Jon Eichten, MNIT
Dave Osteraas, MNIT
Agency Commissioners
Agency Chief Financial Officers (CFOs)
Agency Chief Business Technology Officers (CBTOs)
MMB Executive Budget Coordinators and Executive Budget Officers

Legislative Advisory Commission
Information and Telecommunications Account Project Requests
July 9, 2021

Agency	Project Name	FY21 Transfer Amount
Accountancy Board and AELSLAGID		\$145,000
	Licensing System Upgrade and Expansion	\$145,000
Administration		\$1,639,400
	Advisory Opinion Library	\$10,000
	Human Resources Hiring Automation Pilot	\$4,400
	OSA License Tracking	\$10,000
	Parking and Transit System (PATS) Improvements	\$250,000
	Technology Buildout Supporting a Post COVID Hybrid Work Environment	\$830,000
	Lease and Construction Administration/Accounting Systems	\$350,000
	Project Web Application Enhancements (PWA)	\$15,000
	State Historic Preservation Office's (SHPO) Program Analysis and Solution	\$170,000
Administrative Hearings Board		\$210,000
	Public comment portal for MN rulemaking	\$210,000
Agriculture		\$100,000
	Lab Information Management System (LIMS) Enhancement Project	\$50,000
	FarmLink Enhancement Project	\$50,000
Arts Board		\$275,000
	Grants Management System	\$275,000
Board of Behavioral Health and Therapy (BBHT)		\$165,000
	BBHT ALIMS Statutory and Rule Changes and Other Enhancements	\$165,000
Board of Medical Practice		\$593,000
	Replace Document Management System (Docuware)	\$81,000
	Licensing System Enhancements	\$200,000
	Streamline HPSP Reporting	\$212,000
	Online Intake Application	\$100,000
Bureau of Mediation Services		\$325,000
	Caseload Functionally Enhancements	\$325,000
Boards of Physical Therapy, Behavioral Health & Therapy, Long-Term Services & Supports		\$329,593
	ALIMS Correspondence Management Enhancement	\$225,000
	Health Licensing Boards Relocation	\$104,593
Chiropractic Examiners Board		\$20,000
	Licensing and Disciplinary App Enhancement	\$20,000
Commerce		\$725,000
	Commerce Website for MN citizens	\$125,000
	IT Modernization Strategic Planning	\$200,000
	eApps Modernization	\$400,000
Corrections		\$14,000,000
	Application Modernization	\$14,000,000
Disability Council		\$43,000
	Conference room network and AV build-out	\$30,000
	Network installation at new lease site	\$13,000
Education		\$1,428,000

Information and Telecommunications Account Project Requests

July 9, 2021

Agency	Project Name	FY21 Transfer Amount
	Board of School Administrators (BOSA) System Updates	\$130,000
	Early Learning Data Infrastructure	\$298,000
	Early Learning Scholarship Administration System (ELSA) Enhancements for Funding Flexibility	\$300,000
	MDE Hybrid Working IT Needs	\$300,000
	School Finance Data Collection Automation	\$400,000
Employment and Economic Development		\$752,000
	Strategic Business Initiative - Phase 2	\$752,000
Health Department		\$5,240,000
	Birth Defects Reporting Interoperability	\$300,000
	Health Economics Program Database Upgrades	\$400,000
	Health Economics Program Data Systems and Security	\$100,000
	Trauma Hospital Designation/Health Care Homes Certification Application Data Upload Enhancement	\$209,000
	Perceptive Content Rollout	\$500,000
	Assisted Living Licensure Online Application Portal	\$200,000
	Data Analysis & Reporting Website	\$400,000
	E-Licensing	\$704,000
	Workload Planning and Management	\$250,000
	Office of Medical Cannabis Registry 2.0	\$1,123,000
	Public Health Laboratory Instrument Network Modernization	\$600,000
	Provider Network Advocacy	\$454,000
Human Rights Department		\$150,000
	OnBase Enhancements	\$150,000
Judicial Branch		\$2,010,000
	Digital Exhibit Management System	\$1,510,000
	Courts Resiliency Project Phase 3A	\$500,000
MNIT Services		\$2,225,000
	Cybersecurity Enhancements	\$1,725,000
	MNIT Office of Transformation and Strategy Agency Technology Modernization and Roadmapping	\$500,000
Management and Budget		\$500,000
	MMB Enterprise Systems	\$500,000
Natural Resources		\$4,006,000
	State Park Interpretive Program system	\$100,000
	State Park Campground Host Signups	\$150,000
	Electronic License System (ELS) Project	\$440,000
	Karst Features Application	\$79,000
	MPARS for Aeration Permits - Public Side	\$200,000
	NextGen Forestry Management System	\$1,500,000
	Park Reservation/Point of Sale System RFP/Implementation	\$600,000
	State Park Internet Modernization	\$100,000
	State Park Utility Data System	\$200,000
	Trail Condition and Closure reporting	\$100,000
	Wildlife and Aquatic Habitat Management Application (WAHMA)	\$537,000

Information and Telecommunications Account Project Requests

July 9, 2021

Agency	Project Name	FY21 Transfer Amount
Nursing Board		\$435,000
	MBN Automated Licensure Information Management System (ALIMS)	\$435,000
Office of Higher Education		\$838,000
	OHE Public Web platform	\$338,000
	P20W Infrastructure and training update	\$500,000
Ombudsperson for Families		\$60,000
	OBFF Case Management Implementation	\$60,000
POST Board		\$175,000
	POST Complaint and Training Database	\$175,000
Professional Educator Licensing and Standards		\$298,000
	Educators Online Licensing System	\$298,000
Revenue Department		\$2,925,000
	Document Scanner Replacement Project	\$925,000
	Virtual Customer Service for Walk-ins	\$1,500,000
	M1PR for Renters	\$500,000
Tax Court		\$250,000
	C-Track	\$250,000
Transportation		\$700,000
	Aircraft Registration System	\$700,000
Veterans Affairs		\$1,300,000
	Veteran Programs and Services System Modernization	\$1,300,000
Grand Total		\$41,861,993

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Accountancy Board and AELSLAGID	Project Name: Licensing System Upgrade and Expansion
Project Sponsor: Contact Info: Kay Weiss, Doreen Johnson	
Budget Contact: Kay Weiss Contact Info: 651-757-1523	
Brief Project Description: LCS (licensing system used by staff)– applies to both BOA and AELSLAGID is in need of framework upgrades, and expansion of license applications available online to Board clients	
High-level Project Objective:	
Project Deliverable Categories: <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input checked="" type="checkbox"/> Upgrade of an existing application or system	

Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name?	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? <small>Click here to enter text.</small>

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	B7E10000	B7E0000	Board of Architecture/Engineering	\$100,000
1000	B7P10000	B7P0000	Board of Accountancy	\$45,000

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Project Financials for the Entire Project (including IT)	
Estimated Budget (total expected project costs): Click here to enter text. Hardware: N/A Software: N/A Training: N/A State Staff: \$145,000 Professional/Technical: N/A	
Estimated Start Date: 7/1/2021	Requested Finish Date: 6/30/2023 Reason for End Date: End of the budget biennium.
Is the project fully funded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If funded, what are the funding sources for the entire project?.	If not funded, what is the funding gap and the plan to obtain funding? Click here to enter text.

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime)	
What are the project's success metrics?	How Measured? (Compare post-implementation uptime to baseline)
Initial Licensure and Comity Licensure	Availability of online applications for Architects, Landscape Architects, Land Surveyors, Professional Geologists, Professional Soil Scientists, Certification of Certified Interior Designers, Firm Registration (Permitting), Firm Renewals. All of these are paper processes that must be automated.
CPA and Firm Renewals	Initial CPA Firm Registration, Enhanced features that allow more individual CPAs to renew online (vs via paper), CPA Firm Renewal

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Priorities (check all that apply)

- Creates a solution to make your business functions more efficient and effective while providing better service.**
- Secures information assets** (ex. reduces enterprise vulnerability, executive risk awareness, closes data centers)
- Delivers on Minnesota's technology priorities** (cost reductions for IT Services, retire or replace aging systems, improve IT service delivery)

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Kay Weiss

Date: 4/19/2021

CBTO: Matthew Porett

Date: 4/19/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Department of Administration, John Rindal	Project Name: Advisory Opinion Library
Project Sponsor: Data Practices Office Contact Info: Taya Moxley-Goldsmith	
Budget Contact: Taya Moxley-Goldsmith Contact Info: taya.moxley-goldsmith@state.mn.us 651-201-2502	
Brief Project Description: This project would upgrade or convert the current Commissioner of Administration advisory opinion library (https://mn.gov/admin/data-practices/opinions/library/) to something similar to the Worker’s Compensation Court of Appeals (https://mn.gov/workcomp/decisions/) to improve search functionality and public access.	
High-level Project Objective: To provide more meaningful access to the Commissioner’s advisory opinions.	
Project Deliverable Categories: <input type="checkbox"/> New application or system <input checked="" type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? <small>Click here to enter text.</small>	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? <small>Click here to enter text.</small>

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** Upgrading our search functionality would allow customers to access opinions more easily. It is also keeping our community partners at the center of our decision-making. We have had customer feedback that the current tool is not user-friendly and does not perform effective searches.
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G021GCSV	G021103	Data Practices Office	\$10,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$10,000</p> <p>Hardware: Click here to enter text.</p> <p>Software: Click here to enter text.</p> <p>Training: Click here to enter text.</p> <p>State Staff: \$10,000 or</p> <p>Professional/Technical: \$10,000</p>	
<p>Estimated Start Date: 7/1/2021</p>	<p>Requested Finish Date: 6/30/25</p> <p>Reason for End Date: Timeline is flexible</p>

Success Criteria	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
<p>Increase Community Services Division webpage views by five percent (5%).</p>	<p>Compare FY21 SMART goal page hits to FY22 SMART goal page hits..</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none">• Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;• Sponsoring agency is committed to champion the project and secure the needed resources.	
Agency CFO: Lenora Madigan	Date: 4.16.21
CBTO: John R Rindal	Date: April 14, 2020

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Department of Administration, John Rindal	Project Name: Human Resources Hiring Automation Pilot
Project Sponsor: Darren Hoff/HR Contact Info: 651.201.8127/Darren.Hoff@state.mn.us	
Budget Contact: Bruce Lemke Contact Info: 651.201.2530/Bruce.Lemke@state.mn.us	
Brief Project Description: Pilot program for automating the selection process of candidates and reference checking for selected candidates.	
High-level Project Objective: Phase #1: Automate the hiring process by increasing the number of candidates invited for a first interview through a one-way interview process. Thus lowering the amount of time hiring committees spend in the selection process creating a more efficient and effective process. Phase #2: Automate the hiring process by increasing the likelihood of individuals hired will be able to perform the duties for which they are hired at a high level. The benefit to skill survey over other products is that they have a dashboard that identifies via color and percentage on how the respondent's answers categorize the candidate (i.e., red, green, yellow) as well as, a percentage for favorable responses. This greatly aides in the selection of candidates as HR/hiring supervisor can see right away if there are red flags with a candidate prior to offering a position.	
Project Deliverable Categories: <input checked="" type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? Click here to enter text.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.**
- Fortify the Value and Delivery of Projects and Initiatives.** This would create efficiencies within the hiring process, which would be of high value to hiring managers.
- Promote People-centered Digital Government Services.** Phase #1 allows candidates seeking employment with the Agency to conduct their first interview when it is convenient for them as well as hiring committees to review the interview from anywhere they can connect to the web. Phase #2 allows hiring managers to seek references on candidates seeking employment with the Agency prior to making an offer and utilize data analytics to make a decision to offer a position or not.
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G021ADMN	G027102	Human Resources	\$4,400

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$4,400 annually</p> <p>Hardware: \$0</p> <p>Software: \$4,400</p> <p>Training: \$0</p> <p>State Staff: \$0</p> <p>Professional/Technical: \$0</p>	
<p>Estimated Start Date: July 1, 2021</p>	<p>Requested Finish Date: June 30, 2025</p> <p>Reason for End Date: Pilot program</p>

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) One-way interviews allows hiring committees to view recorded responses from candidates seeking employment with the State of Minnesota and the agencies that Admin Human Resources Serves. It allows more candidates to be interviewed with less time spent by the hiring committee than a traditional 1st and 2nd interview process. It will help with the ability to increase diverse candidate pools while at the same time decrease the amount of time spent by hiring committees in the hiring process, thus decreasing salary expenditures in the hiring process. Automated reference checks with built in Analytics will allow the supervisor to make a better hiring decision based upon data rather than feelings from reference checks.</p>	
<p>What are the project's success metrics? (ex. Reduce downtime by 12%)</p>	<p>How Measured? (Compare post-implementation uptime to baseline)</p>
<p>Reduce turnover of new team members</p>	<p>Newly hired team members will be retained at a higher rate for FY 22 than in FY 19 – FY21</p>
<p>Hiring managers will receive more references in which hiring decisions can be made</p>	<p>More references will be completed on candidates seeking employment in FY 22 than in FY 19-21</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

Increase in hiring process satisfaction by hiring managers.	Hiring managers will be surveyed as to the utilization and satisfaction of the piloted tool.
More candidates will be invited for 1 st round interviews, thus lowering barriers for diverse candidates.	Number of candidates interviewed will increase by 10%, measured quarterly.

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Lenora Madigan

Date: 4.16.21

CBTO: John R Rindal

Date: April 14, 2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Department of Administration, John Rindal	Project Name: OSA License Tracking
Project Sponsor: Amanda Gronhovd Contact Info: Amanda.gronhovd@state.mn.us	
Budget Contact: Lenora Madigan Contact Info: Lenora.Madigan@state.mn.us	
Brief Project Description: Need a license tracking, consultation, and report submission system. The Office of the State Archeologist (OSA) issues archeological licenses jointly with the Minnesota Historical Society and in consultation with the tribal communities and Minnesota Indian Affairs Council. We have changed our licensing process this year (beginning Jan 1, 2021) and expect a massive increase in the number of license applications each year. In the past, we issued approximately 100 licenses a year. This year we anticipate giving many times more than that.	
High-level Project Objective: Issue site licenses and collect fees.	
Project Deliverable Categories: <input checked="" type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? Click here to enter text.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** [Click here to enter text.](#)
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G021GCSV	G021103	Data Practices Office	\$5,000
1000	G021ADMN	G027101	Financial Management & Reporting	\$5,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$10,000</p> <p>Hardware: Click here to enter text.</p> <p>Software: \$10,000</p> <p>Training: Click here to enter text.</p> <p>State Staff: Click here to enter text.</p> <p>Professional/Technical: Click here to enter text.</p>	
Estimated Start Date: July 1, 2021	<p>Requested Finish Date: June 30, 2025</p> <p>Reason for End Date: Best estimate</p>

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) Need to automate license issuance.</p>	
<p>What are the project's success metrics? (ex. Reduce downtime by 12%)</p>	<p>How Measured? (Compare post-implementation uptime to baseline)</p>
Licenses are issued, funds collected	Number of licenses issued and amount of funds collected.

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none">• Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;• Sponsoring agency is committed to champion the project and secure the needed resources.	
Agency CFO: Lenora Madigan	Date: 4.16.21
CBTO: John R Rindal	Date: April 14, 2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Department of Administration, John Rindal	Project Name: PATS (Parking and Transit System) Improvements)
Project Sponsor: Kari Suchy Contact Info: 651-201-2333	
Budget Contact: Kari Suchy Contact Info: 651-201-2333	
Brief Project Description: This project will further enhance the PATS database that has been in place for one year to improve efficiencies for FMD and create an interface for customers.	
High-level Project Objective: PATS for improved efficiency and customer satisfaction.	
Project Deliverable Categories: <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? Click here to enter text.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** [Click here to enter text.](#)
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G021ADMN	G027100	Executive Support	\$154,000
1000	G021ADMN	G027101	Financial Mgmt & Reporting	\$60,000
1000	G021ADMN	G027102	Human Resources	\$36,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$250,000</p> <p>Hardware: Click here to enter text.</p> <p>Software: Click here to enter text.</p> <p>Training: Click here to enter text.</p> <p>State Staff: Click here to enter text.</p> <p>Professional/Technical: \$250,000</p>	
<p>Estimated Start Date: 7/1/2021</p>	<p>Requested Finish Date: 6/30/2025</p> <p>Reason for End Date: Unsure of COVID return to work schedule. How the post-COVID workplace looks will impact requirements.</p>

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime)</p> <p>Click here to enter text.</p>	
<p>What are the project's success metrics? (ex. Reduce downtime by 12%)</p>	<p>How Measured? (Compare post-implementation uptime to baseline)</p>
<p>Parking system reflects post-COVID business needs.</p>	<p>Click here to enter text.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none">• Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;• Sponsoring agency is committed to champion the project and secure the needed resources.	
Agency CFO: Lenora Madigan	Date: 4.16.21
CBTO: John R Rindal	Date: April 14, 2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Admin, John Rindal	Project Name: Technology Buildout Supporting a Post COVID Hybrid Work Environment (Includes Project Management)
Project Sponsor: Lenora Madigan Contact Info: Lenora.madigan@state.mn.us	
Budget Contact: Lenora Madigan Contact Info: Lenora.madigan@state.mn.us	
Brief Project Description: This project will evaluate, select and implement the technologies necessary to support a mixed work environment where some staff are working fully remote, some staff are fully onsite in the office and some staff work some of the time remotely and some of the time in the office. This hybrid work environment must also have the technology necessary to support interaction with Admin's clients and business partners wherever they may be located. This project will also fund a 2-3 year full-time, temporary - unclassified IT Project Manager to lead the implementation of Admin's IT projects (both funded by Odyssey and non-Odyssey sources).	
High-level Project Objective: Provide the IT and telecommunications technology necessary to support the post COVID business environment. Ensure successful IT project implementation following MNIT ePMO processes and reporting procedures by having a PM on staff.	
Project Deliverable Categories: <input checked="" type="checkbox"/> New application or system <input checked="" type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input checked="" type="checkbox"/> Upgrade of an existing application or system	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? Click here to enter text.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** [Click here to enter text.](#)
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G021GCSV	G021103	Data Practices Office	\$30,000
1000	G021GCSV	G021111	State Demographer	\$175,000
1000	G021GCSV	G021109	Real Estate and Construction Services	\$150,000
1000	G021GCSV	G021139	Office of Equity in Procurement	\$15,000
1000	G021GCSV	G021144	Enterprise Real Property	\$85,000
1000	G021GCSV	G021106	Office of Grants Management	\$15,000
1000	G021GCSV	G021110	Small Agency Resource Team	\$25,000
1000	G021GCSV	G021105	Office of State Procurement	\$20,000
1000	G021GCSV	G027100	Executive Support	\$30,000
1000	G021ADMN	G027101	Financial Management & Reporting	\$15,000
1000	G021ADMN	G027102	Human Resources	\$10,000
1000	G021GCSV	G021105	Office of State Procurement	\$125,000
1000	G021GCSV	G021109	Real Estate and Construction Services	\$65,000
1000	G021GCSV	G021119	Continuous Improvement	\$70,000

Estimated Project Financials for the Entire Project (including IT)
Estimated Budget (total expected project costs): \$830,000
Hardware: \$180,000
Software: \$200,000
Training: \$50,000
State Staff: \$200,000
Professional/Technical: \$200,000

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Start Date: July 5, 2021	Requested Finish Date: June 30, 2025 Reason for End Date: Unknown length of COVID emergency measures and return to the office time line.
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Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Click here to enter text.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Admin staff have access to the technology necessary to support the post-COVID work environment securely.	Number of staff and business functions supported in new ways by technology that was not available prior to COVID.
# of Successfully Delivered IT Projects	# of Successfully Delivered IT Projects
Click here to enter text.	Click here to enter text.

APPROVALS	
Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget. <ul style="list-style-type: none"> Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; Sponsoring agency is committed to champion the project and secure the needed resources. 	
Agency CFO: Lenora Madigan	Date: 4.16.21
CBTO: John R Rindal	Date: April 14, 2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Department of Administration, John Rindal	Project Name: Lease and Construction Administration / Accounting Systems
Project Sponsor: Wayne Waslaski Contact Info: 651-201-2548	
Budget Contact: Bruce Lemke Contact Info: 651-201-2530	
Brief Project Description: This project is to complete enhancements to existing systems and potentially acquire new systems to streamline and better support Admin's Real Estate and Construction Services (RECS) Division. Improvements and additional business functionality could include process, workflow, tracking, data management, document management, financial management, GASB compliance, lease administration/accounting and construction administration/accounting.	
High-level Project Objective: To effectively, efficiently and accurately report leasing and construction information.	
Project Deliverable Categories: <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	
Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? GASB 87 Leasing Data Reporting	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** [Click here to enter text.](#)
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G021GCSV	G021109	Real Estate and Construct Serv	\$350,000.00

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$350,000</p> <p>Hardware: Click here to enter text.</p> <p>Software: \$100,000</p> <p>Training: Click here to enter text.</p> <p>State Staff: Click here to enter text.</p> <p>Professional/Technical: \$250,000</p>	
<p>Estimated Start Date: 7-1-21</p>	<p>Requested Finish Date: 6-30-25</p> <p>Reason for End Date: Size of endeavor.</p>

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) Better management of state leases compliance with GASB standards.</p>	
<p>What are the project's success metrics? (ex. Reduce downtime by 12%)</p>	<p>How Measured? (Compare post-implementation uptime to baseline)</p>
<p>Ensure 100% accuracy of lease / construction data and compliance with GASB 87</p>	<p>No findings from Legislative Auditor or errors reported by MMB.</p>
<p>Streamline data collection and verification</p>	<p>Reduce # of team member hours on this task</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none">• Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;• Sponsoring agency is committed to champion the project and secure the needed resources.	
Agency CFO: Lenora Madigan	Date: 4.16.21
CBTO: John R Rindal	Date: April 14, 2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Department of Administration, John Rindal	Project Name: Project Web Application Enhancements (PWA)
Project Sponsor: Wayne Waslaski Contact Info: waynwaslaski@state.mn.us	
Budget Contact: Sherry Van Horn Contact Info: sherry.vanhorn@state.mn.us	
Brief Project Description: PWA and Project Initiation Form (PIF) Automation Phase II – enhancements to PWA and PIF automation project that did not have funding in FY21 to complete.	
High-level Project Objective: Provide additional automation to the PWA PIF system for efficiency and tracking of project requests received for Construction Services.	
Project Deliverable Categories: <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	
Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? Project Web Application (PWA) Enhancements and PIF Phase II	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported (check all that apply)
<input checked="" type="checkbox"/> Cultivate a Holistic and Connected Culture of Work. Click here to enter text.
<input checked="" type="checkbox"/> Fortify the Value and Delivery of Projects and Initiatives. Click here to enter text.
<input checked="" type="checkbox"/> Promote People-centered Digital Government Services. Click here to enter text.
<input type="checkbox"/> Elevate Minnesota’s Digital Estate. Click here to enter text.
<input type="checkbox"/> Bolster Successful State Cybersecurity Efforts. Click here to enter text.

Application Development Cybersecurity Considerations
Which Cybersecurity roadmap items does this project address? (Check all that apply.)
<input type="checkbox"/> Identify – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
<input type="checkbox"/> Protect – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
<input type="checkbox"/> Detect – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
<input type="checkbox"/> Respond – Develop and implement appropriate activities to take action regarding a detected IT security event.
<input type="checkbox"/> Recover – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G021GCSV	G021109	Real Estate and Construct Serv	15,000

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Project Financials for the Entire Project (including IT)	
Estimated Budget (total expected project costs): \$15,000 Hardware: Click here to enter text. Software: Click here to enter text. Training: Click here to enter text. State Staff: Click here to enter text. Professional/Technical: \$15,000	
Estimated Start Date: 7/1/2021	Requested Finish Date: 6/30/2023 Reason for End Date: Anticipated time to complete enhancements and testing

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Further automates a manual process; reduces email alerts received and time spent manually entering information received.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Reduce manual entry by RECS Accounting Officer	Compare team member time required to baseline
Provide reports unavailable previously	Number of new reports (available for project managers, construction services manager and division director)
Reduce alert emails received and pin-point only those that need action	Number of email alerts eliminated from baseline

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none"> Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; Sponsoring agency is committed to champion the project and secure the needed resources. 	
Agency CFO: Lenora Madigan	Date: 4.16.21
CBTO: John R Rindal	Date: April 14, 2021

COMMENTS
<p>Multiple enhancements to RECS Project Web Application to allow for more automated work completion to include automating project adjustments page in PWA and avoid manual entry, correct project numbering issue, identify only changes made by agencies to new project information that require RECS Accounting Officer to take action rather than receiving an alert email every time a change is made, making it difficult to know which of the numerous email alerts received actually need action; completion of other fixes and enhancements to make PWA more clear and usable, including creation of additional reports needed to meet division needs, correcting, changing and adding fields to PWA including contracting and accounting tracking and document library sections.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Department of Administration, John Rindal	Project Name: State Historic Preservation Office's (SHPO) Program Analysis and Solution
Project Sponsor: Amy Spong Contact Info: 651-201-3288 Amy.Spong@state.mn.us	
Budget Contact: Bruce Lemke Contact Info: Bruce.Lemke@state.mn.us	
Brief Project Description: This project continues analysis and documenting business processes of the State Historic Preservation Office's (SHPO) programs for appropriate solutions and applications to their workflow and database challenges. Project includes application(s) buy/build and implementation.	
High-level Project Objective: This is part of a phased process to completely move away from paper files and submissions and become fully automated. Replace existing obsolete technology.	
Project Deliverable Categories: <input checked="" type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	
Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? The MN Statewide Historic Inventory Project has completed an analysis and application recommendation (ESRI, Survey123 App) for the Historic Inventory. Discussion with MNIT has just begun to set up a project plan with MNIT Admin to develop a solution for a server for data retention and a secure file sharing site.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** This project will consider the interconnected nature of SHPO's programs, which currently have separate databases and tracking systems.
- Fortify the Value and Delivery of Projects and Initiatives.** Moving to a digital system means new efficiencies and savings for partners and team members.
- Promote People-centered Digital Government Services.** Stakeholders and team members have been considered in our existing projects and will continue with the next phases.
- Elevate Minnesota's Digital Estate.** Analysis will allow for a thoughtful and systematic transition from paper to digital-based program responsibilities.
- Bolster Successful State Cybersecurity Efforts.** Security has been and continues to be considered to protect Minnesota's private cultural resource data.

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G021GCSV	G021146	St Historic Preservation Office	\$70,000
1000	G021GCSV	G021103	Data Practices Office	\$100,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$170,000</p> <p>Hardware: Click here to enter text.</p> <p>Software: \$50,000</p> <p>Training: Click here to enter text.</p> <p>State Staff:</p> <p>Professional/Technical: \$120,000</p>	
<p>Estimated Start Date: 07/01/2021</p>	<p>Requested Finish Date: 06/30/2025</p> <p>Reason for End Date: Completion aligns with building the Historic Inventory application.</p>

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) Increased efficiencies, improved data quality and accuracy, delivery of services to partners and stakeholders.</p>	
<p>What are the project's success metrics? (ex. Reduce downtime by 12%)</p>	<p>How Measured? (Compare post-implementation uptime to baseline)</p>
<p>Improved project review intake, review times, and tracking capabilities.</p>	<p>Comparing review times pre-and post-application</p>
<p>Improved access of project reviews by applicants and project proposers.</p>	<p>Stakeholder/partner survey results</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none"> Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; Sponsoring agency is committed to champion the project and secure the needed resources. 	
Agency CFO: Lenora Madigan	Date: 4.16.21
CBTO: John R Rindal	Date: April 14, 2021

COMMENTS
<p>Anticipate this analysis will result in possible recommendations for a new file server and an application server (hardware) and possibly an Enterprise Content Management system and a Business Process Management application. Recommendations need to consider the current recommendations by MnGeo, be realistic and practical to meet the needs and ability for SHPO's budget and MNIT Enterprise to maintain recommended systems.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Office of Administrative Hearings, Stefanie Horvath	Project Name: Public comment portal for MN rulemaking
Project Sponsor: Jenny Starr, Chief Judge Contact Info: jenny.starr@state.mn.us, 651-361-7831	
Budget Contact: Cari Snaza, CFO Contact Info: cari.snaza@state.mn.us, 651-361-7906	
Brief Project Description: (ex. This project is part of an upgrade plan to address technology obsolescence within our department's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) Create an accessible, easily navigated, web-based portal to collect and publish public feedback and information on proposed rules.	
High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) To increase public participation and engagement, across all Minnesotans and Minnesota communities, in rulemaking.	
Project Deliverable Categories: <input checked="" type="checkbox"/> New application or system <input checked="" type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? Click here to enter text.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** [Click here to enter text.](#)
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G9K36000	G9K1MBA	Administrative Services	\$30,000
2830	G9K32100	G9K1WCJ	Administrative Services	\$75,000
1000	B1310000	B135000	Administrative Services	\$20,000
1000	R3210000	R32B100	Mun Liaison and Economist	\$30,000
1000	R3210000	R32Q100	Env Quality Board Program Ops	\$30,000
1000	E3710000	E370010	Education Leadership and Support (Agency Operations)	\$25,000
Total Transfer Amount*				\$210,000

*Total estimated project costs below exceed the amount to be transferred as other funding sources are being secured.

Estimated Project Financials for the Entire Project (including IT)	
Estimated Budget (total expected project costs): \$740,300	
Hardware: Click here to enter text.	
Software: Click here to enter text.	
Training: Click here to enter text.	
State Staff: \$110,300	
Professional/Technical: \$630,000	
Estimated Start Date: September 1, 2021	Requested Finish Date: February 23, 2023
	Reason for End Date: 18-month project

Information and Telecommunications Account (ITA) FY2021 Project Request

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime)</p> <ul style="list-style-type: none"> Broaden agency outreach and engagement Enhance the public experience when participating in rulemaking Streamline processes for collecting and publishing public comment Improve communications and the sharing and dissemination of rulemaking information Simplify rulemaking business process across state agencies 	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Increase agency use of centralized public comment portal in rulemaking by 30%	Compare post-implementation FY to pre-implementation FY
Add 500 unique users following a particular topic or agency within the first 6 months	Count new subscribers during the first six months after implementation
Increase electronic public comments by 20% each year over three years	Compare three post-implementation FYs

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none"> Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; Sponsoring agency is committed to champion the project and secure the needed resources. 	
Agency CFO: Cari Snaza	Date: 04/14/2021
CBTO: Stephanie Horvath	Date: 04/14/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

COMMENTS

The Past

eComments was purchased in 2015 to collect electronic public comments on proposed state agency rules. It is not customizable and the vendor has not made enhancements or improvements since its purchase.

eComments receives criticism from the public, legislators, and state agencies, who uniformly agree that the product is difficult to navigate, appears unprofessional, and causes uncertainty with the public about whether their voice will be heard.

Alternative, off-the-shelf products are not available in the marketplace.

The Future

OAH identified a model, custom-built portal released by the federal government, [Regulations.gov](https://www.regulations.gov). This portal is easy to navigate, streamlined, and professional. Regulations.gov:

- Centrally locates public comment across federal agencies
- Uses standardized comment form, streamlining the comment process across rules
- Allows for a range of formality and informality when posting a comment
- Allows commenters to choose how to identify themselves
- Consolidates help and resources information, resulting in less clutter and more clarity
- Uses responsive design, making the site compatible to use on mobile and tablet devices
- Engages the public with tools that allow users to follow topics of interest to them
- Quickly shows visitors today's hot topics and pending deadlines

We propose building a virtual public comment portal comparable to Regulations.gov.

A public comment portal for Minnesota rulemaking will increase public participation, public accountability, and transparency in agency rulemaking, letting everyone's voice across Minnesota be heard.

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Agriculture, Tyrone Spratt	Project Name: FarmLink Enhancement Project
Project Sponsor: Paul Hugunin Contact Info: Paul.Hugunin@state.mn.us 651-201-6510	
Budget Contact: Sherry Kromschroeder Contact Info: sherry.kromschroeder@state.mn.us 651-201-6580	
Brief Project Description: This project's goal is to upgrade and enhance the current FarmLink web application program. The project will add modules for farm mentorships and employment opportunities and will allow users to securely enter and update their listing information instead of relying on MDA staff to enter all information. Funds are available for transfer due to salary savings from vacancies that were held open during FY21. We normally would have hired 2 student workers and we also have 3 current full-time vacancies.	
High-level Project Objective: To make the project more user-friendly, add modules related to farm mentorships and employment, and reduce the administrative burden on staff.	
Project Deliverable Categories: <ul style="list-style-type: none"> <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input checked="" type="checkbox"/> Upgrade of an existing application or system 	
Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? FarmLink Web Application	

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** The project's goal is to make significant improvements in the FarmLink web application that helps connect transitioning farm owners and livestock operations with beginning farmers. The site will be easier to navigate, include new modules for farm mentorship opportunities and farm employment, and create a system that allows users to securely log-in to enter and maintain their own information. The improved application will also reduce staff administrative burdens to allow program staff to perform more important activities related to farm transitions.
- Promote People-centered Digital Government Services.** . This project will result in a more user-friendly web application that will allow individuals to enter and update their own information rather than rely on program staff. It will also provide for better electronic communication between individuals using the application.
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	B0432681	B046G45	Ag Marketing & Development General	50,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$108,640</p> <p>Hardware: Click here to enter text.</p> <p>Software: Click here to enter text.</p> <p>Training: Click here to enter text.</p> <p>State Staff: \$108,640</p> <p>Professional/Technical: Click here to enter text.</p>	
<p>Estimated Start Date: 07/01/2021</p>	<p>Requested Finish Date: 06/30/22</p> <p>Reason for End Date: Start and end dates are dependent on procurement, MNIT resource availability and project sequencing within the PMO Portfolio.</p>

Success Criteria	
<p>How will this project benefit the business? This project expands the services we can offer to Minnesota farmers and emerging farmers. The improvements will also reduce the amount of administrative staff time spent on data entry and maintenance of listings.</p>	
<p>What are the project's success metrics? (ex. Reduce downtime by 12%)</p>	<p>How Measured? (Compare post-implementation uptime to baseline)</p>
<p>Reduced amount of administrative staff time.</p>	<p>Hours of program manager's time spent on data entry.</p>
<p>Additional modules created for farm mentorships and farm employment</p>	<p>Number of listings and the amount of web traffic to the application.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none">• Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;• Sponsoring agency is committed to champion the project and secure the needed resources.	
Agency CFO: Sherry Kromschroeder	Date: 5-12-2021
CBTO: Ty Spratt	Date: 5/13/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Agriculture, Tyrone Spratt	Project Name: Lab Information Management System (LIMS) Enhancement Project
Project Sponsor: Bryanne Shaw Contact Info: Bryanne.shaw@state.mn.us 651-201-6571	
Budget Contact: Sherry Kromschroeder Contact Info: sherry.kromschroeder@state.mn.us 651-201-6580	
Brief Project Description: This project's goal is to continue to build automation and integration of lab equipment into LIMS. The project will integrate both complex and simple instruments and also make connections from various lab applications to LIMS. This is a continuation of the current Odyssey project we are working on.	
High-level Project Objective: To reduce transcription errors and increase efficiency resulting in higher quality and defensibility of the data generated.	
Project Deliverable Categories: <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	
Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? Lab Information Management System (LIMS) Enhancement Project	For an existing ITA project? Yes: <input checked="" type="checkbox"/> If checked, what is the ITA ID number? 20.005

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** The project's goal is to continue to enhance the laboratory's information management system (LIMS) by building automation within the system, integrating lab equipment into the system and connecting to our customers' data systems where possible and practical. The on-going project will reduce transcription errors and increase efficiency resulting in higher quality and defensibility of the data generated. These improvements will benefit the lab's customers as well as the end users within the lab.
- Promote People-centered Digital Government Services.** . As mentioned above this project will have a positive impact on the lab customers by providing them higher quality and defensible data they can use when making regulatory decisions based on laboratory results. The automation and integration of lab equipment will also make it easier on the end user to enter data and will result in fewer transcription errors.
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	B0411300	B043G06	Lab Services General	50,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$50,000</p> <p>Hardware: Click here to enter text.</p> <p>Software: Click here to enter text.</p> <p>Training: Click here to enter text.</p> <p>State Staff: Click here to enter text.</p> <p>Professional/Technical: \$50,000</p>	
<p>Estimated Start Date: 07/01/2021</p>	<p>Requested Finish Date: 06/30/23</p> <p>Reason for End Date: Start and end dates are dependent on procurement, MNIT resource availability and project sequencing within the PMO Portfolio.</p>

Success Criteria	
<p>How will this project benefit the business? This project takes advantage of current LIMS software capabilities that allow the laboratory to reduce its reliance on paper records. This reduces transcription errors and increases efficiency resulting in higher quality and defensibility of the data generated</p>	
What are the project's success metrics?	How Measured?
Faster movement of data that will eliminate manual processes	Reduced turnaround time from when samples are reported to actual results
Improved Data Quality	Data validation and report analysis

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none">• Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;• Sponsoring agency is committed to champion the project and secure the needed resources.	
Agency CFO: Sherry Kromschroeder	Date: 4/7/2021
CBTO: Tyrone Spratt	Date: 04/16/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Minnesota State Arts Board	Project Name: Grants management system
Project Sponsor: Sue Gens Contact Info: sue.gens@arts.state.mn.us	
Budget Contact: Dave White Contact Info: david.white@arts.state.mn.us	
Brief Project Description: In this project the Arts Board will identify a new online grants management system that will be a better match for our needs, cover more areas of business, make better use of staff time, and be more customer friendly for constituents.	
High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) To improve functionality, support more areas of business, reduce staff time to process grants, and be more accessible to constituents.	
Project Deliverable Categories: <input checked="" type="checkbox"/> New application or system <input checked="" type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? Click here to enter text.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** Reduce internal redundancies, better use limited staff time
- Promote People-centered Digital Government Services.** Provide an easier, more customer friendly system for external users
- Elevate Minnesota's Digital Estate.** Eliminate legacy systems, and provide a modern system to support the business requirements.
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

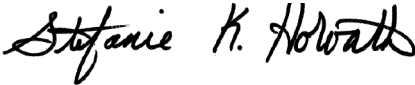
Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	E5032110	E501100	Operations & Services	\$275,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$275,000</p> <p>Hardware: Click here to enter text.</p> <p>Software: TBD</p> <p>Training: TBD</p> <p>State Staff: TBD</p> <p>Professional/Technical: \$275,000</p>	
<p>Estimated Start Date: July 1, 2021</p>	<p>Requested Finish Date: June 30, 2023</p> <p>Reason for End Date: two years to select, test, train staff, orient external users, implement. We expect it will take 4 – 6 months just to identify a product/vendor, leaving about 18 months to implement the system.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) Reduces redundancies in the current system, greater customer satisfaction because the system will be easier to use</p>	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Reduce staff time to process grants by 15%	Compare staff hours for grants in previous fiscal year to staff hours for grants post implementation.
Include additional areas of Arts Board business: education outreach, volunteer panel management, percent for arts tracking.	Compare the system after implementation to see how many business areas it supports
Reporting/Dash Boards/BI to describe to the public how Arts Board funds are spent and outcomes.	Consider if this functionality exists after implantation of the new system.

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none"> • Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; • Sponsoring agency is committed to champion the project and secure the needed resources. 	
Agency CFO: David White	Date: April 16, 2021
CBTO: 	Date: 4/19/2021

COMMENTS
<p>The Minnesota State Arts Board acquired a Grants Management System roughly 10 years ago via RFP. The current system hasn't been able to adapt and grow as their needs have evolved. The Arts Board would like to identify and implement a new system which covers additional areas of the business too.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Board of Behavioral Health and Therapy (BBHT) and Stefanie Horvath	BBHT ALIMS Statutory and Rule Changes and Other Enhancements
Project Sponsor: Samantha Strehlo Contact Info: samantha.strehlo@state.mn.us 651-201-2758	
Budget Contact: Tracey Sigstad Contact Info: tracy.sigstad@state.mn.us 651-201-2527	
<p>Brief Project Description: BBHT currently has an IT professional contract through MNIT to upgrade our licensing application, ALIMS (Automated Licensure Information Management System) to its most current version. BBHT will be converted to the newest version of ALIMS (ALIMS 3.0) by June 30, 2021.</p> <p>While working on this upgrade, we have identified some areas that will require enhancements once we go live with ALIMS 3.0. First, BBHT anticipates that legislation will pass this legislative session that will modify continuing education requirements for licensed professional counselors and licensed professional clinical counselors. BBHT has also started the rule writing process that will make changes to the initial licensure, supervision, and renewal processes. Second, BBHT has determined that enhancements will be needed in ALIMS 3.0 to support our regulatory functions. These enhancements include adding modules to support professional firms, continuing education sponsor applications, license reinstatements, activity tracking, and education. Enhancements are also needed for our online services platform, including initial license applications, online license reinstatements, online license verifications, online supervision reporting, and online complaint submission. The developer has already built most of these modules for other licensing boards, but they need to be configured to work with BBHT's specific requirements.</p>	
<p>High-level Project Objective: The statute and rule changes will require updates to ALIMS 3.0 and the online services platform. The other enhancements in ALIMS 3.0 will help BBHT work toward its goal to move to a paperless system and will allow us to move from tracking information in spreadsheets and on paper, to tracking in one single application. Enhancements to our online systems will create government efficiency by allowing users to enter data online. Currently, BBHT staff must manually enter data from initial license applications and professional firms into ALIMS or spreadsheets. When users can enter their own data, less staff time is needed for data entry. By allowing users to submit information online, we will also be able to improve processing times, as applications and other requests will not need to be sent through the mail.</p>	
<p>Project Deliverable Categories:</p> <p><input type="checkbox"/> New application or system</p> <p><input type="checkbox"/> Replacement for existing application or system</p>	

Information and Telecommunications Account (ITA) FY2021 Project Request

- Enhancement to existing application or system
- Upgrade of an existing application or system

Requested Information Specific to ITA Projects

For an existing project? If checked, project name?
[Click here to enter text.](#)

For an existing ITA project? Yes: If checked, what is the ITA ID number?
[Click here to enter text.](#)

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** [Click here to enter text.](#)
- Elevate Minnesota’s Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.

Information and Telecommunications Account (ITA) FY2021 Project Request

Recover – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1201	H7X3000	H7X1111	Board of Behavioral Hth & Ther Operations	\$165,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$165,000</p> <p>Hardware: Click here to enter text.</p> <p>Software: Click here to enter text.</p> <p>Training: Click here to enter text.</p> <p>State Staff: \$15,000</p> <p>Professional/Technical: \$150,000</p>	
<p>Estimated Start Date: July 1, 2021</p>	<p>Requested Finish Date: June 30, 2023</p> <p>Reason for End Date: We are not sure the exact date these changes will go into effect and cannot make any changes or enhancements until legislation passes or rules are adopted.</p>

Success Criteria	
<p>How will this project benefit the business? Will allow BBHT to comply with state statute and rule. Will create efficiencies</p>	
<p>What are the project's success metrics? (ex. Reduce downtime by 12%)</p>	<p>How Measured? (Compare post-implementation uptime to baseline)</p>
<p>Increase initial license applications submitted online. At this time, all initial license applications must be submitted using a paper application. We hope at least 70% of our applicants will submit their applications online.</p>	<p>Measure amount of online initial applications received after one year and compare to all application received that year.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

Online services will allow us to collect a variety of electronic payments which will help prevent errors by reducing or eliminating handling of cash/checks by staff.	Measure staff time spent reconciling deposits and correcting deposit errors pre-implementation and compare to time spent post-implementation.
Reduce staff time entering data from paper license applications by 70%. This will allow staff to focus on other important board functions.	Measure staff time spent entering applications pre-implementation and compare to time spent post-implementation.
Reduce staff time searching for information on spreadsheets and paper documents by 100%.	Measure staff time spent searching for information pre-implementation and compare to time spent post-implementation.
Reduce errors by setting requirements and limits on the information users can enter as part of the online process. Many of the paper applications we currently receive contain errors, missing information, or changes to our forms (crossing out information or putting notes in margins). This usually leads to delays in the licensure process. We hope to decrease the average application processing time by 2 weeks.	Measure application processing time pre-implementation and compare to applications processing time post-implementation.

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none"> • Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; • Sponsoring agency is committed to champion the project and secure the needed resources. 	
Agency CFO: Tracey Sigstad	Date: 4/15/2021
CBTO: <i>Stephanie K. Holvath</i>	Date: 4/12/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Board of Medical Practice (Board) Stefanie Horvath	Project Name: Enhance the Board’s licensing system to comply with new business requirements and upgrade online services with new technical infrastructure and database.
Project Sponsor: Ruth Martinez, Executive Director, Board of Medical Practice Contact Info: 612-5482150 – ruth.martinez@state.mn.us	
Budget Contact: Tim Ogg Contact Info: 651-201-2774 tim.ogg@state.mn.us	
<p>Brief Project Description: This project is necessary to enhance and upgrade the Board’s licensing system to fulfill statutory requirements and business processes and to implement the necessary technology upgrades. The Governor’s COVID-19 peacetime emergency orders deferred licensees’ continuing medical education (CME) requirements. The Board’s system needs to have a new automated auditing feature to document the CME deferral procedure during the peacetime emergency. The Board needs system capability to perform a new post-peacetime emergency CME audit following the termination of emergency executive orders, anticipated in the coming year. The Board also continues to engage with the Interstate Medical Licensure Compact (IMLC). The IMLC Bylaws and MN statutes require that IMLC physician license renewals be processed through the IMLC website and also need to follow MN State specific license renewal requirements. To better integrate between the Board’s current database and the IMLC database the IMLC renewals, payment processes, and MN specific license renewal requirements, the Board needs its licensing system to be modified with new interfaces and online services. Pending completion of such interface and online modifications, the current licensing system’s technical platform will need to be upgraded to Microsoft Azure/Angular to take advantage of new technology that provides necessary capacity and assures the security of the whole system.</p>	
<p>Objective: The objectives are: (1) Enable system and staff to be able calculate the new CME credits, as required under an emergency executive order during the pandemic and after the pandemic, with desired interfaces and system batch programs for CME auditing; (2) Enable robotic processing of IMLC physician renewals and applications between IMLC database and BMP database, in order to comply with the State and Interstate Medical Licensure Compact law. (3) Customized changes are needed in the licensing system and its web interfaces, including online complaint registration and disciplinary action posting on “Professional Profile” with desired technology upgrade to ensure the data privacy is protected.</p>	
<p>Project Deliverable Categories:</p> <p><input type="checkbox"/> New application or system</p> <p><input type="checkbox"/> Replacement for existing application or system</p>	

Information and Telecommunications Account (ITA) FY2021 Project Request

- Enhancement to existing application or system
- Upgrade of an existing application or system

Requested Information Specific to ITA Projects

For an existing project? If checked, project name?
 This project's deliverables will be in the current licensing system

For an existing ITA project? Yes: If checked, what is the ITA ID number?
[Click here to enter text.](#)

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** Assure data security, data management and data access in the interest of public protection
- Elevate Minnesota's Digital Estate.** Enhanced digital management of data
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

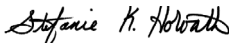
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1201	H7B30000	H7B1111	Medical Practice Operations	\$200,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$200,000</p> <p>Hardware: \$5,000</p> <p>Software: \$2,000</p> <p>Training: \$0</p> <p>State Staff: \$20,000 project initiation, status reports, system support</p> <p>Professional/Technical: \$173,000</p>	
<p>Estimated Start Date: September 1, 2021</p>	<p>Requested Finish Date: September 30, 2022</p> <p>Reason for End Date: One year consulting project is needed, with staff verification and testing.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) Fulfill state statutes and the Governor’s COVID-19 peacetime emergency and executive orders. The project will provide new interfaces and system procedures, enable batch jobs that will increase productivity, and provide the necessary security to protect data privacy.</p>	
What are the project’s success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Licenses’ CME credit calculation and auditing can be completed by staff and by system batch jobs.	The CME audit process will be saved as an activity record in the system, will generate necessary correspondences to address the desired CME credit and reporting end date.
IMLC renewals and payment will be automatically updated in the Board’s system by IMLC licensees via the new online web services and new automated process.	MN required physician renewal information will be synced automatically with IMLC renewals. Enhancement of the current process will reduce staff time and increase productivity and data accuracy.
Ability to post orders in the Board’s system website “Professional Profile” by staff, and updated website verbiage/statement.	Professional Profile will display and enable access to download disciplinary orders, corrective action agreements, other states’ disciplinary orders, and other miscellaneous actions that will post on the new system’s online services.
Technology upgrade and improvement.	The system database will be upgraded to web API, and the server will be upgraded to the Microsoft technology platform.

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none"> • Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; • Sponsoring agency is committed to champion the project and secure the needed resources. 	
Agency CFO: Tracey Sigstad	Date: 4/15/2021
CBTO: 	Date: 4/12/2021

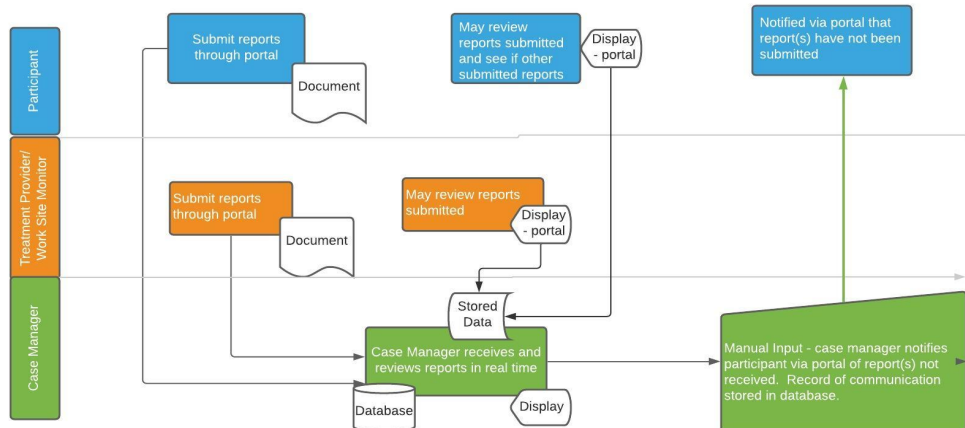
Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Board of Medical Practice, Administering Board for the Health Professionals Services Program (HPSP) Stefanie Horvath	Project Name: Participant online intake application with required documents with secure online submission capability.
Project Sponsor: Ruth Martinez, Executive Director, Board of Medical Practice Contact Info: 612-5482150 – ruth.martinez@state.mn.us	
Budget Contact: Tim Ogg Contact Info: 651-201-2774 tim.ogg@state.mn.us	
<p>Brief Project Description: This project will create the Health Professionals Services Program’s (HPSP) online intake application process, which will create efficiencies and enhance public protection through the immediate exchange of secure online documents. HPSP is a program of the health licensing boards, which is administered by the Board of Medical Practice. HPSP is funded by the health licensing boards, whose income is generated by licensing fees. HPSP’s mission is to protect the public by providing monitoring services to regulated health care professionals whose illnesses may impact their ability to practice safely. The health licensing boards regulate over 300,000 individuals who are eligible for HPSP services. HPSP appropriated \$100,000 in its FY2020 and 2021 budget for IT services. Due to unforeseen, HPSP/MNIT were unable to complete the project and use the budget to implement desired tasks. We request the existing \$100,000 be reserved in the FY2022 Odyssey Fund.</p>	
<p>High-level Project Objective: The online intake submission will create efficiencies for program staff and individuals seeking HPSP services by providing tools that will digitalize all intake information into the internal HPSP case management system. Key features of this project include creating online communication tools that will expedite intake interviews, case development, secure exchange of information, and enable individuals to access their intake information in real-time. For example, those seeking HPSP services will be able to access and submit forms online, which will be uploaded to the HPSP database. They will also be able to see additional required forms, assessments or other data.</p>	

Information and Telecommunications Account (ITA) FY2021 Project Request

Efficiencies will improve public safety.

Use of Portal in Receipt and Management of >2,000 Quarterly Compliance Reports for Monitoring Participants



- Organizes and secures data.
- Enables case managers to access reports in real time.
- Enables those submitting reports to view reports submitted.
- Enables participants to ensure reports have been submitted.
- Decreases number of staff who access personal health information of participants.
- Eliminates errors in data entry and filing.

Project Deliverable Categories:

- New application or system
- Replacement for existing application or system
- Enhancement to existing application or system
- Upgrade of an existing application or system

Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? This projects deliverable will co-exist with HPSP's current case management system.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** Assure data security, data management and data access in the interest of public protection
- Elevate Minnesota's Digital Estate.** Enhanced digital management of data
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1201	H7B30000	H7B5000	Health Prof Serv Prog Oper	\$100,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$100,000</p> <p>Hardware: \$0</p> <p>Software: \$5,000</p> <p>Training: \$0</p> <p>State Staff: \$10,000 project initiation, status reports, system support</p> <p>Professional/Technical: \$85,000</p>	
<p>Estimated Start Date: September 1, 2021</p>	<p>Requested Finish Date: June 30, 2022</p> <p>Reason for End Date: The online feature is needed ASAP</p>

Success Criteria	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Online Secured Login	Utilize MNIT infrastructure and industry online security requirement.
All intake questions, 80+ medical disorders and social-demographic questions are available to all participants under their secured login account.	Answers to all questions will be saved, retrieved, and available for editing and comment by staff and participants.
Desired HPSP documents can be submitted by participant via this online service.	Documents will be saved and accessible in the internal HPSP case management system.

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Tracey Sigstad

Date: 4/15/2021

CBTO: *Stefanie K. Holvath*

Date: 4/12/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Board of Medical Practice (BMP) Stefanie Horvath	Project Name: Replace and Migrate the Board's aging Document Management System (Docuware) to a new system.
Project Sponsor: Ruth Martinez, Executive Director, Board of Medical Practice Contact Info: 612-5482150 – ruth.martinez@state.mn.us	
Budget Contact: Tim Ogg Contact Info: 651-201-2774 tim.ogg@state.mn.us	
Brief Project Description: This project is needed to replace and migrate the aging Document Management System (Docuware), to the new licensing system. The Docuware system contains the Board's initial application documents for all applications that the Board processed prior to 2004. The Board has used Docuware for 18 years, based on the recommendation from the former MN Office of Enterprise Technology (now MNIT). It is challenging and costly to maintain the Docuware system, particularly related to system security, user-friendliness, and business functionality and continuity. This project will take all data currently managed in Docuware and consolidate the data with the Board's new licensing system.	
High-level Project Objective: (1) Retire the Docuware system and decommission its server in the Health Licensing Boards network; (2) Migrate all data/documents in the Docuware to the Board's licensing system; (3) Assure that data/documents are retrievable and updatable according to the licensing system's document management features.	
Project Deliverable Categories: <input checked="" type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? This project's deliverables will co-exist with the Board's licensing system.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** Assure data security, data management and data access in the interest of public protection.
- Elevate Minnesota's Digital Estate.** Enhanced digital management of data
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1201	H7B30000	H7B1111	Medical Practice Operations	\$81,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$81,000</p> <p>Hardware: \$6,000</p> <p>Software: \$2,000</p> <p>Training: \$3,000</p> <p>State Staff: \$8,000 project initiation, status reports, server decommission, system support</p> <p>Professional/Technical: \$62,000</p>	
<p>Estimated Start Date: January 1, 2022</p>	<p>Requested Finish Date: December 31, 2022</p> <p>Reason for End Date: One year consulting project and staff verification and testing of migrated data in new system.</p>

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) It will secure access to the Board's application data/documents in a new document management system.</p>	
<p>What are the project's success metrics? (ex. Reduce downtime by 12%)</p>	<p>How Measured? (Compare post-implementation uptime to baseline)</p>
<p>Migrate all data and documents in Docuware to a new system</p>	<p>Record counts and Document counts will be provided and verified.</p>
<p>Decomposition of Docuware Server</p>	<p>After data/documents successfully migrated, MNIT will decompose the Docuware server.</p>
<p>Data and Documents to be retrievable and updateable by users in the new system</p>	<p>Interfaces will enable capability to query and display data and documents.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Tracey Sigstad

Date: 4/15/2021

CBTO: *Stefanie K. Holvath*

Date: 4/12/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Board of Medical Practice (BMP) Stefanie Horvath	Project Name: Streamline the HPSP (Health Professional Services Program) reporting process by automating the report generation process to the Board.
Project Sponsor: Ruth Martinez, Executive Director, Board of Medical Practice Contact Info: 612-5482150 – ruth.martinez@state.mn.us	
Budget Contact: Tim Ogg Contact Info: 651-201-2774 tim.ogg@state.mn.us	
Brief Project Description: This project will integrate and enhance the Board administered Health Professionals Services Program (HPSP is a program of the Boards with its own database) data reporting contents and processes so HPSP can produce and generate reports and statistics efficiently to the Board. The Board will retrieve reporting information from HPSP in a timely manner and in an electronic and secure format. Since HPSP has its separate office and its own database, the Board of Medical Practice will be able to obtain and exchange information with HPSP via a State network or web interface, with appropriate security measures implemented. The electronic interface will replace the current process of generating and disseminating paper reports. Information will include participants' drug toxicology testing results, monitoring reports and other health related information according to applicable laws and orders from the Board.	
High-level Project Objective: (1) Set up a database application with a desired form to exchange as needed information between the Board and HPSP; (2) produce interfaces between HPSP and the Board to create and exchange as needed reports, robotically. For example, currently HPSP's semiannual and annual reports consist of approximately 25 pages of information and statistics related to participants' social, demographic, medical, toxicology screens, treating professional reports, work site monitor reports, etc., (3) Apply all necessary security measures to ensure protection of private and classified data.	
Project Deliverable Categories: <input checked="" type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	

Information and Telecommunications Account (ITA) FY2021 Project Request

Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? This project's deliverables will co-exist with HPSP's current case management system.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

MNIT Strategic Goals Supported and How They are Supported (check all that apply)
<input type="checkbox"/> Cultivate a Holistic and Connected Culture of Work. Click here to enter text.
<input type="checkbox"/> Fortify the Value and Delivery of Projects and Initiatives. Click here to enter text.
<input checked="" type="checkbox"/> Promote People-centered Digital Government Services. Assure data security, data management and data access in the interest of public protection
<input checked="" type="checkbox"/> Elevate Minnesota's Digital Estate. Enhanced digital management of data
<input type="checkbox"/> Bolster Successful State Cybersecurity Efforts. Click here to enter text.

Application Development Cybersecurity Considerations
Which Cybersecurity roadmap items does this project address? (Check all that apply.)
<input checked="" type="checkbox"/> Identify – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
<input checked="" type="checkbox"/> Protect – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
<input type="checkbox"/> Detect – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
<input type="checkbox"/> Respond – Develop and implement appropriate activities to take action regarding a detected IT security event.
<input type="checkbox"/> Recover – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1201	H7B30000	H7B1111	Medical Practice Operations	\$212,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$212,000</p> <p>Hardware: \$12,000</p> <p>Software: \$0</p> <p>Training: \$0</p> <p>State Staff: \$20,000 project initiation, status reports, and system support</p> <p>Professional/Technical: \$180,000</p>	
<p>Estimated Start Date: September 1, 2021</p>	<p>Requested Finish Date: September 30, 2022</p> <p>Reason for End Date: One year consulting project is needed.</p>

Success Criteria	
<p>How will this project benefit the business?</p> <p>Required HPSP reports and statistics will be generated in timely matter without errors due to manual processing. The new system module will increase the staff productivity, from the electronic, secured data exchange interfaces.</p>	
<p>What are the project's success metrics? (ex. Reduce downtime by 12%)</p>	<p>How Measured? (Compare post-implementation uptime to baseline)</p>
As needed report generation interfaces	Necessary reports will be included and accessible in the interfaces
Information/document exchange between the Board and HPSP databases	HPSP participant monitoring Information, which is allowed to be shared, will be easily transferable and accessible by the Board
Accuracy of Report contents and statistics	Reports and statistics will be routinely generated through the HPSP database with 98% accurate content

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Tracey Sigstad

Date: 4/15/2021

CBTO: *Stefanie K. Horvath*

Date: 4/12/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Board of Physical Therapy/Board of Behavioral Health and Therapy (BBHT), Board of Long-Term Services and Supports (BELTSS) and Stefanie Horvath	Project Name: ALIMS Correspondence Management Enhancement
Project Sponsor: Erin DeTomaso Contact Info: erin.detomaso@state.mn.us 612-548-2119	
Budget Contact: Tracey Sigstad Contact Info: tracy.sigstad@state.mn.us 651-201-2527	
<p>Brief Project Description: This technology project is to enhance the correspondence features in the Automated Licensing Management System (ALIMS) application utilized by the Health Licensing Boards. The enhancements will increase support for document workflow, improve tracking of document history for a specific entity, provide users the capability to schedule meetings, and to create and associate agendas with scheduled meetings. A key feature of the project is to maximize online accessibility for board members, allowing a secure login to view board/committee agendas and documents. The project will also work to integrate and support ALIMS with Adobe Acrobat (PDF). The Board of Executives for Long-Term Services and Supports (BELTSS) initiated the statutory directed new licensure category of Assisted Living Directors in the last two months of the current biennial budget. Their projects will work on the initial work hardening of this new licensing group within a collaborative effort of the other two boards. The BELTSS board has directed that technology be created to implement licensee, staff and board efficiency.</p>	
<p>High-level Project Objective: This project is intended to continue to embrace efficiency by reducing time spent managing correspondence, documents and drafting agendas related to the regulatory process for licensing and board/committee meetings. This continued investment will allow for collaboration and shared usability among 15 Health Licensing Boards creating government efficiency, modernization by keeping current with technology and to collect sufficient data to support the Boards' policies and statutory requirements to report to the legislature.</p>	
<p>Project Deliverable Categories:</p> <ul style="list-style-type: none"> <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input checked="" type="checkbox"/> Upgrade of an existing application or system 	

Information and Telecommunications Account (ITA) FY2021 Project Request

Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? Click here to enter text.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

MNIT Strategic Goals Supported and How They are Supported (check all that apply)
<p><input type="checkbox"/> Cultivate a Holistic and Connected Culture of Work. Click here to enter text.</p> <p><input checked="" type="checkbox"/> Fortify the Value and Delivery of Projects and Initiatives. The deployment of an integrated, up-to-date technology solution for a growing necessity to licensees, board members and to the public.</p> <p><input checked="" type="checkbox"/> Promote People-centered Digital Government Services. Staying current with advancements in technology is an investment for ensuring the latest security practices, reducing software vulnerability and protecting licensing regulatory data. A major part of serving our licensees and Board members by providing data security as well as giving them a usable experience.</p> <p><input checked="" type="checkbox"/> Elevate Minnesota’s Digital Estate. An upgraded and improved website-application is a smart investment in modernization and enables the Health Licensing Boards business to deliver and connect to clientele.</p> <p><input type="checkbox"/> Bolster Successful State Cybersecurity Efforts. Click here to enter text.</p>

Application Development Cybersecurity Considerations
<p>Which Cybersecurity roadmap items does this project address? (Check all that apply.)</p> <p><input checked="" type="checkbox"/> Identify – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.</p> <p><input checked="" type="checkbox"/> Protect – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.</p> <p><input type="checkbox"/> Detect – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

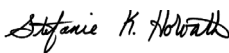
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1201	H7X3000	H7X1111	Board of Behavioral Hth & Ther Operations	\$50,000
1201	H7W3000	H7W1111	Board of Physical Therapy Operations	\$125,000
1201	H7K3000	H7K1111	Board of Executives for Long Term Services and Supports	\$50,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$225,000</p> <p>Hardware: Click here to enter text.</p> <p>Software: Click here to enter text.</p> <p>Training: Click here to enter text.</p> <p>State Staff: \$22,500</p> <p>Professional/Technical: \$202,500</p>	
<p>Estimated Start Date: July 1, 2021</p>	<p>Requested Finish Date: June 30, 2023</p> <p>Reason for End Date: To fully utilize the amount appropriated to complete the project.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

Success Criteria	
<p>How will this project benefit the business? As the number of users increases an upgraded system will facilitate future licensing, public protection, and Board needs. Added functionality will allow for board staff to manage documents efficiently and for clients to securely login to view documents at their own convenience thereby reducing costs to the Boards and the amount of manual processing by staff of correspondence, forms and agenda materials. This upgrade provides the ability to retain features and stay current with technological advances enabling the business to better serve its clients.</p>	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
The Board will be able to conduct its business in a more efficient and timely matter	Decreases staff time by 1 FTE staff. Staff is able to focus on other duties.
Provides opportunities for other needs to be determined as business processes, requirements and technology evolves.	Reduction of paper-based agendas mailed out, quick access to Board agendas, enhanced tracking of correspondence.
Improve workflow by integrating all correspondence and document management in one application.	Measure staff time spent on correspondence related activities pre-implementation and compare to time spent post-implementation.
Increase secure transfer of information due to software security	Replace practice of faxing or mailing in correspondence. Able to enter confidential information directly into database.

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none"> • Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; • Sponsoring agency is committed to champion the project and secure the needed resources. 	
Agency CFO: Tracey Sigstad	Date: 4/15/2021
CBTO: 	Date: 4/12/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: BMS, John Rindal	Project Name: Caseload Functionality Enhancements
Project Sponsor: Mike Stockstead	Contact Info: mike.stockstead@state.mn.us
Budget Contact: Lynne Kuhlman	Contact Info: lynne.kuhlman@state.mn.us
Brief Project Description: Contract with application vendor for additional and changed business functionality, testing, end user training and implementation.	
High-level Project Objective: Ensure and correct CaseLoad applications to meet BMS' changing business needs.	
Project Deliverable Categories: <ul style="list-style-type: none"> <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system 	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? Click here to enter text.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** Ensure that BMS' main business application meets its' current and future needs
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** Allow for better information sharing with the public and electronic data exchange with clients and stakeholders.
- Elevate Minnesota's Digital Estate.** Allow for better information sharing with the public and electronic data exchange with clients and stakeholders.
- Bolster Successful State Cybersecurity Efforts.** Ensure CaseLoad application remains in step with current, supported technology.

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G4510000	G453000	Mediation Services	\$325,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$325,000</p> <p>Hardware: Click here to enter text.</p> <p>Software: \$255,000</p> <p>Training: \$15,000</p> <p>State Staff: \$55,000</p> <p>Professional/Technical: Click here to enter text.</p>	
Estimated Start Date: 09/01/2021	<p>Requested Finish Date: 8/31/2023</p> <p>Reason for End Date: projected buildout time</p>

Success Criteria	
What are the project's success metrics?	How Measured?
Corrects docketing, eliminating multiple entries	Number of cases times extra minutes currently involved
Providing online filing and submissions	Count of online filing and submissions.
Coordinates CASELOAD actions to process cases without multiple repeat entries	Time on CASELOAD divided by 3

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Lynne Kuhlman

Date: April 16, 2021

CBTO: John R Rindal

Date: April 16, 2021

COMMENTS

CASELOAD became the case tracking and docketing software and required a complete reloading of BMS case files, development of forms and processes. The project did not reach optimal completion due to lack of funding and time. The software gives us the basic operational ability and needs to correct and upgrade to what is appropriate given technologies of today and projecting into the future.

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Board of Chiropractic Examiners Stefanie Horvath	Project Name: Enhancing the features of Board's current licensing and disciplinary application
Project Sponsor: Micki Becker Contact Info: Micki.becker@state.mn.us /651-201-2846	
Budget Contact: Tracey Sigstad Contact Info: tracey.sigstad@state.mn.us 651/201-2527	
Brief Project Description: This project is to enhance the features and to apply the new technology measure to the Board's current licensing and disciplinary application. It's a customized application, which is a mission critical business application of the Board. Since August 2014, the Board has had some new business processes and requirements to be implemented in the application. The new requirements/processes for our current system include: 1. automated and electronic procedure needed to handle licensee's continuing education (CE) audit. 2. Enhancing-tracking the chiropractor's preceptorship registration issuing process. 3. Modify the complaint investigation processes in the system. 4. Perform as needed system/database upgrade, and bug fixing.	
High-level Project Objective: The objectives are: 1. Automated CE audit of all the Board regulated licensees every year. 2. Streamline the preceptorship permit issuing with online application/re-apply/renewal capability, including a separate functionality for the Preceptor and the Extern. 3. Enhancing complaint investigation processes with new version and interfaces. 4. Upgrade the database/application code and web features to the current technology secured version/platform.	
Project Deliverable Categories: <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input checked="" type="checkbox"/> Upgrade of an existing application or system	
Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? No.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? No.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** [Click here to enter text.](#)
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1201	H7H30000	H7H1111	Chiropractor Licensing	\$20,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$20,000 including 10% for project management and system support changes.</p> <p>Hardware: Click here to enter text.</p> <p>Software: ALIMS, custom, \$19,000</p> <p>Training: Click here to enter text.</p> <p>State Staff: \$1,000</p> <p>Professional/Technical:</p>	
<p>Estimated Start Date: 10/01/2021</p>	<p>Requested Finish Date: 06/30/2023</p> <p>Reason for End Date: Need staff's testing time, and support from contractor to cover next biennial.</p>

Success Criteria	
<p>How will this project benefit the business? It automates a manual process, reduces downtime, allows for 24/7 access to services by customers</p>	
<p>What are the project's success metrics? (ex. Reduce downtime by 12%)</p>	<p>How Measured? (Compare post-implementation uptime to baseline)</p>
<p>Automate the CE audit process with desired document saved in database</p>	<p>100 % of the Board's regulated licensees need to be CE audited every year. Measured in reduced staff time in requesting submissions, explaining needs and process and correcting errors.</p>
<p>Preceptor Registration to be implemented without system error.</p>	<p>No system error during the registration issuing and renewal processes, and expiration at end of term.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

Implement the licensing system with new complaint investigation modules with functionality to customize as necessary	New complaint investigation module to be installed and customize to the Board's needs with necessary reports and access to current data.
Upgrade the database and online framework to the current technology version.	The recent web and database version to be installed and all exiting features need to be error free.

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Tracey Sigstad

Date: 4/15/2021

CBTO:

Stefanie K. Holvath

Date: 4/12/2021

COMMENTS

This amount is to be added to our currently existing Odyssey funds to enhance and upgrade our current ALIMS system and allow for additional upgrades and support.

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Minnesota Department of Commerce	Project Name: Commerce website for MN citizens
Project Sponsor: Mo Schriener Contact Info: 651-363-1227 mo.schriener@state.mn.us	
Budget Contact: Tim Jahnke Contact Info: 651-539-1501 tim.jahnke@state.mn.us	
Brief Project Description: This project will replace the Dept of Commerce's outdated 6-year-old website (mn.gov/commerce), which is difficult for consumers to access information or Commerce services, with a new consumer-focused website that will better serve all Minnesotans. We are proposing a website redevelopment process that applies human-centered design and user experience for a website in which Minnesotans can easily access and engage in Commerce's array of services.	
High-level Project Objective: The new digital front door that the recreated Dept of Commerce website represents will achieve multiple objectives for the Department, including: <ul style="list-style-type: none"> A digital platform for Commerce to better fulfill our mission in protecting Minnesotans in the services where we have oversight and advocate for, including insurance, financial institutions, energy resources, licensing for real estate, investment services, and more Improved transparency of Commerce's work to deliver services, meeting the requirements and responsibilities directed by the Minnesota Legislature Consumer focus in website design, content and interactive tools, to better serve all Minnesotans Website development process that applies human-centered design and user experience, engaging ethnic and geographic diversity of users in robust user experience research Data-driven decisions for website design and content, based on user analytics and analysis of needs, for website redevelopment and ongoing maintenance of the website 	
Project Deliverable Categories: <input type="checkbox"/> New application or system <input checked="" type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	

Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? Click here to enter text.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** This project will adopt website redevelopment best practices and ensure flexibility, stability, and transparency for Commerce's website. The website redesign will embed data-driven decision making and communication to improve outcomes for our consumer end users.
- Promote People-centered Digital Government Services.** A consumer-focused website, with human-centered design, will build closer relationships with the people we serve.
- Elevate Minnesota's Digital Estate.** Focus on results-oriented strategic data analytics and user experience research to drive decision-making for the website redevelopment, and ongoing website maintenance, will elevate Minnesota's digital estate.
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	B1310000	B135000	Administrative Services	\$105,000
1000	B1310000	B136007	Pharmacy Benefit Manager	\$20,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$125,000</p> <p>Hardware: Click here to enter text.</p> <p>Software: Click here to enter text.</p> <p>Training: \$5,000 in Training for Commerce staff for new website content management system, website maintenance, coding and other aspects of CMS.</p> <p>State Staff: Click here to enter text.</p> <p>Professional/Technical: \$120,000 in website redevelopment services for: website planning, research, including expanded scope for user experience, content audit, website analytics and assessments, preliminary design and mock-ups, full website redesign, content mapping to new website, redesigned website user experience testing, and website launch.</p>	
<p>Estimated Start Date: July 1, 2021</p>	<p>Requested Finish Date: June 30, 2022</p> <p>Reason for End Date: End of FY22 – new website is to launch in FY22</p>

Success Criteria	
<p>How will this project benefit the business?</p> <ul style="list-style-type: none"> • A redeveloped website, as our digital front door, will open Commerce to better fulfill our mission in protecting Minnesotans in the services where we have oversight and advocate for, including insurance, financial institutions, energy resources, licensing for real estate, investment services, and more • A new, consumer-focused website will improve transparency of the Commerce's work to deliver services, meeting the requirements and responsibilities directed by the Minnesota Legislature 	
<p>What are the project's success metrics?</p> <p>1). Website redevelopment process: to achieve robust, diverse user experience to guide redesign.</p>	<p>How Measured?</p> <p>For redevelopment process, the diversity of users based on geographic and ethnic diversity, and subsequent site testing to determine user experience</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

2). New website – once it is launched, the new website will provide analytics to measure the extent users find and explore the new site	Website analytics
3). Consumer education metrics – mapping consumer users’ experience finding and accessing educational content	Website mapping analytics and user feedback
4). Consumer engagement metrics – mapping consumer users’ experience finding and accessing Commerce services online	Web mapping and user feedback
5). Transparency of Commerce’s work to deliver services, meeting the requirements and responsibilities directed by the Minnesota Legislature	Feedback from legislators and stakeholders in the regulatory processes
6). For the new site, an overall positive user experience that shapes Minnesotans’ attitudes about access and use of Commerce’s services	User feedback
7). For responsive, immediate content and services to be accessible on the new site	A thoroughly tested new process for co-creation of content that is tailored for cultural, translated and digital access for ongoing content updates.

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none"> • Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; • Sponsoring agency is committed to champion the project and secure the needed resources. 	
Agency CFO: Tim Jahnke, Admin Services Director	Date: 4/16/2021
CBTO: Matthew Poret	Date: 4/29/2021

COMMENTS
<p>Funds for this request are the result of the hiring freeze. Commerce had a number of open positions before the hiring freeze was implemented and the agency has been very cautious in asking for exemptions to the freeze. Commerce also had other administrative savings such as travel and employee development which contributed to the funds available.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Commerce and Public Utilities Commission, CBTO Matthew Porett	Project Name: eApps Modernization
Project Sponsor: Tim Jahnke, Will Seufert Contact Info: 651-539-1501, 651-201-2217	
Budget Contact: Tim Jahnke, Will Seuffert Contact Info: 651-539-1501, 651-201-2217	
<p>Brief Project Description: This project is part of Commerce’s modernization roadmap to address technology obsolescence within the department’s operations management system. This is also part of the Commission’s efforts to address the 2020 report of the Office of Legislative Auditor (OLA) to improve public participation. The eApps software suite consists of eFiling, eAssessment and phone lookup. These systems are used by both Commerce and the Public Utilities Commission, and this Odyssey request is a joint request and both agencies are providing funding toward this project. The eApps applications are built on obsolete java code and components that are no longer being supported or up for retirement by vendors. The eApps suite includes critical applications that Commerce relies on heavily to perform their responsibilities. eAssessment tracks utility information, billing and cases before the Public Utilities Commission, eFiling/eDockets provides electronic filing, workflow, electronic document management for documents filed in public utility cases, and Phone Lookup gives the public the ability to look-up local and long distance phone providers in their area. This project will also include the update of the website and webpages around the eApps suite to integrate the various applications and increase workflow amongst the applications to enhance the public experience. This is responsive to the recommendations from the OLA. Funds for this request are the result of the hiring freeze. Both Commerce and the Public Utilities Commission had a number of open positions before the hiring freeze was implemented and were very cautious in asking for exemptions to the freeze. Commerce and the Public Utilities Commission also had other administrative savings, attributable to the pandemic, such as travel, office supplies and employee development which contributed to the funds available.</p>	
<p>High-level Project Objective: To modernize the eApps suite of software to move to current technologies, modular design, improve security, improve performance, and enhance the user experience.</p>	
<p>Project Deliverable Categories:</p> <ul style="list-style-type: none"> <input type="checkbox"/> New application or system <input checked="" type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system 	

Information and Telecommunications Account (ITA) FY2021 Project Request

Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? Click here to enter text.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

MNIT Strategic Goals Supported and How They are Supported (check all that apply)
<p><input type="checkbox"/> Cultivate a Holistic and Connected Culture of Work. Click here to enter text.</p> <p><input checked="" type="checkbox"/> Fortify the Value and Delivery of Projects and Initiatives. Using agile to deliver applications as modular components in a larger framework</p> <p><input checked="" type="checkbox"/> Promote People-centered Digital Government Services. This will be a highly collaborative endeavor between Commerce business and MNIT. Agile and iterative processes will be used to ensure business requirements are accurately captured and value is provided.</p> <p><input checked="" type="checkbox"/> Elevate Minnesota’s Digital Estate. This will improve the foundation of Commerce’s application portfolio.</p> <p><input checked="" type="checkbox"/> Bolster Successful State Cybersecurity Efforts. Moving to current technologies will better enable us to improve security and better safeguard Commerce’s private and non-public data.</p>

Application Development Cybersecurity Considerations
<p>Which Cybersecurity roadmap items does this project address? (Check all that apply.)</p> <p><input checked="" type="checkbox"/> Identify – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.</p> <p><input checked="" type="checkbox"/> Protect – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

Detect – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.

Respond – Develop and implement appropriate activities to take action regarding a detected IT security event.

Recover – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	B8230000	B82PUC0	Public Utilities Comm	\$200,000
1000	B1310000	B135000	Administrative Services	\$200,000

Estimated Project Financials for the Entire Project (including IT)

Estimated Budget (total expected project costs): [Click here to enter text.](#)

Hardware: [Click here to enter text.](#)

Software: [Click here to enter text.](#)

Training: [Click here to enter text.](#)

State Staff: [Click here to enter text.](#)

Professional/Technical: \$400,000

Estimated Start Date: 7/1/2021	Requested Finish Date: 6/30/2023
	Reason for End Date: These are large systems that will take time to rewrite.

Information and Telecommunications Account (ITA) FY2021 Project Request

Success Criteria	
<p>How will this project benefit the business? This project will result in a more efficient, more secure, and more user-friendly system. Staff and parties that come before the Commission depend on being able to efficiently navigate the online file-management system of the agencies to access public files and build a record. The eApps are a vital backbone to the efficient operations of the agencies. Many of the enhancements that the business has requested over the years that have been unable to be added will be incorporated into the new system and a number of manual processes previously run by MNIT will be able to be run by the business. Current down-time caused by a fragile system will be reduced.</p>	
What are the project's success metrics?	How Measured?
System will be more reliable and stable	Post implementation uptime will be compared to baseline
Business will be able to run their own billing and invoice procedures	MNIT will not be running procedures manually
Business will be happier with new system	Satisfaction surveys will be given
Enhancements to the system will be included	Business will be able to use new features that help them do their jobs
Easier to maintain	We will be able to compare to level of maintenance for the older system
Increased security	Security Updates and Patches will be more readily available for current technologies

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none"> • Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; • Sponsoring agency is committed to champion the project and secure the needed resources. 	
Agency CFO: Kay Urquhart, PUC Admin. Mgmt. Director	Date: 4/15/21
Agency CFO: Tim Jahnke, Admin Services Director	Date: 4/15/21
CBTO: Barb Hearley	Date: 4/15/21

Information and Telecommunications Account (ITA) FY2021 Project Request

COMMENTS

Please add any notes here that you would like to impart to the ITA team reviewing this business case. Typing will expand the text box to the bottom of the page, if needed.

Commerce has consistently been making significant investments in updating and modernizing its application and data infrastructure. A number of old, obsolete legacy systems have been replaced including their heating assistance system, leaking petroleum site system, weights and measures lab management system and Unclaimed property system. These modernization efforts have resulted in more efficient management of program responsibilities, higher levels of security and easier maintenance of systems. It is these successes that fuel this effort to tackle one of their largest and most critical systems and reap the benefits. Commerce is contributing 2.5 FTE state employee resources towards this project and is asking for this Odyssey project to retain 2 contracted resources to help support this project.

The OLA completed a program evaluation of the PUC's public participation processes in the summer of 2020. Many of the recommendations were specific to the functionality of the eDockets system and usability of related webpages. This Odyssey project will help the agency move forward in implementing the administrative recommendations from the OLA.

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Department of Commerce	Project Name: IT Modernization Strategic Planning
Project Sponsor: Commissioner Arnold Contact Info: 651-443-1122	
Budget Contact: Tim Jahnke Contact Info: 651-539-1501 tim.jahnke@state.mn.us	
<p>Brief Project Description: The Department of Commerce’s strategic plan has two goals that will require IT investments: improve customer experience by enhancing software systems, improving processing times, reducing paper processes and increasing security; and redesigning consumer-facing portals. In 2019, the Department of Commerce had an architecture assessment completed by MNIT. That assessment provided good technical information for the Department, and now we are at a stage of needing to invest in imagining our future-state systems in order to then define projects to get to “future state”.</p>	
<p>High-level Project Objective: This project has been developed in consultation with MN.IT strategic planning staff (Zarina Baber) to develop a consulting opportunity which will define the specific “what” for each of Commerce’s business units to meet the team’s strategic objectives. The consultant will deliver recommendations about solutions to meet the target or future state goals of the teams. These recommendations may involve new systems, system upgrades, replacements or enhancements depending on the specific needs of each unit.</p>	
<p>Project Deliverable Categories:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> New application or system <input checked="" type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input checked="" type="checkbox"/> Upgrade of an existing application or system 	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? <small>Click here to enter text.</small>	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? <small>Click here to enter text.</small>

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** By defining future-state operations and supporting technology, we will deliver more value because we will be defining projects in a more forward-looking manner, rather than just upgrading what we have for the processes we have.
- Promote People-centered Digital Government Services.** Define how Commerce's systems need to be enhanced to better deliver a people-centered digital government.
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	B1310000	B135000	Administrative Services	\$200,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$200,000</p> <p>Hardware: Click here to enter text.</p> <p>Software: Click here to enter text.</p> <p>Training: Click here to enter text.</p> <p>State Staff: Click here to enter text.</p> <p>Professional/Technical: \$200,000</p>	
<p>Estimated Start Date: 6/15/2021</p>	<p>Requested Finish Date: 10/31/2021</p> <p>Reason for End Date: Need assessment to plan for investments within budget and/or as supplemental budget requests.</p>

Success Criteria	
<p>How will this project benefit the business? The project will define future technology needs for the Department.</p>	
<p>What are the project's success metrics? (ex. Reduce downtime by 12%)</p>	<p>How Measured? (Compare post-implementation uptime to baseline)</p>
<p>Each division will have a future-state of their systems defined.</p>	<p>Existence of a plan.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Tim Jahnke

Date: 04/19/2021

CBTO: Matthew Porett

Date: 6/10/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Corrections / Bill Pal-Freeman	Project Name: Application Modernization
Project Sponsor: Marcus Schmit Contact Info: marcus.schmit@state.mn.us / 651-361-7633	
Budget Contact: Chris Dodge Contact Info: chris.dodge@state.mn.us / 651-361-7264	
<p>Brief Project Description: Funding from this request will provide the infrastructure, tools and professional/technical staff augmentation services to modernize the DOC’s application portfolio and associated infrastructure. The largest application suite requiring modernizing is the Correctional Operations Management System (COMS), however other DOC applications utilizing the same obsolete technology also require modernization and are included in this project. The modernization effort will focus primarily on removing obsolete technology from the DOC application portfolio, including application code, tools and associated hardware infrastructure. Where feasible and appropriate, it will also include updates to security, data integrity, ADA accessibility, and business functionality. To minimize overall business risk and in keeping with past success, this project will be planned and delivered in stages, with each module being modernized and implemented as separate sub-projects within the overall modernization effort. Where appropriate, evaluations will be performed to determine if there is a commercially available solution that meets business needs and that could replace the functionality of an existing custom-developed application. Creation of system security plans and disaster recovery plans for all DOC priority 1 & 2 applications will be developed as part of this project.</p> <p>The DOC acted responsibly with taxpayer money and proactively took several steps to address anticipated budgetary concerns starting in the spring and summer of 2019. The DOC implemented approximately \$4 million in budget reductions going into FY2020. When the pandemic became a reality in the spring of 2020, the DOC implemented hiring and purchasing restrictions to the extent possible. By the end of the fiscal year, the state (and the DOC) were facing an unprecedented budget crisis. The DOC requested and received state and federal coronavirus relief funds and received reimbursement in FY2020 and FY2021 for FY2020 and FY2021 general fund expenditures for PPE and other supplies to comply with pandemic protocols, overtime, temporary staffing, paid COVID leave, testing, vaccinations and other activities directly related to pandemic management. This resulted in a significant amount of carry-forward funds into FY2021. The DOC offered early retirement incentives to managerial and commissioners’ plan staff early in FY2021 and eliminated nine FTEs. As the pandemic continued, the incarcerated population decreased from more than 9,000 people to approximately 7,500 people, resulting in fewer expenditures for items directly related to incarceration including food, clothing, linens, health care, etc. The DOC also continued to utilize federal coronavirus relief funds that were available through December 2020. The DOC again offered early retirement incentives during the last half of FY2021 to a broader range of employees, with approximately 20 people accepting them and generating the equivalent of at least one year of</p>	

Information and Telecommunications Account (ITA) FY2021 Project Request

position savings for each retiree. The financial outlook at the state and agency level improved significantly throughout FY2021. The DOC recognizes the investment to maintain and modernize its systems has reached a critical point to ensure the continuity of operations; and began its plans to set funds aside for this Odyssey project.

High-level Project Objective: The high-level project objective is to significantly reduce technology risk to the DOC due to reliance on business-critical applications that utilize obsolete technology. It also aims, where possible, to modernize the security, data integrity, ADA Accessibility, and business functionality of modules that have alignment with the DOC's One DOC plan and person-centered approach.

Project Deliverable Categories:

- New application or system
- Replacement for existing application or system
- Enhancement to existing application or system
- Upgrade of an existing application or system

Requested Information Specific to ITA Projects

For an existing project? If checked, project name?
DOC Application Modernization

For an existing ITA project? Yes: If checked, what is the ITA ID number?
N/A

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** This modernization effort will improve relationships between MNIT DOC and MNIT Enterprise as it will put the DOC in a more modern footprint that aligns with the direction of MNIT Enterprise.
- Fortify the Value and Delivery of Projects and Initiatives.** This modernization effort will reduce risk to the DOC, eventually being able to focus on business initiatives that move the DOC towards the One DOC plan and person-centered approach.
- Promote People-centered Digital Government Services.** [Click here to enter text.](#)
- Elevate Minnesota's Digital Estate.** This modernization effort will remove technology risk from the state's application portfolio.
- Bolster Successful State Cybersecurity Efforts.** This modernization effort will remove technology risks from the state's application portfolio.

Information and Telecommunications Account (ITA) FY2021 Project Request

Application Development Cybersecurity Considerations
<p>Which Cybersecurity roadmap items does this project address? (Check all that apply.)</p> <p><input checked="" type="checkbox"/> Identify – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.</p> <p><input checked="" type="checkbox"/> Protect – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.</p> <p><input type="checkbox"/> Detect – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.</p> <p><input type="checkbox"/> Respond – Develop and implement appropriate activities to take action regarding a detected IT security event.</p> <p><input checked="" type="checkbox"/> Recover – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.</p>

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	P7810000	P784210	Institution Support Services	\$14,000,000

Estimated Project Financials for the Entire Project (including IT)
<p>Estimated Budget (total expected project costs): The funding requested for this project is not expected to cover all application modernization needs for the DOC. This section details the estimate of how this project funding will be utilized.</p> <p>Hardware: \$50,000</p> <p>Software: \$25,000</p> <p>Training: \$0</p> <p>State Staff: \$1,925,000</p> <p>Professional/Technical: \$12,000,000</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Start Date: 9/1/2021	Requested Finish Date: 6/30/2024 Reason for End Date: Preliminary project planning estimate based on known work to complete and estimated timeline to add staff augmentation resources.
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Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) This project will align the DOC's application portfolio to a more modern technology standard.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Obsolete technology is eliminated from the DOC's application portfolio within 4 years	Yes / No
Technology risk is steadily decreased as modernized applications are released to production with each sub-project that is part of this overall modernization effort.	Yes / No

APPROVALS	
Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget. <ul style="list-style-type: none"> Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; Sponsoring agency is committed to champion the project and secure the needed resources. 	
Agency CFO: Chris Dodge	Date: 4/16/2021
CBTO: Bill Pal-Freeman / Diane Morel	Date: 4/16/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Minnesota Council on Disability, Horvath, Stefanie	Project Name: Conference room network and AV build-out
Project Sponsor: E. David Dively Contact Info: David.dively@state.mn.us	
Budget Contact: Linda Gremillion and Tracey Sigstad Contact Info: linda.gremillion@state.mn.us; tracey.sigstad@state.mn.us	
Brief Project Description: Configuring our meeting space to meet the needs of hybrid workspaces that include on-site and remote employees as well as public engagement and appointed council members joining virtually.	
High-level Project Objective: More efficiently meet, work, and collaborate with employees, council board members, and public stakeholders.	
Project Deliverable Categories: <input checked="" type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? <small>Click here to enter text.</small>	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? <small>Click here to enter text.</small>

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** Allow for efficient hybrid work environment and allow for council members that reside in Greater and rural Minnesota to effectively and fully participate in required activities in a virtual environment.
- Fortify the Value and Delivery of Projects and Initiatives.** Be able operate our agency with full network access and VPN access—increased enterprise connectivity
- Promote People-centered Digital Government Services.** Provide for seamless connectivity for council members that live in rural MN to fully participate in Council related business
- Elevate Minnesota’s Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G9Y10000	G9Y1100	Council on Disability	\$30,000

Estimated Project Financials for the Entire Project (including IT)	
Estimated Budget (total expected project costs): \$30,000 Hardware: \$20,000 Software: 0 Training: 0 State Staff: \$5,000 Professional/Technical: \$5,000	
Estimated Start Date: November 2021	Requested Finish Date: January 2022 Reason for End Date: Move to new location

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Ability to have network, attached via VPN tunnel to MN.IT infrastructure, and have internet access at new leased office	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Efficient and effective meetings	Equipment is installed and works properly
Accessible and effective public engagement	Increased equitable access to meeting participation by remote users compared to onsite users
Technology supported business meetings are smoothly operated with minimal downtime	No cancelled or postponed meetings due to technology issues or concerns

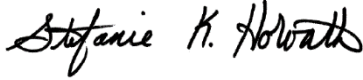
Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget.
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Tracey Sigstad **Date:** [Click here to enter text.](#)

CBTO:  **Date:** 4/16/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Minnesota Council on Disability, Horvath, Stefanie	Project Name: Network installation at new lease site
Project Sponsor: E. David Dively Contact Info: David.dively@state.mn.us	
Budget Contact: Linda Gremillion and Tracey Sigstad Contact Info: linda.gremillion@state.mn.us; tracey.sigstad@state.mn.us	
Brief Project Description: Moving to a new building and lease, need to use current FY funds to help reduce one time moving and setup expenses for new office space with our limited budget as a small agency.	
High-level Project Objective: Internet, network, and VPN access will work at the new location.	
Project Deliverable Categories: <input checked="" type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? Click here to enter text.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported (check all that apply)
<input type="checkbox"/> Cultivate a Holistic and Connected Culture of Work. Click here to enter text.
<input checked="" type="checkbox"/> Fortify the Value and Delivery of Projects and Initiatives. Be able operate our agency with full network access and VPN access—increased enterprise connectivity
<input type="checkbox"/> Promote People-centered Digital Government Services. Click here to enter text.
<input type="checkbox"/> Elevate Minnesota’s Digital Estate. Click here to enter text.
<input type="checkbox"/> Bolster Successful State Cybersecurity Efforts. Click here to enter text.

Application Development Cybersecurity Considerations
Which Cybersecurity roadmap items does this project address? (Check all that apply.)
<input type="checkbox"/> Identify – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
<input checked="" type="checkbox"/> Protect – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
<input type="checkbox"/> Detect – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
<input type="checkbox"/> Respond – Develop and implement appropriate activities to take action regarding a detected IT security event.
<input type="checkbox"/> Recover – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G9Y10000	G9Y1100	Council on Disability	\$13,000

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Project Financials for the Entire Project (including IT)	
Estimated Budget (total expected project costs): \$13,000 Hardware: Click here to enter text. Software: 0 Training: 0 State Staff: \$1,000 Professional/Technical: \$12,000	
Estimated Start Date: October 2021	Requested Finish Date: December 2021 Reason for End Date: Move to new location

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime): Ability to have network, attached via VPN tunnel to MN.IT infrastructure, and have internet access at new leased office	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Internet works, VPN works, network access works	Internet works, VPN works, network access works in the new location
Click here to enter text.	Click here to enter text.

APPROVALS
Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget. <ul style="list-style-type: none"> Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; Sponsoring agency is committed to champion the project and secure the needed resources.
Agency CFO: Tracey Sigstad Date: Click here to enter text.
CBTO:  Date: 4/19/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: MDE (BOSA) Matthew Porett	Project Name: Board of School Administrators (BOSA) System Updates
Project Sponsor: Anthony Kinkel	Contact Info: anthony.kinkel@state.mn.us
Budget Contact: Courtney Petrosky	Contact Info: courtney.petrosky@state.mn.us
Brief Project Description: The Board of School administrators needs to update the licensing system and their external website to remediate court mandated changes and compliance requirements.	
High-level Project Objective: BOSA IT systems need to be updated to support: <ul style="list-style-type: none"> - Conduct Review questions: Re-design the system to allow a different set of Conduct Review questions for candidates who are obtaining or renewing their administrative license. - Full background checks for all initial administrative candidates: Re-design the system to require all candidates seeking an initial administrative license (meaning this is the very first time that they are seeking any administrative license) to do the full background check. - Lapsed licenses enforced: Resign the system to stop administrators from renewing their license past the due date. - Allow BOSA staff to enter "variances": Modify the system to allow Board of School Administrators' staff to add administrative variances (Waiver). - Update the BOSA website to meet state branding and content accessibility compliance guidelines. 	
Project Deliverable Categories: <ul style="list-style-type: none"> <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system 	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? <small>Click here to enter text.</small>	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? <small>Click here to enter text.</small>

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported (check all that apply)
<input type="checkbox"/> Cultivate a Holistic and Connected Culture of Work. Click here to enter text.
<input type="checkbox"/> Fortify the Value and Delivery of Projects and Initiatives. Click here to enter text.
<input checked="" type="checkbox"/> Promote People-centered Digital Government Services. Click here to enter text.
<input type="checkbox"/> Elevate Minnesota’s Digital Estate. Click here to enter text.
<input type="checkbox"/> Bolster Successful State Cybersecurity Efforts. Click here to enter text.

Application Development Cybersecurity Considerations
Which Cybersecurity roadmap items does this project address? (Check all that apply.)
<input type="checkbox"/> Identify – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
<input type="checkbox"/> Protect – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
<input type="checkbox"/> Detect – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
<input type="checkbox"/> Respond – Develop and implement appropriate activities to take action regarding a detected IT security event.
<input type="checkbox"/> Recover – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	E3710000	E370040	Bd of School Administrators	\$130,000

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Project Financials for the Entire Project (including IT)	
Estimated Budget (total expected project costs): \$130,000 Hardware: Click here to enter text. Software: Click here to enter text. Training: Click here to enter text. State Staff: \$100,000 Professional/Technical: \$30,000	
Estimated Start Date: 8/1/2021	Requested Finish Date: 6/30/2023 Reason for End Date: Licensing system update schedule does not include these requirements yet.

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Remediate identified compliance issues	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Comply with court ordered changes	Licensing system is updated, per project specs.
Meet Public website branding and accessibility guidelines	Updated website is in production and meets all agency branding standards.
Click here to enter text.	Click here to enter text.

APPROVALS	
Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget. <ul style="list-style-type: none"> Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; Sponsoring agency is committed to champion the project and secure the needed resources. 	
Agency CFO: Denise Anderson	Date: 4/19/21
CBTO: Matthew Porett	Date: 4/19/21

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Minnesota Department of Education, Matthew Porett	Project Name: Early Learning Data Infrastructure
Project Sponsor: Debbie Hewitt Contact Info: debbie.hewitt@state.mn.us	
Budget Contact: Debbie Hewitt Contact Info: debbie.hewitt@state.mn.us	
<p>Brief Project Description: The Division of Early Learning Services (ELS) is requesting that FY 21 appropriations be placed into an Odyssey Fund. This Odyssey Funding will support MDE’s efforts to build the data infrastructure necessary to collect, store, and integrate early childhood data from various programs. <i>Notably, the Office of the Legislative Auditor (OLA) Early Childhood Programs 2018 Evaluation Report recommended that MDE link and share data between state early learning programs.</i> In addition, these funds would improve the functionality of Early Childhood Education (ECE) Outcomes for districts/charters and support the integration of Early Childhood Real-time Data Mart (ECRDM) data (including the Minnesota Automated Student System – or MARSS – data) into the Early Childhood Longitudinal Data System (ECLDS) and the MDE Report Card as required by the Every Student Succeeds Act (Public Law 114-95, Title I Section 1111 State Plans (h) (1) (C) (viii) (II) (aa)). Not only would MDE, other state agencies, and other external stakeholders benefit from these improvements and enhancements to this data infrastructure given significant interest in early learning data.</p>	
<p>High-level Project Objective: These Odyssey Funds will support necessary modifications and enhancements to the data infrastructure allowing MDE to more efficiently store, retrieve, and analyze programmatic data in a systemic and integrated manner. This work will also allow MDE to make changes to its data infrastructure when additional data sources are changed (i.e., If publishers of Kindergarten Entry Profile assessments change their data systems, MDE will need to alter its data infrastructure so that it can continue to accept and analyze this data.). The Odyssey Funds will support the production of timely and meaningful analyses and reports -- including the Measuring Impact Report for voluntary prekindergarten (VPK) programs (per Minnesota Statute MN 124D.151) -- for districts/charter schools and other stakeholders requesting MDE’s early learning data. The analyses and reports will support the following MDE strategic goals (1) meet the needs of students during and after the COVID-19 pandemic; (2) every student receives a world-class education; and (3) every student learns in a safe and nurturing environment.</p>	
<p>Project Deliverable Categories:</p> <ul style="list-style-type: none"> <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input checked="" type="checkbox"/> Upgrade of an existing application or system 	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name?	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? <small>Click here to enter text.</small>

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	E3710000	E372300	Gen Ed funds set aside to support VPK/SRP	\$298,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$298,000</p> <p>Hardware: N/A</p> <p>Software: N/A</p> <p>Training: N/A</p> <p>State Staff: \$298,000</p> <p>Professional/Technical: N/A</p>	
<p>Estimated Start Date: 7/1/2021</p>	<p>Requested Finish Date: 6/30/2023</p> <p>Reason for End Date: End of the budget biennium.</p>
<p>Is the project fully funded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If funded, what are the funding sources for the entire project? These enhancements and modifications are not currently funded.</p>	<p>If not funded, what is the funding gap and the plan to obtain funding? Given limited state funding in the next biennium, there would not be other funding to make the proposed enhancements and modifications to the early learning data infrastructure.</p>

Success Criteria	
<p>How will this project benefit the business?</p> <p>These Odyssey Funds will allow MDE to continue to enhance, improve, and invest in the data infrastructure necessary for MDE to more efficiently store, retrieve, and analyze programmatic data in a systemic and integrated manner. This work will help MDE execute some of the recommendations from the OLA's <i>Early Childhood Programs 2018 Evaluation Report</i>.</p>	
<p>What are the project's success metrics?</p>	<p>How Measured?</p>
<p>Reduces barriers to and simplifies the data submission process to MDE for district and charter school staff.</p>	<p>Fewer data submission errors and Help Desk requests from districts/charters who are responsible for submitting data to MDE.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

The creation of easily updated reports and analytics (allowing MDE to dedicate more time to analyzing the data).	Providing districts/charters with (1) more accessible reports (2) analyses with improved data visualization and the potential for easier analytical insights.
Data across multiple programs and sources can be more easily integrated and analyzed.	MDE staff and districts/charters will have improved access to more meaningful data on students and programs).
Reduces MDE staff response time to data requests.	Number of days between data requests and fulfillment decreases. Fewer errors when returning data (via reports) to districts/charters.

MNIT Strategic Priorities (check all that apply)

- Creates a solution to make your business functions more efficient and effective while providing better service.**
- Secures information assets** (ex. reduces enterprise vulnerability, executive risk awareness, closes data centers)
- Delivers on Minnesota's technology priorities** (cost reductions for IT Services, retire or replace aging systems, improve IT service delivery)

Information and Telecommunications Account (ITA) FY2021 Project Request

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services. This solution, more than most, ensures delivery of critical services, in this case tax processing, by providing both an electronic Sara record of transactions.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Denise Anderson

Date: 4/29/2021

CBTO: Matthew Porett

Date: 4/28/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

COMMENTS

Examples of the type of work that might be funded with this request:

- Build additional functionality of Early Childhood Screening (ECS) in ECE Outcomes so that districts/charters can more easily validate, send, and approve data submissions to MDE (this includes improved functionality for Superintendents). Districts and approved Charter Schools are required submit ECS reports to MDE per Minnesota Administrative Rule 3530.3200.
- Add an additional role in EDIAM that will allow users to upload both Early Childhood Screening data, assessment data, and Child Outcome Summary (COS) data. Adding this additional role would eliminate the challenge and burden for some district/charter users.
- Build additional functionality within ECE Outcomes so that when Early Childhood Screening or assessment data is uploaded (by districts/charters), they receive timely feedback that addresses the completeness and quality of the data submission.
- Improve ECE Outcomes functionality so that users navigate fewer systems and websites when submitting their data and receiving feedback on the completeness of their data.
- Add functionality that allows districts/charters to search to see if a Child Outcome Summary (COS) entrance/exit score (which is a US Department of Education Office of Special Education Programs reporting requirement for every district/charter school in Minnesota) has been submitted or generated for an individual child.
- Adjust ECE Outcomes and ECRDM to accept additional fields from Kindergarten Entry Profile (KEP) approved assessments (such as English Language Learner fields).
- Ensure that any changes made by a KEP-approved assessment publisher and their electronic/online system are reflected (and can be accepted by) ECE Outcomes and stored in ECRDM. For example, when:
 - New fields are added.
 - Existing fields are changed.
 - The parameters of the downloaded file change.
 - The assessment changes (new items/questions are added or the min/max changes).
- Load new data sources into ECRDM into that system. For example, Early Childhood Special Education (ECSE) data, fields added to Early Education (EE) Student, or teacher-child interaction data.
- Allow users to submit COS data outside of the window for data submissions.
- Create a portal that allows users to transfer files to MDE in a timely manner so that MDE can provide needed technical assistance and support.
- Simplify submission of MDE early childhood data sources into ECLDS to enable a better understanding of the characteristics and outcomes of our state's youngest citizens.

Information and Telecommunications Account (ITA) FY2022 Project Request

Project Brief	
Requesting Agency and CBTO: MN Dept of Education; Matthew Porett	Project Name: Early Learning Scholarship Administration system (ELSA) Enhancements for Funding Flexibility
Project Sponsor: Sandy Myers Contact Info: sandra.myers@state.mn.us	
Budget Contact: Sandy Myers Contact Info: sandra.myers@state.mn.us	
<p>Brief Project Description: This project will look at enhancements to the Early Learning Scholarship Administration system (ELSA) that will create flexibility to manage multiple funding streams including state and federal, with current state appropriations. The result would be the ability to separately identify funding sources between ELSA, SERVS, and then to SWIFT, while making it seamless on the part of the ELSA users. A second priority for this funding would be a feasibility study for automating child eligibility with DHS programs.</p> <p>Funds are available for two reasons. First, MDE had IT costs budgeted for Tier 2 -- and some Tier 3 -- level of MNIT efforts in FY20-21, including additional reports and administrative functionality and efficiencies in ELSA. MNIT's resources were reprioritized to critical COVID-19 IT projects, causing delays in other projects such as this one. Therefore, the IT funds budgeted for the ELSA project were underspent. Second, a vacancy on the team added to underspending from the budget, but also exasperated the need to increase coordination and efficiencies through the ELSA system.</p>	
<p>High-level Project Objective: To manage state, federal, and other identified funds from separate appropriations in effective, efficient, and with fiduciary requirements.</p>	
<p>Project Deliverable Categories:</p> <ul style="list-style-type: none"> <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input checked="" type="checkbox"/> Upgrade of an existing application or system 	

Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? ELSA	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2022 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
2001	E3710000	E373033	Early Learning Scholarship Admin Account	\$300,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$300,000</p> <p>Hardware: Click here to enter text.</p> <p>Software: Click here to enter text.</p> <p>Training: Click here to enter text.</p> <p>State Staff: \$300,000</p> <p>Professional/Technical: Click here to enter text.</p>	
<p>Estimated Start Date: ASAP</p>	<p>Requested Finish Date: 12/31/2022</p> <p>Reason for End Date: In order to implement in FY2022</p>
<p>Is the project fully funded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If funded, what are the funding sources for the entire project? (Federal, appropriation, etc.) Funding source is state, and would tailor the scope of project to the available Odyssey funding approved.</p>	<p>If not funded, what is the funding gap and the plan to obtain funding? Enhancements budget would come from Odyssey funds, paired with the State budget for EL Scholarships for maintenance of ELSA and the timeline to implement will be extended.</p>

Information and Telecommunications Account (ITA) FY2022 Project Request

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) MDE currently administers over \$69 million in state funding through ELSA which was built to have a single funding stream. The system cannot blend multiple funding streams if they were made available. The enhancement will make the data and payment system adaptable to manage funding streams from state, federal, and potential county or private funding should public private partnerships be developed for funding access to scholarships for low income children.</p>	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
100% reconciliation between ELSA and SWIFT.	Current report requires manual adjustments and adapting to compare reporting between SWIFT and ELSA.
More than one funding stream can be leveraged to award scholarships in ELSA, and each funding stream can be tracked separately in SERVS and SWIFT.	Ability to separate funding streams without requiring separate POs and multiple MDE contracts with the same vendor.

MNIT Strategic Priorities (check all that apply)
<p><input checked="" type="checkbox"/> Creates a solution to make your business functions more efficient and effective while providing better service. Allowing young children to access early learning scholarships through multiple funding streams.</p> <p><input checked="" type="checkbox"/> Secures information assets (ex. reduces enterprise vulnerability, executive risk awareness, closes data centers) Creates more transparency into which funding streams are being spent down reducing risk for the agency and our funders.</p> <p><input type="checkbox"/> Delivers on Minnesota's technology priorities (cost reductions for IT Services, retire or replace aging systems, improve IT service delivery) Click here to enter text.</p>

Application Development Cybersecurity Considerations
<p>Which Cybersecurity roadmap items does this project address? (Check all that apply.)</p> <p><input type="checkbox"/> Identify – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and</p>

Information and Telecommunications Account (ITA) FY2022 Project Request

capabilities.

Protect – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services. This solution, more than most, ensures delivery of critical services, in this case tax processing, by providing both an electronic Sara record of transactions.

Detect – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.

Respond – Develop and implement appropriate activities to take action regarding a detected IT security event.

Recover – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Denise Anderson

Date: 4/19/21

CBTO: Matthew Porett

Date: 4/19/21

COMMENTS

Examples of the type of work that might be funded with this request:

- Additional Allocation buckets in ELSA Configurations
- Ability to combine payment requests / multiple funding streams
- Synchronization between funding streams, similar to MEC² at DHS
- Adding child care programs as potential direct vendors for Pathway II

Information and Telecommunications Account (ITA) FY2022 Project Request

Project Brief	
Requesting Agency and CBTO: MDE – Matthew Porett	Project Name: MDE Hybrid Working IT Needs
Project Sponsor: Denise Anderson Contact Info: denise.anderson@state.mn.us	
Budget Contact: Andre Prahll Contact Info: andre.prahll@state.mn.us	
Brief Project Description: This project supports MDE’s return to building and hybrid working IT needs. In addition to analyzing what teleworking looks like in the future, MDE is in the midst of an RFP for a new building lease. The current lease ends December 30, 2021. We anticipate cost savings due to the reduction of our building footprint; however, additional technology options will be needed for staff who may be working in a hybrid manner (partially in a central location and partially off-site). Potential technology options include hardware and software solutions.	
High-level Project Objective: To more effectively support staff who may be working in a hybrid manner.	
Project Deliverable Categories: <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	

Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? Click here to enter text.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	E3710000	E370010	Education Leadership and Support (Agency Operations)	\$300,000

Information and Telecommunications Account (ITA) FY2022 Project Request

Estimated Project Financials for the Entire Project (including IT)	
Estimated Budget (total expected project costs): \$300,000 Hardware: \$150,000 Software: \$50,000 Training: \$50,000 State Staff: Click here to enter text. Professional/Technical: \$50,000	
Estimated Start Date: July 1, 2021	Requested Finish Date: 7/1/23 Reason for End Date: Click here to enter text.
Is the project fully funded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If funded, what are the funding sources for the entire project? (Federal, appropriation, etc.) Agency Operations	If not funded, what is the funding gap and the plan to obtain funding? Click here to enter text.

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) More effectively supports staff in whatever working environment they are in	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Reduce building footprint by at least 10%	Compare leased square footage to existing; will be dependent upon successful RFP negotiations

Information and Telecommunications Account (ITA) FY2022 Project Request

MNIT Strategic Priorities

(check all that apply)

- Creates a solution to make your business functions more efficient and effective while providing better service.** [Click here to enter text.](#)
- Secures information assets** (ex. reduces enterprise vulnerability, executive risk awareness, closes data centers) [Click here to enter text.](#)
- Delivers on Minnesota's technology priorities** (cost reductions for IT Services, retire or replace aging systems, improve IT service delivery) [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services. This solution, more than most, ensures delivery of critical services, in this case tax processing, by providing both an electronic Sara record of transactions.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2022 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Denise Anderson

Date: 4/19/21

CBTO: Matthew Porett

Date: 4/16/21

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Minnesota Department of Education, Matthew Porett	Project Name: School Finance Data Collection Automation
Project Sponsor: Sharon Peck	Contact Info: sharon.peck@state.mn.us
Budget Contact: Courtney Petrosky	Contact Info: Courtney.petrosky@state.mn.us
<p>Brief Project Description: The Division of School Finance is requesting that FY 21 appropriations be placed into an Odyssey Fund. This Odyssey Funding will support MDE's efforts to build the infrastructure framework necessary to collect, store, and integrate School Finance data from various programs. These funds could support the development of an architectural framework that would modernize and streamline data collections required by a variety of legislative mandates associated with School Finance data.</p>	
<p>High-level Project Objective: These Odyssey Funds will create a data infrastructure allowing MDE to more efficiently collect, store, retrieve, and analyze programmatic data in a systemic and integrated manner. This work will also allow MDE to make changes to its data infrastructure when external data sources are changed. For example, when the MN Legislature changes their data collection and/or reporting requirements, MDE often needs to alter its data infrastructure so that it can begin to accept, report on, and analyze this data.)</p> <p>The Odyssey Funds will provide a dedicated funding source to support the project needs to research and develop a framework for districts/charter schools and other stakeholders who need to submit MDE's School Finance data.</p> <p>The project will support the following MDE strategic goals: (1) meet the needs of students during and after the COVID-19 pandemic; (2) every student receives a world-class education; and (3) every student learns in a safe and nurturing environment.</p>	
<p>Project Deliverable Categories:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input checked="" type="checkbox"/> Upgrade of an existing application or system 	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name?	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	E3710000	E372450	MSFS Rider	\$400,000

Estimated Project Financials for the Entire Project (including IT)	
Estimated Budget (total expected project costs): 400,000 Hardware: N/A Software: N/A Training: N/A State Staff: 250,000 Professional/Technical: 150,000	
Estimated Start Date: 7/1/2021	Requested Finish Date: 6/30/2023 Reason for End Date: End of the budget biennium.
Is the project fully funded? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If funded, what are the funding sources for the entire project? (Federal, appropriation, etc.) Odyssey funding as well as additional state funding.	If not funded, what is the funding gap and the plan to obtain funding? The scope of work would need to reduce based on other state funding that might be available.

Success Criteria	
How will this project benefit the business? These Odyssey Funds will allow MDE to continue to build and invest in the data collection infrastructure necessary for MDE to more efficiently receive data from our customers in a systemic and integrated manner.	
What are the project's success metrics?	How Measured? (Compare post-implementation uptime to baseline)
Create an automated submission portal that allows external stakeholders to enter data directly for submission to MDE.	Reduce paper submissions Reduced re-entry of data from a paper submission Reduced data errors due to re-entry of data.
Reduces barriers to and simplifies the data submission process to MDE for district and charter school staff.	Fewer data submission errors and Help Desk requests from districts/charters who are responsible for submitting data to MDE.

Information and Telecommunications Account (ITA) FY2021 Project Request

The creation of easily updated reports and analytics (allowing MDE to dedicate more time to analyzing the data).	Providing districts/charters with (1) more accessible reports (2) analyses with improved data visualization with the potential for easier analytical insights.
Data across multiple programs and sources can be more easily integrated and analyzed.	Currently, this cannot be done (therefore, success is that this can be done and districts/charters will have access to more meaningful data on their students and programs).
Reduces response time to data requests.	Number of days between data requests and fulfillment. Fewer errors when returning data (via reports) to districts/charters.

MNIT Strategic Priorities (check all that apply)

- Creates a solution to make your business functions more efficient and effective while providing better service.**
- Secures information assets** (ex. reduces enterprise vulnerability, executive risk awareness, closes data centers)
- Delivers on Minnesota's technology priorities** (cost reductions for IT Services, retire or replace aging systems, improve IT service delivery)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services. This solution, more than most, ensures delivery of critical services, in this case tax processing, by providing both an electronic Sara record of transactions.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.

Information and Telecommunications Account (ITA) FY2021 Project Request

Recover – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Denise Anderson

Date: 4/19/21

CBTO: Matthew Porett

Date: 4/19/21

COMMENTS

Please add any notes here that you would like to impart to the ITA team reviewing this business case. Typing will expand the text box to the bottom of the page, if needed.

Examples of the type of work that might be funded with this request:

- Research and development of appropriate data collection framework options to support new and future multiple data collections for the School Finance division.
- Analyze and prioritize multiple data collection needs to ensure most appropriate roll out and impacts to all user groups.
- Creation of web application(s) that allow districts and schools to submit a variety of data to the School Finance division. Districts are required submit a variety of data sets to the School Finance division of MDE.
- Create role(s) in EDIAM that allow users to upload varying School Finance data sets. Adding additional role(s) would eliminate the challenge and burden for some district/charter users.
- Build in validations within systems so that when data is uploaded data is validated for completeness and quality of data. This functionality will ensure that users navigate fewer systems and websites when submitting and reviewing their data submissions.

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: DEED – Brian Allie	Project Name: Strategic Business Initiative – Phase 2
Project Sponsor: Evan Rowe, AC Operations Contact Info: evan.rowe@state.mn.us	
Budget Contact: Christina Guzman Contact Info: christina.guzman@state.mn.us	
Brief Project Description: DEED’s Strategic Business Initiative Odyssey project focuses resources on high-impact administrative and operational priorities – thus improving quality of services received by our external and internal customers. Funds are available from savings over the past biennium.	
High-level Project Objective: Phase 2 of the Strategic Business Initiative focuses on 3 areas: a Grants Management system to provide better services and reporting at all ends of the grants management lifecycle; enhancements to personnel management systems; and improved process work flow and electronic signature capabilities.	
Project Deliverable Categories: <input checked="" type="checkbox"/> New application or system <input checked="" type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	

Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? Strategic Business Initiative	For an existing ITA project? Yes: <input checked="" type="checkbox"/> If checked, what is the ITA ID number? ITA 20.023

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** Better business process and management tools will enable better communication and coordination between teams.
- Fortify the Value and Delivery of Projects and Initiatives.** All new projects will improve communication, reduce rework and administritivia, and make it simpler to deliver our programs.
- Promote People-centered Digital Government Services.** Grants Management in particular has been a need for over a decade - currently, without a system, our customers have a difficult time learning about grants, submitting applications, submitting tracking information, and understanding where they are in the lifecycle.
- Elevate Minnesota's Digital Estate.** These would all be services which could benefit not just DEED, but the whole enterprise. Grant Management in particular could serve multiple agencies in time.
- Bolster Successful State Cybersecurity Efforts.** Modern systems with enterprise-grade security will be a marked upgrade over current approaches (emailing documents for signatures; scattered Excel spreadsheets; etc.)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	B2210000	B224907	DEED Operating Adjustment GF	\$752,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$1,502,000</p> <p>Hardware: <i>Expected hardware costs are de minimis – we expect to be deploying SaaS solutions.</i></p> <p>Software: 782,000 - <i>SaaS solutions to be determined based on the specific sub-projects</i></p> <p>Training: 70,000</p> <p>State Staff: 650,000 - <i>Some MNIT staff may be needed to deploy the SaaS solutions</i></p> <p>Professional/Technical: If MNIT does not have the capacity to provide direct services they will be contracting for Professional Technical services.</p> <p>Funding to complete the project will come from agency program funds.</p>	
<p>Estimated Start Date: 7/1/2021</p>	<p>Requested Finish Date: 06/30/2025</p> <p>Reason for End Date: Although moneys may be expended sooner, this is the end date of the fund availability. We are early in the project development, may need the full term.</p>

Success Criteria	
<p>How will this project benefit the business?</p> <p>This project will allocate funding to three key strategic priorities for DEED. Grants Management will provide numerous benefits, among them including: a centralized source of truth for reporting; automated workflow and process management benefitting internal and external customers; document management; and better reporting. Process work flow and electronic signatures will automate a manual process and improve auditability. And phase 2 of personnel management will automate processes, improve data collection and reporting, and simplify key business processes for internal customers.</p>	
<p>What are the project's success metrics? (ex. Reduce downtime by 12%)</p>	<p>How Measured? (Compare post-implementation uptime to baseline)</p>
<p>Grants Management: Provide single reporting platform for agency users</p>	<p>Yes/No</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

Grants Management: Provide automated workflow for contract routing and management	Yes/No
Grants Management: Provide portal for external customers	Yes/No
Electronic Signatures: Reduce workflow time by X% (measured per process)	Measured for each process (before/after)
Phase 2 Personnel Management: Provide automated performance management tool with extractable data	Yes/No

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none"> • Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; • Sponsoring agency is committed to champion the project and secure the needed resources. 	
Agency CFO: Julie Freeman	Date: 04/16/2021
CBTO: Brian Allie	Date: 04/16/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: MDH – Robert Maki	Project Name: Assisted Living Licensure Online Application Portal
Project Sponsor: Martha Burton Santibanez Contact Info: martha.burton.santibanez@state.mn.us	
Budget Contact: Hardi Wangsabesari Contact Info: hardi.wangsabesari@state.mn.us	
Brief Project Description: Tools and system enhancements to support the Assisted Living Licensure program implementation and the MDH business process. Project Deliverables include: design, develop, and implement a new online application submission portal; following business defined process for new application. Enhancement of existing systems to support renewal of licenses, inspections and other regulatory activities.	
High-level Project Objective: To facilitate a highly efficient transition of registered Home Care facilities to Licensed Assisted Living facilities	
Project Deliverable Categories: <input checked="" type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	
Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? P-1394 Assisted Living Licensure (3GA1N) Sciforma = KFRCD6YB	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** This solution will enable end users to submit easily and quickly application & interact with HRD staff on the status of their application.
- Elevate Minnesota’s Digital Estate.** This solution will enable end users to replace a paper based manual process with an automated electronic system.
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	H1233306	H1201BH	Assisted Living Licensure	200,000

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Project Financials for the Entire Project (including IT)	
Estimated Budget (total expected project costs): \$508,469 Hardware: 0 Software: 0 Training: 0 State Staff: \$448,469 SME: \$60,000 Professional/Technical: 0	
Estimated Start Date: 7/13/2020	Requested Finish Date: 8/31/2022 Reason for End Date: End date requested as 8/31/22 to accommodate enhancements to existing systems to support renewals and other regulatory work.
Is the project fully funded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If funded, what are the funding sources for the entire project? Odyssey and General Fund Appropriation	If not funded, what is the funding gap and the plan to obtain funding? Click here to enter text.

Success Criteria	
How will this project benefit the business? This is a process that has been traditionally handled manually and through paper processing. After implementation HRD staff will be able to accept and process applications and payments electronically.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Conversion applications & payments for Assisted Living facility licensure will be electronically submitted and processed.	100% applicants will be able to submit ALF application and make fee payments.
New applications & payments for ALF licensure will be electronically submitted and processed starting 5/1/21.	100% new applicants are able to submit initial application and make payments.
Renewals application submitted and processed.	100% of ALF license holders are able to apply for a renewal and submit payments.

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Joshua Bunker

Date: 4/16/21

CBTO: Robert Maki

Date: 4/18/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Minnesota Department of Health Robert maki CBTO	Project Name: Birth Defects Reporting Interoperability
Project Sponsor: Kathy Wick Contact Info: Kathy.Wick@state.mn.us	
Budget Contact: Nicole Brown Contact Info: Nicole.brown@state.mn.us	
Brief Project Description: This project will select and implement the best solution for electronic health information exchange between clinical electronic health records systems (EHRs) and the Birth Defects model in the Minnesota Electronic Disease Surveillance System (MEDSS) using the Data Exchange Hub.	
High-level Project Objective: To standardize and streamline reporting birth defects surveillance information between providers and MDH using available message integration services, capable of enabling the flow of information between disparate information systems.	
Project Deliverable Categories: <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	

Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name P-1406 Birth Defects Reporting Interoperability (3GA2A) Sciforma = KN0MNYYK	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

MNIT Strategic Goals Supported and How They are Supported
(check all that apply)
<input type="checkbox"/> Cultivate a Holistic and Connected Culture of Work. Click here to enter text. <input checked="" type="checkbox"/> Fortify the Value and Delivery of Projects and Initiatives. This project provides adequate resources for project planning and co-creating solutions. MNIT engages with and co-creates solutions

Information and Telecommunications Account (ITA) FY2021 Project Request

proactively with program staff and end users (in this case providers IT and Health Information Management staff) to foster trust and mutual accountability.

Promote People-centered Digital Government Services. Partners, in this case health care providers, benefit from standardized electronic data exchange to fulfill their reporting requirements to MDH. The citizens of the state of Minnesota have access to more timely and accurate information about birth defects occurring in their communities and available services.

Elevate Minnesota’s Digital Estate. [Click here to enter text.](#)

Bolster Successful State Cybersecurity Efforts. Using common systems like MEDSS and the Data Exchange Hub help cybersecurity efforts to protect citizen data and the delivery of state services. MNIT can prioritize, test, and implement application security that applies to electronic data exchange that many programs use.

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

Identify – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.

Protect – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.

Detect – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.

Respond – Develop and implement appropriate activities to take action regarding a detected IT security event.

Recover – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	H1236267	H12001A	GF Birth Defects Information System	\$300,000

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$365,000; \$300,000.00 Odyssey funds; \$65,000 state or federal funds for staff support</p> <p>Hardware: none</p> <p>Software: none</p> <p>Training: none</p> <p>State Staff: MNIT MDH \$300,000; MDH Staff SME \$65,000 funded from non-Odyssey funds</p> <p>Professional/Technical: Click here to enter text.</p>	
<p>Estimated Start Date: February 2, 2022</p>	<p>Requested Finish Date: December 12, 2024</p> <p>Reason for End Date: Project must be completed by the end of FY2025 based on the use of Odyssey funds.</p>
<p>Is the project fully funded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If funded, what are the funding sources for the entire project? State and Odyssey funds.</p>	<p>If not funded, what is the funding gap and the plan to obtain funding? Click here to enter text.</p>

Success Criteria	
<p>How will this project benefit the business?</p> <p>This project automates a manual process: provider Health Information Management staff must run reports, program staff must download flat file case reports from each reporting facility, clean, sort and import data into MEDSS, then request access to review medical records via email. Provider Health Information Management staff provide access for medical record review. Program staff review medical records and finally collect additional clinical data by logging into the EHRs remotely and copying/pasting into MEDSS.</p>	
<p>What are the project's success metrics? (ex. Reduce downtime by 12%)</p>	<p>How Measured? (Compare post-implementation uptime to baseline)</p>
<p>Reduce interval between diagnosis and report to MDH by 50%.</p>	<p>Compare post implementation days to baseline, currently measured by days between delivery and report received by MDH for birthing hospitals.</p>
<p>Reduce the number of provider/health system reports submitting flat files to report birth defects to MDH by 25%.</p>	<p>Compare post implementation to baseline, number of reporting health systems submitting flat files to report birth defects to MDH.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none"> Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; Sponsoring agency is committed to champion the project and secure the needed resources. 	
Agency CFO: Joshua Bunker	Date: 4/16/21
CBTO: Robert Maki	Date: 4/18/2021

COMMENTS
<p>Minnesota statute requires providers who diagnose and treat birth defects report cases to MDH in the manner designated by the Commissioner (Minnesota Statute 144.2216). The birth defects statutes allow for the program to be modified as needed using demonstration projects. This project will enable reporting facilities with the IT capacity to implement electronic data exchange, which will reduce the reporting on provider Health Information Management staff. Standardized reporting will benefit both reporters and the program. Standardized reporting also makes it easier to utilize the data to explore the causes, risk and cure of birth defects because we can more easily participate in multi-state projects with other states and programs that use consistent standards.</p> <p>This project will build off the birth defects interoperability readiness assessment that will kick off in FY22, which involves MDH program and MEDSS operations staff, MNIT, the Office of Data Strategy and Interoperability (ODSI), and Center for Health Information Policy and Transformation (CHIPT).</p> <p>We expect to use the readiness assessment results to decide whether to implement a birth defects electronic case reporting (eCR) project as the first phase of interoperability for reporting or proceed directly to a full implementation of remaining reporting elements. A similar eCR project (P-1393 eCR Onboarding Implementation) were recently implemented successfully for COVID-19.</p> <p>CFH has already initiated using the Data Exchange Hub for reporting to another program on the newborn model on the MEDSS platform (P-1375 CFH NCFU MEDSS Connection to the Internal Exchange Hub). Shared CYSHN informatics staff leading this project will participate in the birth defects readiness assessment, interoperability project planning and implementation team.</p> <p>Due to the large overlap in data elements utilized by the birth defects program and birth certificates collected by the Office of Vital Records, there may be an opportunity to advance interoperability of birth registration reporting to OVR at the same time we develop electronic reporting to birth defects, as other states are doing (Michigan and Utah). OVR is working on their first interoperability project for death reporting, P-1383 Vital Records Systems Interoperability project, so the timing might allow for these efforts to work synergistically.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: MDH – Robert Maki	Project Name: Data Analysis & Reporting Website
Project Sponsor: Martha Burton Santibanez Contact Info: martha.burton.santibanez@state.mn.us	
Budget Contact: Hardi Wangsabesari Contact Info: hardi.wangsabesari@state.mn.us	
<p>Brief Project Description: Continue work that was included in the FY20-21 Governor’s Budget to build capacity to support timely notification of maltreatment complaints, respond to the growing number of complex data practices requests, and generate robust analysis and reports to drive continued improvement and public engagement. These activities directly support broader operational and regulatory improvement initiatives in the Health Regulation Division (HRD) that are underway, although impacted by the central responsibilities that HRD staff have in emergency COVID response activities. Key learnings from recent COVID activities emphasize the essential importance that updated data analysis and reporting capacity have in our division’s ability to support emergency and outbreak response efforts.</p>	
<p>High-level Project Objective: To have timely and accurate metrics for HRD management. To provide public and other stakeholders timely and accurate data.</p>	
<p>Project Deliverable Categories:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system 	

Information and Telecommunications Account (ITA) FY2021 Project Request

Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? P-1405 HRD Data Analysis & Reporting Website (3GA1Z) Sciforma = KN0KFTD6	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

MNIT Strategic Goals Supported and How They are Supported (check all that apply)
<p><input type="checkbox"/> Cultivate a Holistic and Connected Culture of Work. Click here to enter text.</p> <p><input checked="" type="checkbox"/> Fortify the Value and Delivery of Projects and Initiatives. This initiative will help HRD leadership to make data-based decisions by modernizing how we provide data. This will facilitate data/metrics transparency.</p> <p><input checked="" type="checkbox"/> Promote People-centered Digital Government Services. HRD leadership/staff, and citizens of MN, will be able to access relevant data in an efficient and user-friendly manner.</p> <p><input checked="" type="checkbox"/> Elevate Minnesota's Digital Estate. Data will be captured in a central location, eliminating the manual effort to extract/analyze data - this will now be automated.</p> <p><input checked="" type="checkbox"/> Bolster Successful State Cybersecurity Efforts. Access to source data will be minimized/controlled.</p>

Application Development Cybersecurity Considerations
<p>Which Cybersecurity roadmap items does this project address? (Check all that apply.)</p> <p><input type="checkbox"/> Identify – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.</p> <p><input checked="" type="checkbox"/> Protect – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.</p> <p><input type="checkbox"/> Detect – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.</p> <p><input type="checkbox"/> Respond – Develop and implement appropriate activities to take action regarding a detected IT security event.</p> <p><input checked="" type="checkbox"/> Recover – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	H1233005	H1201AH	Regulatory Improvements	250,000
1000	H1233006	H1201AH	Regulatory Improvements	150,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$629,000</p> <p>Hardware: Click here to enter text.</p> <p>Software: Click here to enter text.</p> <p>Training: Click here to enter text.</p> <p>State Staff: MNIT \$489,500; SME \$139,500</p> <p>Professional/Technical: Click here to enter text.</p>	
<p>Estimated Start Date: 7/1/2021</p>	<p>Requested Finish Date: 6/30/2023</p> <p>Reason for End Date: This project is the second phase of the HRD Modernization program.</p>
<p>Is the project fully funded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If funded, what are the funding sources for the entire project? Odyssey and agency funded.</p>	<p>If not funded, what is the funding gap and the plan to obtain funding? Click here to enter text.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) Reduce the number of ad-hoc reports generated by HRD and IT staff. Easy and timely access to reports that support HRD management.</p>	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Reduce the wait time for reports	Utilize metrics on the current response time for data requests.
Reduce the number of IT generated reports, make reports readily accessible.	Can be measured by the number of report requests MNIT will receive before and after.

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none"> Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; Sponsoring agency is committed to champion the project and secure the needed resources. 	
Agency CFO: Joshua Bunker	Date: 4/16/21
CBTO: Robert Maki	Date: 4/18/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: MDH – Robert Maki	Project Name: E-Licensing
Project Sponsor: Martha Burton Santibanez Contact Info: martha.burton.santibanez@state.mn.us	
Budget Contact: Hardi Wangsabesari Contact Info: hardi.wangsabesari@state.mn.us	
Brief Project Description: MDH has recognized the need to implement improvements to licensing systems to reduce errors and inefficiencies. The systems affect the credentialing and payment processing systems used at the department for oversight of regulated entities, such as those transitioning to assisted living licensure. Improvements to systems for inspections, enforcements, complaints, and variances will also be considered, depending on available resources and project timing.	
High-level Project Objective: To reduce the current inefficiencies in credentialing and payment processing systems by selecting a new credentialing application and improving the supporting work flows and processes.	
Project Deliverable Categories: <input checked="" type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	
Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? P-1304 MDH eLicensing Systems Analysis (3GA09) Sciforma = 1AMP8V1	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** This project will eliminate manual processes by providing electronic/digital licensing, credentialing, and registration capabilities for the citizens of MN.
- Elevate Minnesota's Digital Estate.** This project will eliminate paper processes.
- Bolster Successful State Cybersecurity Efforts.** More secure payment processing by greatly reducing the amount of paper payments.

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	H1233003	H1201AH	Regulatory Improvements	400,000
1000	H1233306	H1201BH	Assisted Living Licensure	304,000

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): Initial budget was \$4,626,968.00; expenditures to date \$879,732; available budget is \$3,747,235. Current Odyssey funds available are \$369,104.</p> <p>Hardware: We expect new solution will be SaaS, and that no new hardware will be required.</p> <p>Software: \$1,836,700 budgeted, \$1,685,000 remaining.</p> <p>Training: Training is included in MNIT and SME staff costs.</p> <p>State Staff: Operational staff costs: \$684,720 budgeted, \$662,313 remaining; IT staff \$1,805,547 budgeted, \$1,261,307 remaining.</p> <p>Professional/Technical: \$300,000 budgeted, \$138,615 remaining.</p>	
<p>Estimated Start Date: 4/28/2015</p>	<p>Requested Finish Date: 6/30/2023</p> <p>Reason for End Date: Projected project closure date.</p>
<p>Is the project fully funded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If funded, what are the funding sources for the entire project? Odyssey & agency funds.</p>	<p>If not funded, what is the funding gap and the plan to obtain funding? Click here to enter text.</p>

Success Criteria
<p>How will this project benefit the business?</p> <ol style="list-style-type: none"> 1) Reduce the internal cost of credentialing, inspection, complaint and enforcement management <ul style="list-style-type: none"> • Consolidate technology infrastructure with reduced overall cost • Reduce manual work by MDH staff by having customers enter their own data, pre-filling information, simplifying processes, and implementing automated workflows • Improve workload management • Decrease number of errors due to incorrect data entry • Improve inspection process management • Improve complaint and enforcement management process 2) Improve Program Support <ul style="list-style-type: none"> • Allow programs to easily adapt processes to emerging business needs • Reduce burden of data retrieval and analysis • Enable continuous improvement through improved program level data • Provide better service and information to customers 3) Improve Customer Experience

Information and Telecommunications Account (ITA) FY2021 Project Request

<ul style="list-style-type: none"> • Increase transparency to applicant regarding status of application or renewal • Provide a consistent customer face to public with one identity across all included regulatory programs as well as 24/7 access • Provide an easy to understand and use of electronic application processes that drives successful data submissions • Allow customers to use the system on a variety of devices <p>4) Provide a secure environment</p> <ul style="list-style-type: none"> • Drives toward the agency goal of receiving and processing all payments electronically • Improve continuity of operations processes • Increase Agencies ability to be responsible stewards of data and financial resources 	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Reduce manual work by MDH staff	We will measure improvement against current baseline
Reduce burden of data retrieval and analysis	We will measure improvement against current baseline to provide requested data
<p>Customer Experience:</p> <p>Increase transparency to applicant regarding status of application or renewal</p> <p>Provide a consistent customer face to public with one identity across all included regulatory programs as well as 24/7 access</p> <p>Allow customers to use the system on a variety of devices</p>	<p>We will demonstrate customers have increased access to status</p> <p>We will provide 24/7 access</p> <p>We will demonstrate ability to access system via mobile, laptop, desk top PCs</p>

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none"> • Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; • Sponsoring agency is committed to champion the project and secure the needed resources. 	
Agency CFO: Joshua Bunker	Date: 4/16/21
CBTO: Robert Maki	Date: 4/18/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: MDH – Health Policy, Health Economics Program	Project Name: HEP Data Systems and Security
Project Sponsor: Cara Bailey Contact Info: 651-201-3561; cara.bailey@state.mn.us	
Budget Contact: Barb Fischer Contact Info: 651-201-5134; Barbara.fischer@state.mn.us	
Brief Project Description: This project is part of an upgrade plan to address technology obsolescence within our department’s operations management system. The current email-based system and processes are out of date and inefficient. Significant staff hours are required to obtain, upload and edit the data. Finally, the technology and security used by the current system are both outdated and need to be upgraded to meet current MNIT and State standards.	
High-level Project Objective: The FY2021 expansion of this project will do the following: 1) review all HEP data assets and reporting processes and 2) develop requirements, implementation plan, and architecture improvements across HEP data assets: MN APCD, MN HDD, HCCIS, SQRMS, HPFSR, and Rx Transparency so that we can more efficiently collect, store, and retrieve data while adding process automation across all program data sets.	
Project Deliverable Categories: <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input checked="" type="checkbox"/> Upgrade of an existing application or system	
Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? P-1381 HEP Data Systems and Security (3GA99) Sciforma = JULQJW0N	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number?

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** Enhances the data collection processes to provide for more efficient and secure data upload.
- Promote People-centered Digital Government Services.**
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** Changing the process to evolve from email submission and enhancing security efficiency via a new data portal

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount

Fund	Approp level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
2360	H1239163	H12192J	Health Care Transformation	\$100,000

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Project Financials for the Entire Project (including IT)	
Estimated Budget (total expected project costs): \$246,399 Hardware: Click here to enter text. Software: Click here to enter text. Training: Click here to enter text. State Staff: MNIT Staff - \$231,399, Business SME - \$15,000 Professional/Technical: Click here to enter text.	
Estimated Start Date: 4/16/2019	Requested Finish Date: 06/30/2023 Reason for End Date: Project will expand to include new functionality
Is the project fully funded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If funded, what are the funding sources for the entire project? (Federal, appropriation, etc.) Odyssey and Agency Funds	If not funded, what is the funding gap and the plan to obtain funding? Click here to enter text.

Success Criteria	
How will this project benefit the business? Ensures that data will be available to Business to query	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Reduce staff time/effort for data processing. Enhanced efficiency in processing data will save hours of staff time	Staff time/effort for data processing post-implementation compared to baseline (legacy system).
Ensure data security adheres to current MNIT and State data security standards	Security audits of adherence to current MNIT and State security standards.
Update system architecture to meet modern requirements	Architectural Review Board (ARB) review/approval

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Joshua Bunker

Date: 4/16/21

CBTO: Robert Maki

Date: 4/18/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: MDH – Health Policy, Health Economics Program	Project Name: HEP Database Upgrades
Project Sponsor: Cara Bailey Contact Info: 651-201-3561; cara.bailey@state.mn.us	
Budget Contact: Barb Fischer Contact Info: 651-201-5134; Barbara.fischer@state.mn.us	
<p>Brief Project Description: MDH Health Economics Program, in partnership with MNIT, proposes to build on the foundation recently laid for the MN All Payer Claims Database (MN APCD) systems through strategic investments to build on and automate the system to meet the growing needs from a broad set of internal and external stakeholders. This new work extends the existing project by improving secure access to MN APCD data and enhance operational efficiencies. HEP staff and program expertise were instrumental in modelling the data for the ongoing COVID-19 pandemic in Minnesota. Key stakeholders such as the state legislature, MDH programs and divisions, other state agencies, academic researchers, and members of the public have continued to express interest in gaining more granular and timely access to MN APCD data. Upgrades to the APCD system are needed to accommodate this increased demand. To meet this business need, this project will deliver the MN APCD system upgrades in a multi-phase fashion to: 1) add internal and external MN APCD usage metrics; 2) create MDH-specific and public facing dashboards to advance the transparency and use of the data, specifically integrating information regularly generated into public reporting dashboards on MDH website using Tableau; 3) build interactive web-based reports to help with auditing and other reporting needs; 5) establish a virtual private network (VPN) in the Amazon Cloud to implement an function that will group episodes of care, allowing for more efficient and detailed analyses using the MN APCD; and 6) build out analytic and reporting framework with greater automation to generate greater efficiencies in reporting of repeat analyses. We will seek vendor support in implementing this project.</p>	
<p>High-level Project Objective: This project supports improvements to the MN All Payer Claims Database (MN APCD) systems by improving secure access to MN APCD data and enhance operational efficiencies. This project will: 1) add internal and external MN APCD usage metrics; 2) create MDH-specific and public facing dashboards to advance the transparency and use of the data; 3) build interactive web-based reports to help with auditing and other reporting needs; 5) establish functionality that will group episodes of care, allowing for more efficient and detailed analyses; and 6) build out analytic and reporting framework with greater automation to generate greater efficiencies in reporting of repeat analyses.</p>	
<p>Project Deliverable Categories:</p> <ul style="list-style-type: none"> <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system 	

Information and Telecommunications Account (ITA) FY2021 Project Request

Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? P-1389 HEP Database Upgrades (3GA1H) Sciforma = K98U4K8W	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number?

MNIT Strategic Goals Supported and How They are Supported (check all that apply)
<input type="checkbox"/> Cultivate a Holistic and Connected Culture of Work. Click here to enter text. <input checked="" type="checkbox"/> Fortify the Value and Delivery of Projects and Initiatives. Adding value by adding more consumable data for evaluation of health care <input type="checkbox"/> Promote People-centered Digital Government Services. <input type="checkbox"/> Elevate Minnesota’s Digital Estate. Click here to enter text. <input checked="" type="checkbox"/> Bolster Successful State Cybersecurity Efforts. Project includes a security audit

Application Development Cybersecurity Considerations
Which Cybersecurity roadmap items does this project address? (Check all that apply.) <input checked="" type="checkbox"/> Identify – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities. <input checked="" type="checkbox"/> Protect – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services. <input type="checkbox"/> Detect – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event. <input type="checkbox"/> Respond – Develop and implement appropriate activities to take action regarding a detected IT security event. <input type="checkbox"/> Recover – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
2360	H1239163	H12192J	Health Care Transformation	\$120,000
2360	H1239101	H12192J	HEP Operations	\$230,000
2360	H1239151	H12192J	Data Mgmt & Technology	\$50,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$1,023,032</p> <p>Hardware: \$89,285</p> <p>Software: Click here to enter text.</p> <p>Training: Click here to enter text.</p> <p>State Staff: MNIT Staff - \$363,032, SMEs - \$60,000</p> <p>Professional/Technical: Security Audit - \$100,000, Other vendor - \$500,000</p>	
<p>Estimated Start Date: 4/20/2020</p>	<p>Requested Finish Date: 06/30/2025</p> <p>Reason for End Date: COVID 19 reassignments have adjusted our project timeline</p>
<p>Is the project fully funded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If funded, what are the funding sources for the entire project? (Federal, appropriation, etc.) Odyssey and Agency Funds</p>	<p>If not funded, what is the funding gap and the plan to obtain funding? Click here to enter text.</p>

Success Criteria	
<p>How will this project benefit the business? Ensures that data will be available to Business to query</p>	
<p>What are the project's success metrics? (ex. Reduce downtime by 12%)</p>	<p>How Measured? (Compare post-implementation uptime to baseline)</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

<p>Increase MDH use of MN APCD data through business intelligence tools by 10%. Increasing the accuracy of and the efficiency of access to the MN APCD data will increase the reliability and value of the data to the business users.</p>	<p>Number of MDH business users and instances of access to the MN APCD per year post-implementation compared to baseline.</p>
<p>Increase public use of MN APCD data through existing public use files and reporting by 25%. Developing MN APCD data visualization products that are valuable and user-friendly will drive an increase in public usage.</p>	<p>Number of instances of access through public methods to the MN APCD per year post-implementation compared to baseline.</p>
<p>Decrease time to develop analyses by 15% through documentation and Standard Operating Procedure development and training.</p>	<p>Number of staff hours required to complete analysis tasks post-implementation compared to baseline.</p>
<p>Increase frequency of MN APCD data updates from the vendor by 50%. Developing a better process for taking in the MN APCD data and increasing the frequency in which it is done will provide a more relevant and valuable data set for the business.</p>	<p>Frequency of MN APCD data updates post-implementation compared to baseline.</p>
<p>Decrease the number of manual touch points in the MN APCD data acquisition and loading process by 50%. Increasing automation of this process should reduce overall MNIT staff hours spent manually executing the process, reduce the overall duration of the process, and in turn, support the feasibility of increasing the frequency at which the MN APCD data is updated.</p>	<p>Number of manual steps required in the MN APCD data acquisition and load process post-implementation compared to baseline.</p>
<p>Introduce data audit checkpoints into the MN APCD data acquisition and loading process. Introducing checkpoints should allow for data issues to be discovered and addressed early in the process resulting in a cleaner end data set.</p>	<p>Frequency of data gaps and errors, and when they occur during the process.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Joshua Bunker

Date: 4/16/21

CBTO: Robert Maki

Date: 4/18/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Department of Health- Robert Maki	Project Name: OMC Registry 2.0
Project Sponsor: Chris Tholkes Contact Info: 651-539-3002	
Budget Contact: Sonia Ontiveros Contact Info: 651-355-0653	
<p>Brief Project Description: The current OMC Registry application does not address all the needs of the OMC program in managing their growing user base effectively and efficiently. There is still a large portion of the support process that is handled outside of the existing application due to architectural limitations of the current solution. There have also been significant technology innovations and industry best practices implemented since 2015 that the existing application is unable to achieve.</p>	
<p>High-level Project Objective: To address the current gaps in the ability to support business processes and the system architecture, this project aims to address:</p> <ul style="list-style-type: none"> To comply with state law. The addition of new functionality to eliminate the need for information to be maintained outside of the OMC registry application The addition of new functionality to enable new reporting capabilities Inform the public regarding program participation and perceptions of benefit and harm. System architecture updates to bring the system up to current standards System architectural changes to allow for more efficient rollout of future changes 	
<p>Project Deliverable Categories:</p> <input type="checkbox"/> New application or system <input checked="" type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	

Information and Telecommunications Account (ITA) FY2021 Project Request

Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? P-1362 OMC Registry 2.0 Sciforma project # JSF77JZ7	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

MNIT Strategic Goals Supported and How They are Supported (check all that apply)
<input type="checkbox"/> Cultivate a Holistic and Connected Culture of Work. Click here to enter text. <input type="checkbox"/> Fortify the Value and Delivery of Projects and Initiatives. Click here to enter text. <input checked="" type="checkbox"/> Promote People-centered Digital Government Services. We will improve the experience for citizens of the State using the new digital solution. <input checked="" type="checkbox"/> Elevate Minnesota’s Digital Estate. The new solution will have numerous digital enhancements and improvements over current application. <input checked="" type="checkbox"/> Bolster Successful State Cybersecurity Efforts. The solution will be built to meet the State’s most up to date security requirements.

Application Development Cybersecurity Considerations
Which Cybersecurity roadmap items does this project address? (Check all that apply.) <input type="checkbox"/> Identify – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities. <input checked="" type="checkbox"/> Protect – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services. <input type="checkbox"/> Detect – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event. <input type="checkbox"/> Respond – Develop and implement appropriate activities to take action regarding a detected IT security event. <input type="checkbox"/> Recover – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	H1230503	H12047M	Medical Cannabis	561,500.00
1200	H1230502	H12181M	Medical Cannabis	561,500.00

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$2,000,000</p> <p>Hardware: New solution will be no new hardware SaaS, so required</p> <p>Software: \$1,500,000</p> <p>Training: State staff training time is included in State Staff time</p> <p>State Staff: \$500,000</p> <p>Professional/Technical: \$0</p>	
<p>Estimated Start Date: The project kicked off on 4/30/2018</p>	<p>Requested Finish Date: 12/31/22</p> <p>Reason for End Date: New solution deployed</p>
<p>Is the project fully funded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If funded, what are the funding sources for the entire project? (Federal, appropriation, etc.) Odyssey, Agency, SGSR</p>	<p>If not funded, what is the funding gap and the plan to obtain funding? Click here to enter text.</p>

Success Criteria
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime)</p> <p>This project will create a registry that manages the program efficiently, creates a useful database, maximizes the stakeholder experience and complies with state laws regarding medical cannabis. Expected benefits to the MDH cannabis program over the current System include streamlined system support, greater clarity/simplification of enrollment, quicker response for system changes, automated system notifications/letters, robust financial reporting, and faster data and information turnaround times. Additionally, project will be citizen focused and strive for customer ease of use by requiring the product to be both accessible and Mobile friendly. This will greatly reduce the amount and nature of call center contact. Contacts with citizens would evolve from mainly assisting with technology</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

<p>limitations on the current platform to answering questions about the program itself. Lastly, due to the limitations of the current system a number of key tracking and regulatory documents are maintained in other platforms. This leads to inefficiencies in producing documentation related to a patient and potential difficulties in auditing the historic certification of patients.</p>	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Greater efficiencies in business processes, reduction in rework and manual work; measure against current baselines	Processes currently done manually outside of the registry will be integrated and automated saving staff time
Improved user access; measure against current baselines	Stakeholders will have greater access to the registry as well as access to more information without the assistance of OMC staff
Improved technology infrastructure and scalable solution to support the growing volume of users. Validate performance is not degraded.	As the user base increases infrastructure is able to automatically scale without additional investment in support hours. The increase in volume should also not cause a degradation in system performance.
Robust Report capabilities for OMC; list additional reports deployed	More robust reporting will be available to both meet the needs of OMC as well as complying with state laws.
Ability to serve all Minnesotans regardless of disabilities.	Implemented system for public fully accessible for those with impairments of all kinds.
Improved user experience including Mobile Friendliness	Platform easily usable on all major Computer, Handheld and phone operating systems
Security to latest state and industry standards	Platform supports current state and industry security standards like Multi-Factor-Authentication.
The amount of time required of OMC personnel to test the software will diminish; measure against current baselines.	Regression testing and Unit testing should be automated to an extent that OMC only need test functionality and have the confidence that the regression and unit testing found any significant issues.
Ability of the OMC Data Analytics unit to provide timely and insightful information to both legislature and affiliated researchers; validate point in time reporting is achieved.	Data is provided to the Data Analytics unit in an easily consumable, timely and accurate manner such that it is feasible to do POINT in TIME reporting.

Information and Telecommunications Account (ITA) FY2021 Project Request

Patient Experience and Adverse Event Data:	The Registry maintains patients' drug dosage/frequency, drug benefits, drug side effects, and the condition information for the patient. Drug purchase transactions will need to be synchronized with the manufacturer/distributor. An interface will need to be set up (and maintained) with the distributor(s) system(s). The Registry will need to support a variety of surveys, to various Users, based upon various triggers or circumstances.
Ease of Administration and Access:	OMC Administrators have the ability in the Registry to view, edit, approve, deny, maintain, revoke, and inactivate all aspects of Administration, Access/Security, Users, Manufacturers/Distributors, Products, Medication, and Qualifying Medical Conditions. Users have the ability to upload numerous documents/images/files, and change/update/remove information, in the Registry. Users can make simple changes to forms, emails and reports without significant ID involvement

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Joshua Bunker

Date: 4/16/21

CBTO: Robert Maki

Date: 4/18/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: MDH – Robert Maki	Project Name: Perceptive Content Rollout
Project Sponsor: Martha Burton Santibanez Contact Info: martha.burton.santibanez@state.mn.us	
Budget Contact: Hardi Wangsabesari Contact Info: hardi.wangsabesari@state.mn.us	
Brief Project Description: Implement a system to efficiently route and manage documents in support of HRD regulatory programs, including rapid response to vulnerable adult protection efforts in nursing homes and assisted living facilities.	
High-level Project Objective: A document management system that captures documents electronically for storage and handling on a central server.	
Project Deliverable Categories: <input checked="" type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	
Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? P-1360 HRD Perceptive Content Implementation (3GA75) Sciforma = JSXVXHCQ	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported
(check all that apply)
<p><input type="checkbox"/> Cultivate a Holistic and Connected Culture of Work. Click here to enter text.</p> <p><input checked="" type="checkbox"/> Fortify the Value and Delivery of Projects and Initiatives. Click here to enter text.</p> <p><input checked="" type="checkbox"/> Promote People-centered Digital Government Services. The Perceptive Content application allows robust reporting and metrics for HRD Leadership to track efficient and effective processing of applications, renewals, enforcement, investigations to better serve the citizens of Mn.</p> <p><input checked="" type="checkbox"/> Elevate Minnesota’s Digital Estate. The Perceptive Content application allows for electronic uploading of documents and workflow processing.</p> <p><input type="checkbox"/> Bolster Successful State Cybersecurity Efforts. Click here to enter text.</p>

Application Development Cybersecurity Considerations
<p>Which Cybersecurity roadmap items does this project address? (Check all that apply.)</p> <p><input type="checkbox"/> Identify – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.</p> <p><input type="checkbox"/> Protect – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.</p> <p><input type="checkbox"/> Detect – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.</p> <p><input type="checkbox"/> Respond – Develop and implement appropriate activities to take action regarding a detected IT security event.</p> <p><input type="checkbox"/> Recover – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.</p>

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	H1233004	H1201AH	Regulatory Improvements	100,000
1000	H1233306	H1201BH	Assisted Living Licensure	350,000
1000	H1233007	H1201AH	Regulatory Improvements	50,000

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Project Financials for the Entire Project (including IT)	
Estimated Budget (total expected project costs): \$811,350 Hardware: Click here to enter text. Software: \$150,000 (software licenses) Training: Click here to enter text. State Staff: MNIT \$460,350 SME \$6,000 Professional/Technical: \$195,000.00	
Estimated Start Date: 3/15/2018	Requested Finish Date: 12/30/2021 Reason for End Date: The full rollout for all business units is targeted to be complete on this date.
Is the project fully funded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If funded, what are the funding sources for the entire project? Odyssey and agency funded.	If not funded, what is the funding gap and the plan to obtain funding? Click here to enter text.

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Click here to enter text.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Retention Rules Set for all document types that are known and implemented.	Retention Manager Module is configured for each document type and retention rule.
Workflows identified and created for each document type where a workflow is needed.	Manual processing in each business unit will be eliminated and/or minimized for more efficient and effective handling of HRD business process artifacts.
Security is set at the drawer level to ensure that all people have appropriate access.	The HRD reorganization precipitates the need to review and appropriately configure security settings.

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Joshua Bunker

Date: 4/16/21

CBTO: Robert Maki

Date: 4/18/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: MDH – Health Policy, Managed Care Systems	Project Name: Provider Network Adequacy, P-1384
Project Sponsor: Julie Erickson Contact Info: Julie.a.erickson@state.mn.us	
Budget Contact: Barb Fischer Contact Info: Barbara.fischer@state.mn.us	
<p>Brief Project Description: This project will address the need to identify and select, or build, software and data systems to support the review and analysis of the network adequacy of health insurer provider networks and pharmacy benefit managers (PMs) licensed by the State of Minnesota. This project will identify both business requirements and technical options to improve the capacity of the Managed Care Systems Section (MCS) to perform statutorily required network adequacy reviews regulatory oversight, and analysis to enhance the Department’s knowledge of provider networks offered by health insurers and PBMs and trends over time.</p>	
<p>High-level Project Objective: The current process of conducting network adequacy reviews relies on spreadsheets and physical mapping processes that are time-consuming and do not allow for the necessary analysis of trends and changes in provider access and availability. A more sophisticated and powerful solution to support the growing measurement and monitoring expectations of state legislature and federal programs is needed to inform statewide policy decisions.</p>	
<p>Project Deliverable Categories:</p> <p><input checked="" type="checkbox"/> New application or system</p> <p><input type="checkbox"/> Replacement for existing application or system</p> <p><input type="checkbox"/> Enhancement to existing application or system</p> <p><input type="checkbox"/> Upgrade of an existing application or system</p>	
Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? P-1384 Provider Network Adequacy (3GA1C, Sciforma = K94981PD)	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number?

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** This will provide a better and more efficient way for staff to review network adequacy
- Promote People-centered Digital Government Services.** [Click here to enter text.](#)
- Elevate Minnesota’s Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1200	H1239401	H12172J	Managed Care	\$454,000

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Project Financials for the Entire Project (including IT)	
Estimated Budget (total expected project costs): \$514,000 Hardware: Click here to enter text. Software: Click here to enter text. Training: Click here to enter text. State Staff: MNIT Staff - \$53,000; Business staff - \$15,000 Professional/Technical: \$446,000	
Estimated Start Date: 01/01/2020	Requested Finish Date: 12/31/2021 Reason for End Date: Click here to enter text.
Is the project fully funded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If funded, what are the funding sources for the entire project? Odyssey and agency funds	If not funded, what is the funding gap and the plan to obtain funding? Click here to enter text.

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Click here to enter text.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Improve timeliness and accuracy of data intake and validation processes	Timeliness of data intake post-implementation compared to baseline. Data accuracy/error rate post-implementation compared to baseline.
Reduce mapping and waiver review time by 50%	Staff time/effort to conduct network adequacy reviews post-implementation compared to baseline.
Increase analytic capacity and reduce staff time by 20% through use of standard reports and graphics	Staff time/effort to produce graphics, reports, and develop patient/provider ratios post-implementation compared to baseline.

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Joshua Bunker

Date: 4/16/21

CBTO: Robert Maki

Date: 4/18/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Health Department / Robert Maki	Project Name: PHL Instrument Network Modernization
Project Sponsor: Myra Kunas	Contact Info: myra.kunas@state.mn.us / 651.201.5583
Budget Contact: Myra Kunas	Contact Info: myra.kunas@state.mn.us / 651.201.5583
Brief Project Description: This project will improve the IT security, network connectivity, and overall efficiency of MDH lab staff and MNIT@MDH.	
High-level Project Objective: To move from an isolated network for instrument computers to a clear IT management process that allows for improved connectivity across networks to improve overall lab workflow.	
Project Deliverable Categories: <ul style="list-style-type: none"> <input type="checkbox"/> New application or system <input checked="" type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system 	
Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? P-1404 PHL Instrument Network Modernization (3GA1Y) Sciforma = KN0JU4RR	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** [Click here to enter text.](#)
- Elevate Minnesota’s Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** Project will improve the overall agency security score.

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	H1234001	H12003S	PHL Operations	\$150,000
1000	H1234201	H12003S	PHL Operations	\$450,000

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Project Financials for the Entire Project (including IT)	
Estimated Budget (total expected project costs): \$850,000 Hardware: \$100,000 Software: \$50,000 Training: Click here to enter text. State Staff: \$600,000 Professional/Technical: \$100,000	
Estimated Start Date: May 1, 2021	Requested Finish Date: 6.30.2025 Reason for End Date: Click here to enter text.
Is the project fully funded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If funded, what are the funding sources for the entire project? (Federal, appropriation, etc.) Odyssey and agency funds	If not funded, what is the funding gap and the plan to obtain funding? Click here to enter text.

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Click here to enter text.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Secure and reliable remote vendor access to instrument management servers	At least 25% of the vendors that can perform remote support for PHL systems will be provided with a secure self-services means for accessing the systems they support
Secure and reliable remote staff access to instrument management servers.	50% of the instrument management servers will be available for remote access to staff who are off site.
Updated system inventory with network diagram.	100% of instrument management servers are on the inventory and mapped to the new network diagram.

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Joshua Bunker

Date: 4/16/21

CBTO: Robert Maki

Date: 4/18/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: MDH – Robert Maki	Project Name: Workload Planning and Management
Project Sponsor: Martha Burton Santibanez Contact Info: martha.burton.santibanez@state.mn.us	
Budget Contact: Hardi Wangsabesari Contact Info: hardi.wangsabesari@state.mn.us	
Brief Project Description: HRD Operations projects identified the business need for one tool to integrate time tracking, budgeting, reporting, and scheduling to support state, federal, and fiscal year reporting requirements for on-site inspections of regulated facilities and entities, such as those transitioning to assisted living licensure. Currently HRD is using several tools for time tracking and workload management functionality including, Paradise (primarily), access databases and an excel spreadsheet. The purpose of this project is to implement a solution that will consolidate the legacy systems and streamline staff processes into the same workflow.	
High-level Project Objective: Timely, accurate and complete distribution of functional operational expenses to dedicated funding sources.	
Project Deliverable Categories: <input checked="" type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	
Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? P-1387 Workload Planning & Management (3GA1F) Sciforma = KF405FPP	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** [Click here to enter text.](#)
- Elevate Minnesota’s Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	H1233102	H12002H	Health Regulation	100,000
1000	H1233306	H1201BH	Assisted Living Licensure	150,000

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Project Financials for the Entire Project (including IT)	
Estimated Budget (total expected project costs): \$694,320.70 Hardware: 0 Software: 0 Training: 0 State Staff: MNIT \$568,320.70 SME: \$96,000 Professional/Technical: \$30,000	
Estimated Start Date: 10/1/2019	Requested Finish Date: 12/31/21 Reason for End Date: Fiscal Year Close Out Date and post implementation warranty support. o enter text.
Is the project fully funded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If funded, what are the funding sources for the entire project? General Fund and Odyssey Funds	If not funded, what is the funding gap and the plan to obtain funding? Click here to enter text.

Success Criteria	
How will this project benefit the business? Currently time tracking, workload management & reporting are all manual processes that happen in multiple systems and data must be manually updated via an excel spreadsheet. This solution with consolidate and streamline all this functionality into 1 solution and reduce staff time currently spent on manual data integration.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
HRD staff will be able to log into a central solution to view/edit and schedule evaluations in a single application for all programs	100% of Evaluation and Inspection activities will be scheduled in 1 solution. Click here to enter text.
Complete and accurate record of HRD employee's time spent on the survey/inspection (by the different work tasks and funding/department ID)	100% of all HRD staff will track 100% of hours in 1 solution.

Information and Telecommunications Account (ITA) FY2021 Project Request

<p>100% of employee record will be collected and will be accurately assigned to correct funding/department ID in the time tracking solution.</p>	<p>The capability to assign 100% of hours tracked to the correct funding code as dictated by Financial Management will be a feature of this solution.</p>
<p>Ability to produce annual, quarterly, and ad hoc reports for all stakeholders (MDH Executive Office, MN Legislature, HRD, CMS etc.) via automated process in a single solution</p>	<p>100% of integration of data from SWIFT/Workload Management Time tracking solution will be a feature of the solution.</p>

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none"> Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; Sponsoring agency is committed to champion the project and secure the needed resources. 	
<p>Agency CFO: Joshua Bunker</p>	<p>Date: 4/16/21</p>
<p>CBTO: Robert Maki</p>	<p>Date: 4/18/2021</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Board of Executives for LT Services and Supports, Stefanie Horvath	Project Name: HLB Relocation
Project Sponsor: Ruth Martinez, HLB ED Forum Chair Contact Info: ruth.martinez@state.mn.us	
Budget Contact: Deb Jahnke, Administrative Services Unit (ASU) Manager Contact Info: debra.jahnke@state.mn.us	
<p>Brief Project Description This project will replace and install necessary IT and AV technology with the relocation of 17 health-related licensing boards from 2829 University Ave, MPLS to a space currently under construction at 335 Randolph Ave, St. Paul. The relocation was expected to conclude by June 30, 2021, but will be delayed due to constraints with new construction. FY21 funds have been set aside in the Administrative Services Unit (established to provide centralized planning and coordination to the HLBs) budget for the move and necessary IT/AV technology. This project will allow these funds to be carried forward to FY22 to install and implement technology necessary for the business needs of the Boards.</p>	
<p>High-level Project Objective: Install all necessary technology (i.e. circuits, WAN, LAN, AV, etc.) in newly constructed space to allow for access to State networks and increase the efficacy of technology in a space shared by 17 agencies.</p>	
<p>Project Deliverable Categories:</p> <ul style="list-style-type: none"> <input type="checkbox"/> New application or system <input checked="" type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system 	

Information and Telecommunications Account (ITA) FY2021 Project Request

Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? This project's deliverables will interact with the technology systems of 17 state agencies and related programs.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

MNIT Strategic Goals Supported and How They are Supported (check all that apply)
<p><input checked="" type="checkbox"/> Cultivate a Holistic and Connected Culture of Work. The new location will include shared conference rooms and common spaces to encourage collaboration between boards and offer staff alternative work environments to promote health and wellbeing.</p> <p><input type="checkbox"/> Fortify the Value and Delivery of Projects and Initiatives. Click here to enter text.</p> <p><input checked="" type="checkbox"/> Promote People-centered Digital Government Services. The required technology will ensure staff are connected to MNIT resources, state partners and our public customers.</p> <p><input type="checkbox"/> Elevate Minnesota's Digital Estate. Click here to enter text.</p> <p><input checked="" type="checkbox"/> Bolster Successful State Cybersecurity Efforts. The new location will allow for thoughtfully planned technology distribution to improve efficiency and maximize security of the physical and cyber space.</p>

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1201	H7K30000	H7K4000	ASU Operations	\$104,593

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Project Financials for the Entire Project (including IT)	
Estimated Budget (total expected project costs): \$104,593 Hardware: \$79,068 Software: Click here to enter text. Training: Click here to enter text. State Staff: \$25,000 (MNIT staff - project management, install, configuration, testing, support) Professional/Technical: \$525 (Comcast network circuit installation)	
Estimated Start Date: July 1, 2021	Requested Finish Date: December 31, 2021 Reason for End Date: estimating 6 months to ensure system install is complete and functioning

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Ensures uninterrupted access to the technology necessary for 17 state agencies to provide statutorily mandated services, classified as Priority 1 and 2. Provides access to all required State networks, remote servers, internal partners and external customers to maintain HLB businesses processes and services necessary to protect the public.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
All IT equipment and accessories are moved into the relocated space within designated moving period. Minimal downtime.	Hours/ Days from disconnection to reconnection and usability of IT equipment and services
All AV equipment and accessories are moved into the relocated space within designated moving period. Minimal downtime.	Hours/ Days from disconnection to reconnection and usability of IT equipment and services

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none"> Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; Sponsoring agency is committed to champion the project and secure the needed resources. 	
<p>Agency CFO: Tracey Sigstad</p>	<p style="font-size: small; text-align: center;">Digitally signed by Tracey Sigstad Date: 2021.04.06 18:48:06 +05'00'</p> <p>Date: 4/15/2021</p>
<p>CBTO: <i>Stephanie K. Holwalk</i></p>	<p>Date: 4/12/21</p>

COMMENTS
<p>The costs listed here include the following:</p> <ul style="list-style-type: none"> Install project management: total \$7,656 Install WAN, LAN, 911: total \$31,030 Access charges: total \$7,053 Fax line install: estimate \$1,200 AV install for common shared space: quote estimate \$45,675 AV and IT miscellaneous support and equipment: estimate \$11,979

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Department of Health	Project Name: Trauma Hospital Designation/Health Care Homes Certification Application Data Upload Enhancement
Project Sponsor: Bonnie LaPlante Contact Info: 651-201-3744; bonnie.laplante@state.mn.us	
Budget Contact: Barb Fischer Contact Info: 651-201-5134; Barbara.fischer@state.mn.us	
Brief Project Description: This project is to develop additional functionality to the vendor-hosted web-based software system used by the trauma system and Health Care Homes to manage applications for trauma hospital designation and health care home certification. The project will allow applicants to upload data to their applications directly, instead of requiring extensive data entry, save applicants a considerable amount of time, improving accuracy, and giving MDH the ability to store the information in a database environment.	
High-level Project Objective: To create the ability to query data that is uploaded by those applying for designation as a trauma hospital or for certification as a health care home. The project will also significantly reduce applicants' workload.	
Project Deliverable Categories: <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	
Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? P-1397 Designation Management System (3GA1S) Sciforma KFO46P4O	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number?

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported
 (check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** Eases customer application process, promoting engagement with state programs
- Elevate Minnesota’s Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

- Which Cybersecurity roadmap items does this project address? (Check all that apply.)
- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
 - Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
 - Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
 - Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
 - Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
2360	H1239811	H12192J	Rural Health & Primary Care	\$14,000
1000	H1239810	H12002J	Trauma Care	\$75,000
2360	H1239501	H12192J	Health Care Homes	\$120,000

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Project Financials for the Entire Project (including IT)	
Estimated Budget (total expected project costs): \$276,000 Hardware: Click here to enter text. Software: Click here to enter text. Training: Click here to enter text. State Staff: \$152,000 Professional/Technical: \$124,000	
Estimated Start Date: July 27, 2020	Requested Finish Date: December 31, 2021 Reason for End Date: Anticipated development completion by vendor
Is the project fully funded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If funded, what are the funding sources for the entire project? (Federal, appropriation, etc.) Odyssey and Agency Funds	If not funded, what is the funding gap and the plan to obtain funding? Click here to enter text.

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Ensures that data will be available to Business to query	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Improve and streamline application process for external stakeholders	Timeliness of application submission, and accuracy/completeness of applications post-implementation compared to baseline.
Improved data quality and timeliness	Turnaround time to meet reporting requirements post-implementation compared to baseline
Increased robustness of reporting	Scope of data elements analyzed and reported post-implementation compared to baseline.

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Joshua Bunker

Date: 4/16/21

CBTO: Robert Maki

Date: 4/18/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Department of Human Rights; John Rindal	Project Name: OnBase Enhancements
Project Sponsor: Scott Beutel Contact Info: scott.beutel@state.mn.us ; 651-539-1104	
Budget Contact: Scott Beutel Contact Info: scott.beutel@state.mn.us ; 651-539-1104	
Brief Project Description: This project will upgrade and enhance functionality for the Minnesota Department of Human Rights (“MDHR’s”) primary workflow and data management system, OnBase. This system is used by investigative, equity and inclusion, legal, and administrative staff. Funding is available due to salary savings from staff departures, unpaid leave, and delayed hiring during the past year.	
High-level Project Objective: Project objective is to improve OnBase functionality and reliability for users by fixing known problems, updating fields and workflows, improving reporting functions, and other enhancements.	
Project Deliverable Categories: <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input checked="" type="checkbox"/> Upgrade of an existing application or system	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? N/A	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? N/A

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported
(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** This project will upgrade OnBase, MDHR’s primary database tool, to better meet the needs of the agency staff that use it. It will help to make it more efficient and have it be reflective of our current agency processes.
- Promote People-centered Digital Government Services.** [Click here to enter text.](#)
- Elevate Minnesota’s Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

- Which Cybersecurity roadmap items does this project address? (Check all that apply.)
- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
 - Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
 - Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
 - Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
 - Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G1710000	G175000	Operations	\$150,000

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$150,000</p> <p>Hardware: Click here to enter text.</p> <p>Software: Click here to enter text.</p> <p>Training: Click here to enter text.</p> <p>State Staff: Click here to enter text.</p> <p>Professional/Technical: \$150,000</p>	
<p>Estimated Start Date: July 1, 2021</p>	<p>Requested Finish Date: June 30, 2025</p> <p>Reason for End Date: Timeline will be based on availability of vendor's services. MDHR needs to have the flexibility of a four-year timeline to ensure vendor availability and project completion. This project includes multiple fixes and upgrades that can be rolled out on an ongoing basis.</p>

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) Updates database system to reflect current processes; fixes system bugs; updates</p>	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Fix bugs and other issues in reports to increase reliability of data, plus reduced time spent fixing bad data in reports.	Time measurement of before fixes and after.
Update reporting criteria to automate as much as possible using dashboards and Unity Reports to increase reliability of data, plus reduced time fixing bad data in reports.	Time measurement of before fixes and after.
Update outdated workflows to reflect current processes to increase accuracy of data and reduce staff's processing time.	Time measurement of before fixes and after.

Information and Telecommunications Account (ITA) FY2021 Project Request

Update intake and investigation screens to increase range of demographics and other data collected plus to increase reliability of the data input.	Time measurement of before fixes and after.
Input all mediation program processes into OnBase to automate and reduce errors.	Time measurement and error reduction of before fixes and after.
Revamp and update outdated and poorly connected Equity & Inclusion processes in OnBase.	Time and accuracy measurement of before fixes and after.

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Tracey Sigstad

Date: April 13, 2021

CBTO: John R Rindal

Date: April 12, 2021

COMMENTS

OnBase is MDHR's critical database and workflow management system. This proposal will help to ensure it continues to function for the Department's needs, making necessary fixes and enhancements.

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Supreme Court – Dean Buker, CIO	Project Name: Courts Resiliency Project Phase 3A
Project Sponsor: Jim E. Johnson Contact Info: 651-201-1016	
Budget Contact: Jim E. Johnson Contact Info: 651-201-1016	
<p>Brief Project Description: The Supreme Court wishes to continue to advance the resiliency in counties by providing an additional \$500,000.00 in fiscal year end funding toward the resiliency project to pay for fiber builds, circuit installation costs, equipment installations, configurations, fees, and hardware, so that MNIT can continue efforts to eliminate single points of network failure within the county court network. While MNET is used by counties, DHS, DPS, and other entities who pay for the system, the Supreme Court is the only entity that provided over \$4 million dollars that allowed MNIT the opportunity to provide resiliency to 70 county courts locations, with 11 counties in the process of obtaining resiliency and 7 counties remaining, the additional funding will allow MNIT to pursue high cost fiber builds and circuit installations in these remaining county courts locations.</p>	
<p>High-level Project Objective: County Court locations moved to a paperless system. When there is an outage causing the paperless system to go down, judges cannot perform their work duties for courts cases. Resiliency in the county courts locations provides MN Supreme Court judges the opportunity to conduct business as usual, in the event of an outage, as a result of Courts funding the resiliency project, that provides the needed network, equipment and configurations for automatic failover to a 2nd circuit.</p>	
<p>Project Deliverable Categories:</p> <ul style="list-style-type: none"> <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system 	
Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? Courts Resiliency Project	For an existing ITA project? Yes: <input checked="" type="checkbox"/> If checked, what is the ITA ID number? ODY018.15

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** [Click here to enter text.](#)
- Elevate Minnesota's Digital Estate.** Provide resiliency in county Court's locations
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	J3310000	J330DIS	Courts	500,000.00

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$500,000.00</p> <p>Hardware: 100,000.00</p> <p>Software: Click here to enter text.</p> <p>Training: Click here to enter text.</p> <p>State Staff: Click here to enter text.</p> <p>Professional/Technical: 400,000.00</p>	
<p>Estimated Start Date: July 1, 2021</p>	<p>Requested Finish Date: June 30, 2024</p> <p>Reason for End Date: Click here to enter text.</p>

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) Provide county Court locations with resiliency</p>	
<p>What are the project's success metrics? (ex. Reduce downtime by 12%)</p>	<p>How Measured? (Compare post-implementation uptime to baseline)</p>
Reduce outages by 99%	Measured by reported county Court location outages
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Dan Ostdiek

Date: 6/28/2021

CBTO: Dean Buker

Date: 6/28/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Minnesota Judicial Branch	Project Name: EP302 – Digital Exhibit Management System
Project Sponsor: Karen Mareck & Carla Heyl Contact Info: Karen.mareck@courts.state.mn.us and Carla.hey1@courts.state.mn.us NOTE: Please direct questions initially to Michelle Mills, the project manager at michelle.mills@courts.state.mn.us .	
Budget Contact: Dan Ostdiek Contact Info: dan.ostdiek@courts.state.mn.us	
<p>Brief Project Description: To provide an efficient, secure and easy to use application to enable users (internal & external) to submit, view and manage all exhibits (video, audio, documentation & physical exhibits) for all types court cases (civil, family, criminal) in both remote and in-person hearings throughout MN.</p> <p>This project will design, develop and pilot and implement a new application that provides the following:</p> <ul style="list-style-type: none"> Location to store and access digital exhibits for court cases Attorneys and other external parties can upload digital exhibits into their case Attorneys, court staff, judicial officers and juries will be able to access and view those exhibits through the course of the case Court staff will maintain and manage the exhibit records Appellate courts will use the system to access exhibits for cases that are being appealed <p>The scope of the project includes installation and upgrade of technical environments, development of new software and associated business processes, development & execution of end user training to the pilot sites, staffing and developing new, ongoing operations & support teams, complete and evaluate the pilot, develop and estimate the plan for state-wide implementation. This recommendation will then be presented to branch leadership for approval.</p> <p>This project was approved by the Judicial District Administrators from each of the ten judicial districts, the Court of Appeals Judicial Administrator, and the Directors of the State Court Administrator's Office on 2/24/21. Initial discovery & design work has been completed and development will begin in FY2022. Testing is scheduled for July-August with the pilot to begin in September, with Statewide implementation to follow.</p>	
<p>High-level Project Objective: To provide an efficient, secure and easy to use application to enable users (internal & external) to submit, view and manage all exhibits (video, audio, documentation & physical exhibits) for all types court cases (civil, family, criminal) in both remote and in-person hearings throughout MN. Pre-pandemic, all hearings were in person & exhibits were physically delivered in the courtroom. Now that we are conducting remote hearings and intend to continue this practice post pandemic, we need a way to provide and share exhibits digitally.</p>	

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Deliverable Categories:

- New application or system
- Replacement for existing application or system
- Enhancement to existing application or system
- Upgrade of an existing application or system

Requested Information Specific to ITA Projects

For an existing project? If checked, project name?
 This project is part of the MN Judicial Branch portfolio of work. It is not part of ITA. It's project # is EP302.

For an existing ITA project? Yes: If checked, what is the ITA ID number?
[Click here to enter text.](#)

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** The courts have implemented a variety of solutions to make it easier for the public to interact with the courts. The public can now file documents and access case information online. However, a similar system has not been implemented for dealing with exhibits. Attorneys and others have requested the ability to submit and work with exhibits digitally for some time. This system provides that feature.
- Elevate Minnesota's Digital Estate.** This project directly supports the following MN Judicial Branch Strategic Plan Goals: 1b) Meet individualized needs of our diverse court customers by maximizing technology & remote services while maintaining consistent state-wide practices; 2d) Enhance consistent technological infrastructure and associated education to ensure our increased reliance on technology is supported while maintaining strong cyber security standards.
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Information and Telecommunications Account (ITA) FY2021 Project Request

Application Development Cybersecurity Considerations
<p>Which Cybersecurity roadmap items does this project address? (Check all that apply.)</p> <p><input checked="" type="checkbox"/> Identify – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.</p> <p><input type="checkbox"/> Protect – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.</p> <p><input type="checkbox"/> Detect – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.</p> <p><input type="checkbox"/> Respond – Develop and implement appropriate activities to take action regarding a detected IT security event.</p> <p><input type="checkbox"/> Recover – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.</p> <p><i>NOTE: The new exhibit management system will address exhibit related security concerns and introduce significant expansion to our ability to monitor and audit access and use of exhibits.</i></p>

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	J6510000	J650HRO	State Court Administration	\$1,510,000

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): Total cost for year 1 of this project is: \$1,510,000. This includes one-time implementation costs and the first year of annual cost for software licenses, subscription fees and incremental increase to staffing.</p> <p>Hardware: \$168,000 for servers and storage</p> <p>Software: \$750,000 new, annual subscription & licensing costs</p> <p>Training: Internal staffing and resources</p> <p>State Staff: \$472,000 new, annual, incremental increase in IT & business staff for support and maintenance</p> <p>Professional/Technical: \$120,000 – one-time implementation fee</p>	
<p>Estimated Start Date: 3/1/2021. The project was approved on 2/24/2021 by the Minnesota Judicial Branch.</p>	<p>Requested Finish Date: Project Finish 6/30/2023</p> <p>Reason for End Date: Pilot begins in September 2021. We will use October to evaluate findings, define & estimate the plan for state-wide distribution to be completed by 6/30/2023.</p>

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime)</p> <p>1) Improved efficiency, security & time savings for court staff in managing exhibits.</p> <p>2) Improved customer experience with the courts.</p>	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Reduce time that court staff spend working with newly submitted exhibits	<p>a. Compare time required (average hrs/wk) spent by court staff to receive & process newly submitted exhibits before & after the implementation.</p> <p>b. Efficiency savings realized from this system will be diverted in reduction in vendor / staff costs in the future. Evaluation of cost impact 1 year after full deployment.</p>
Reduce time required by central appeals unit to prepare cases for appeal	Compare volume of cases that have exhibit-related issues before and after the implementation
Improve customer satisfaction regarding handling of exhibits in district court cases	Survey – periodically issued to capture user feedback & experience.

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Dan Ostdiek

Date: 6/22/21

CBTO: Our IT director, Dean Buker, the project sponsors named above and MN Judicial Branch leadership have already approved this project

Date: 2/24/2021

Name of person with delegated authority to sign the interagency agreement: Carla Heyl, Director of MJB Legal Counsel Division

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Minnesota Management and Budget (MMB) G Bruce Yurich	Project Name: MMB Enterprise Systems
Project Sponsor: Britta Reitan Contact Info: Britta.Reitan@state.mn.us	
Budget Contact: Paul Moore Contact Info: Paul.B.Moore@state.mn.us	
<p>Brief Project Description: The MMB Enterprise Systems Project will provide critical hardware and software investments needed to update the enterprise business systems owned and managed by MMB and used by all state agencies to manage significant daily activities vital to the State’s operations, including accounting, enterprise learning management, procurement, reporting, payroll, and human resources.</p> <p>The software vendor for the enterprise business systems releases updates, which include bug fixes and security enhancements, in incremental maintenance upgrades on a frequent (usually quarterly) basis. The State must implement these updates regularly to maintain vendor support.</p> <p>The hardware that supports the enterprise systems must also be regularly reviewed, managed, maintained, and replaced to ensure they meet ongoing operational needs. Properly maintained hardware is critical to avoid or mitigate the impact of cybersecurity attacks.</p> <p>Project funds will provide MMB critical financial resources to implement these investments. The project will improve the enterprise business systems’ security posture and ensure a reliable experience for agency users into the next biennium.</p>	
<p>High-level Project Objective: The project will stabilize and improve the security posture of enterprise business systems vital to the State’s operations by applying ongoing updates and patches and partially replacing out-of-support hardware and software.</p>	
<p>Project Deliverable Categories:</p> <ul style="list-style-type: none"> <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input checked="" type="checkbox"/> Upgrade of an existing application or system 	

Information and Telecommunications Account (ITA) FY2021 Project Request

Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? Click here to enter text.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

MNIT Strategic Goals Supported and How They are Supported (check all that apply)
<input type="checkbox"/> Cultivate a Holistic and Connected Culture of Work. Click here to enter text. <input type="checkbox"/> Fortify the Value and Delivery of Projects and Initiatives. Click here to enter text. <input type="checkbox"/> Promote People-centered Digital Government Services. Click here to enter text. <input checked="" type="checkbox"/> Elevate Minnesota’s Digital Estate. Stabilizes the foundational enterprise business systems that run the business of the State of MN. <input checked="" type="checkbox"/> Bolster Successful State Cybersecurity Efforts. Bring the State’s enterprise business systems into current and secure status.

Application Development Cybersecurity Considerations
Which Cybersecurity roadmap items does this project address? (Check all that apply.) <input checked="" type="checkbox"/> Identify – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities. <input checked="" type="checkbox"/> Protect – Develop and implement appropriate cybersecurity safeguards to protect critical data. <input type="checkbox"/> Detect – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event. <input type="checkbox"/> Respond – Develop and implement appropriate activities to take action regarding a detected IT security event. <input checked="" type="checkbox"/> Recover – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G1039000	G100009	Management Services	\$300,000
1000	G6710000	G676600	Operations Support (DOR)	\$200,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$500,000</p> <p>Software: \$100,000</p> <p>Professional/Technical: \$400,000</p>	
<p>Estimated Start Date: 7/1/2021</p>	<p>Requested Finish Date: 6/30/2024</p> <p>Reason for End Date: Multiple initiatives across various enterprise business systems are involved in this project work, so the maximum time available for ITA funds will be necessary.</p>

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) Ensure that enterprise business systems are available, secure, and stable during their hours of operation.</p>	
<p>What are the project's success metrics? (ex. Reduce downtime by 12%)</p>	<p>How Measured? (Compare post-implementation uptime to baseline)</p>
Increase percentage of supported hardware	Compare July 2021 to July 2024 percentages
Increase percentage of supported software	Compare July 2021 to July 2024 percentages
The enterprise data warehouse is more reliable with fewer service interruptions.	Compare July 2021 to July 2024 versions

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Paul Moore

Date: 4/29/2021

CBTO: G. Bruce Yurich

Date: 4/29/2021

COMMENTS

MMB requests this project to make the necessary investments in the hardware and software that operate the State's enterprise business systems used by all state agencies to manage day-to-day activities vital to the State's operations, including accounting, enterprise learning management, procurement, reporting, payroll, and human resources.

Project resources will provide necessary resources to implement ongoing upgrade and maintenance initiatives that will help keep the State's enterprise business systems secure, supported, and operational into the next biennium.

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Minnesota IT Services (MNIT)	Project Name: Cybersecurity Enhancements
Project Sponsor: Rohit Tandon Contact Info: Rohit.Tandon@state.mn.us	
Budget Contact: Deborah Reynolds Contact Info: debi.reynolds@state.mn.us	
<p>Brief Project Description: This project supports MNIT's Strategic Plan goals to bolster successful State cybersecurity efforts. Project work includes upgrading and implementing the software and hardware associated with Minnesota Enterprise Identity and Access Management (MNEIAM), including staff training on the new software. This project will also increase MNIT's capacity to conduct e-discovery and cybersecurity forensics through software implementations (Exterro & Microsoft 365) and staff training. The project also includes work to bolster MNIT's cloud-hosted cybersecurity by implementing cloud-security solutions and training staff on software implementation and ongoing operations. Last, the project also entails work to improve end-point protection and security-monitoring-and-response capabilities to support an increased number of remote workers. These funds are available because MNIT and its business partners needed to refocus activities in 2020 to better enable pandemic response efforts and quickly support an increased amount of remote work. This caused some MNIT Tactical Plan items and service enablements to be delayed.</p>	
<p>High-level Project Objective: This project will allow MNIT to continue planned efforts to enable cybersecurity protections in the new cloud-hosting environments, complete the upgrade/enablement of the Minnesota Enterprise Identity and Access Management (MNEIAM) environment, improve security monitoring and protections for a mobile/remote workforce, and improve the State's resiliency to cyber threats, including fraud, phishing, and ransomware. All of this work will improve the State of Minnesota's overall cybersecurity posture.</p>	
<p>Project Deliverable Categories:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input checked="" type="checkbox"/> Upgrade of an existing application or system 	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? Click here to enter text.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** [Click here to enter text.](#)
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** This project will allow MNIT to continue planned efforts to enable cybersecurity protections in the new cloud-hosting environments, complete the upgrade/enablement of the Minnesota Enterprise Identity and Access Management (MNEIAM) environment, improve security monitoring and protections for a mobile/remote workforce, and improve the State's resiliency to cyber threats, including fraud, phishing, and ransomware. All of this work will improve the State of Minnesota's overall cybersecurity posture.

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G4635107	G465015	Cybersecurity enhancements	\$1,725,000

Estimated Project Financials for the Entire Project (including IT)	
Estimated Budget (total expected project costs): \$1,725,000	
Hardware: \$250,000	
Software: \$850,000	
Training: \$100,000	
State Staff: \$200,000	
Professional/Technical: \$325,000	
Estimated Start Date: July 15, 2021	Requested Finish Date: June 30, 2022
	Reason for End Date: Anticipated end-date

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Click here to enter text.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Improved cyber resiliency in cloud environments.	Reduce downtime and improve security visibility and monitoring capabilities shown through security monitoring coverage ratios and security incident metrics.
Enhanced protections for remote workforce support.	Security tool coverage percentages for all supported networks/devices.
Reduction in impact from cyber attacks.	System uptime improvements throughout MNIT in relation to cyber attack volumes defended.

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Tu Tong

Date: 04/23/2021

CBTO: Rohit Tandon

Date: 04/22/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

400

Project Brief	
Requesting Agency and CBTO: MNIT / Assistant Commissioner Zarina Baber	Project Name: MNIT Office of Transformation and Strategy Agency Technology Modernization Roadmapping
Project Sponsor: Zarina Baber Contact Info: zarina.baber@state.mn.us	
Budget Contact: Deborah Reynolds Contact Info: debi.reynolds@state.mn.us	
<p>Brief Project Description: MNIT's Office of Transformation and Strategy Delivery regularly meets with five agencies to help them develop their IT roadmaps and monitor their own progress and successes.</p> <p>Due to limited Office of Transformation and Strategy Delivery staff resources, our consultations with agencies are provided on a best-effort, time-available basis, resulting in incremental progress and the bulk of the work falling to agency business-partners and local MNIT staff</p>	
<p>High-level Project Objective: MNIT is requesting agency contributions to an Odyssey project that will accelerate agency road-mapping for technology modernization and business process improvements and allow agencies to realize increased value and improve services to all Minnesotans more quickly.</p>	
<p>Project Deliverable Categories:</p> <p><input checked="" type="checkbox"/> New application or system</p> <p><input type="checkbox"/> Replacement for existing application or system</p> <p><input checked="" type="checkbox"/> Enhancement to existing application or system</p> <p><input type="checkbox"/> Upgrade of an existing application or system</p>	

Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? No	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? NA

MNIT Strategic Goals Supported and How They are Supported
(check all that apply)
<p><input checked="" type="checkbox"/> Cultivate a Holistic and Connected Culture of Work. Click here to enter text.</p> <p><input checked="" type="checkbox"/> Fortify the Value and Delivery of Projects and Initiatives. Click here to enter text.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

- Promote People-centered Digital Government Services.** [Click here to enter text.](#)
- Elevate Minnesota’s Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G670000	G676600	Operations Support (DOR)	\$200,000
1000	G461TECH	G465000	State CIO - MNIT Services	\$300,000

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Project Financials for the Entire Project (including IT)	
Estimated Budget (total expected project costs): \$500,000	
Hardware: \$0	
Software: \$0	
Training: \$0	
State Staff: \$0	
Professional/Technical: \$500,000	
Estimated Start Date: 7/1/2021	Requested Finish Date: 6/30/2023
Reason for End Date: That's the long-term goal.	

Success Criteria	
How will this project benefit the business?	
Agencies contributing financially to this Odyssey project request will result in the Office of Transformation and Strategy Delivery's ability to lessen the workload of their agency staff by providing more consulting services (either in-house expertise or contracted services), such as:	
<ul style="list-style-type: none"> • Developing templates, processes, and tools, such as project intake forms, business cases, project ranking tools, project governance charters, models for effective decision-making on projects; • Delivering training and ongoing support for the above items; • Coaching and mentoring, as requested; and • Assistance with documenting actions and monitoring progress. 	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Number of agencies with completed modernization roadmaps	Count of completed roadmaps
Number of agencies monitoring progress of their roadmap activities	Count of agencies reporting progress
Number of OCM awareness and/or training engagements	Count of engagements
Number of projects applying human-centered design principles	Count of projects with human-centered design workshops
Number of agencies with a robust select phase process and strong portfolio governance	Count of agencies who have passed a self-assessment of their process.

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget,
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Tu Tong

Date: 5/5/2021

CBTO: Zarina Baber

Date: 5/5/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Jenna Covey, MNIT Partnering with DNR	Project Name: State Park Interpretive Program system
Project Sponsor: Erika Rivers Contact Info: Director, Division of Parks and Trails, Erika.rivers@state.mn.us, 651-259-5591	
Budget Contact: Linda Erickson-Eastwood Contact Info: linda.erickson- eastwood@state.mn.us, 651-259-5589	
<p>Brief Project Description: The Division of Parks and Trails Interpretive Program staff currently use an Access database to record interpretive program attendance and associated data. The database is used at more than 25 state park locations and each site has a copy of the database that is stored on an individual computer or to a shared network location. To generate a statewide report requires manually merging and compiling data from each individual site. This is time consuming and does not allow for administrative oversight, ongoing review or reporting data more than once per year. This request is to support the planning phase and development of a system to record interpretive program attendance and associated data. This use of funding is consistent with the intent of the original appropriation to support state park operations. The ITA request is necessary to provide more time to complete this project.</p>	
<p>High-level Project Objective: The purpose of this effort is to replace an interpretive program attendance MS Access database used by State Parks with an improved, updated, and centralized version. The project will result in a more efficient and accurate record keeping system that will allow interpretive program staff to access and enter program attendance data from multiple locations. This will help the Statewide Interpretive Program Consultant create better, more timely reports, apply for funding, and communicate with stakeholders. Updating the database to allow multiple users to update a centralized database will reduce many hours of data compilation each year.</p>	
<p>Project Deliverable Categories:</p> <p><input type="checkbox"/> New application or system</p> <p><input checked="" type="checkbox"/> Replacement for existing application or system</p> <p><input type="checkbox"/> Enhancement to existing application or system</p> <p><input type="checkbox"/> Upgrade of an existing application or system</p>	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? Click here to enter text.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** This work will be conducted by a team from across the MNIT DNR in the Program Management Office, the Application Development Team, the Parks and Trails IT Business Services Team and the Division of Parks and Trails staff.
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** [Click here to enter text.](#)
- Elevate Minnesota's Digital Estate.** This project will result in a modernized data management system that improves delivery and evaluation of state services.
- Bolster Successful State Cybersecurity Efforts.** The modernized system will improve security by having data managed, protect the IT infrastructure, and create user authentication.

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	R29347IT	R294001	General Fund – Parks and Trails Mgt GEN	\$100,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$100,000</p> <p>Hardware: It is anticipated that there will be no hardware costs</p> <p>Software: Click here to enter text.</p> <p>Training: Click here to enter text.</p> <p>State Staff: \$100,000 via Professional Service rates</p> <p>Professional/Technical:</p>	
Estimated Start Date: January 1, 2022	<p>Requested Finish Date: December 31, 2022</p> <p>Reason for End Date: Anticipated project go-live</p>

Success Criteria	
<p>How will this project benefit the business?</p> <p>This system will modernize an existing system that is distributed, unsecured and managed independently at each State Park, into a centralized database and management system that is on secured hardware managed by MNIT infrastructure staff. This will improve data accuracy, improve reporting, streamline business processes, and provide timely information for decision making.</p>	
<p>What are the project's success metrics? (ex. Reduce downtime by 12%)</p>	<p>How Measured? (Compare post-implementation uptime to baseline)</p>
User Acceptance	Data is entered into system on a timely fashion.
Increased operational efficiency	Time to enter data and generate reports is reduced.
Improved reporting	Number of standard reports that are available, on demand, to park staff.

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none">• Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;• Sponsoring agency is committed to champion the project and secure the needed resources.	
Agency EBO: Mary Robison	Date: 4/15/21
CBTO: Jenna Covey	Date: 4/15/21

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Jenna Covey, MNIT Partnering with DNR	Project Name: State Park Campground Host Signups
Project Sponsor: Phil Leversedge Contact Info: Deputy Director, Division of Parks and Trails, phil.leversedge@state.mn.us, 651-259-5650	
Budget Contact: Linda Erickson-Eastwood Contact Info: linda.erickson-eastwood@state.mn.us, 651-259-5589	
<p>Brief Project Description: The DNR Division of Parks and Trails Campground Hosts program enables volunteers to sign up to be Campground Hosts at Minnesota State Parks. Campground hosts volunteer for a minimum four-week stay and are on duty for four to five days each week, including weekends and holidays. Currently the DNR uses a manual system of Excel spreadsheets, E-mails and the DNR web site to advertise openings, conduct background checks, track occupancy, and approve Campground Hosts. This request is to support the planning phase and partial development of a new system to support a staff and public interface for management of the program.</p> <p>This use of funds is consistent with the legislative intent of the original appropriation to support park operations. This ITA request is needed to provide additional time to complete the project.</p>	
<p>High-level Project Objective: This project intends to build an information technology system to support the Minnesota Campground Hosts Program that provides volunteers the opportunity to find Host opportunities and to modernize the process of sign-ups, reviews and approvals and feed that information to the DNR web site to facilitate exploration by potential Campground Hosts. A primary objective would be to increase the number of Campground Hosts across the state.</p>	
<p>Project Deliverable Categories:</p> <p><input checked="" type="checkbox"/> New application or system</p> <p><input type="checkbox"/> Replacement for existing application or system</p> <p><input type="checkbox"/> Enhancement to existing application or system</p> <p><input type="checkbox"/> Upgrade of an existing application or system</p>	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? <small>Click here to enter text.</small>	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? <small>Click here to enter text.</small>

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** This work will be conducted by a diverse team from across the MNIT DNR in the Project Management Office, the Application Development Team, the Parks and Trails IT Business Services Team, and the Division of Parks and Trails and the Division of Forestry staff.
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** The information from this system will have a direct impact on the way that volunteers interact with the DNR Parks and Trails Campground Host program. We will engage with existing campground hosts in the design phase of the project to make sure that we've included Human centered design approach and make this system work for them.
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** This effort will make use of state managed digital infrastructure and will require authentication to manage data.

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	R29347IT	R294001	General Fund – Parks and Trails management GEN	\$150,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$150,000</p> <p>Hardware: Click here to enter text.</p> <p>Software: Click here to enter text.</p> <p>Training: Click here to enter text.</p> <p>State Staff: \$150,000 via MNIT DNR Professional Service Rates</p> <p>Professional/Technical: Click here to enter text.</p>	
<p>Estimated Start Date: July 1, 2021</p>	<p>Requested Finish Date: June 30, 2022</p> <p>Reason for End Date: Anticipated planning complete- final go live determined after planning phase.</p>

Success Criteria	
How will this project benefit the business?	
<p>What are the project's success metrics? (ex. Reduce downtime by 12%)</p>	<p>How Measured? (Compare post-implementation uptime to baseline)</p>
Data accuracy and timeliness	Information is streamed from database to the DNR Public Web site in one hour or less
User Acceptance	User Satisfaction surveys
Increase in volunteer Campground Hosts	Fewer campground host vacancies by comparison to previous years' information.

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Mary Robison

Date: 4/15/21

CBTO: Jenna Covey

Date: 4/15/21

COMMENTS

This system would replace a largely manual process that includes a set of spreadsheets and communication between State Park managers, Campground Host program consultant, the PAT Web Team and the Volunteer Campground Host. This system has a high administrative overhead including several hand-offs and there is risk for process disruption that can result in Campground Host vacancies and disgruntled potential Campground Hosts.

Information and Telecommunications Account (Odyssey) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Jenna Covey, MNIT Partnering with DNR	Project Name: Electronic License System (ELS) Project
Project Sponsor: Linda Kelly Contact Info: linda.kelly@state.mn.us (651) 259-5238	
Budget Contact: Linda Kelly Contact Info: linda.kelly@state.mn.us (651) 259-5238	
<p>Brief Project Description: The Electronic Licensing System (ELS) is the primary system that (1) issues hunting and angling licenses and permits to resident Minnesotans and non-residents from other states; and (2) registers and titles outdoor recreation equipment as required by law; and (3) will support an events management system for registration of safety courses. The current ELS customer base is 1.5M holding over 8M records. This modernization project will improve Minnesotan's ability to purchase licenses online, and re-engineer and improve business processes for DNR Info Center staff and other entities who issue licenses. This request is to secure funds for MNIT project management and business analyst needs for the planning and RFP phase of an anticipated three (3) year project effort.</p> <p>This use of funds is consistent with the legislative intent of the original appropriations to support the licensing costs for motorized vehicles. This ITA request is needed to provide additional time to complete the project.</p>	
<p>High-level Project Objective: To leverage MNIT expertise in project management and business analysis skills to solicit a modernized ELS solution by issuing a Request For Proposal (RFP) for potential vendors, with Game and Fish licensing, Titling and Registration of Recreational Vehicles, and safety course registration experience. Vendors will bid on this project for delivered services using their custom off-the-shelf (COTS) system with a goal of minimal development needs. The system we are seeking will offer consumer choice options on how they would like to procure hunting and angling license privileges, processing needs related to title and registration of recreational vehicles, and safety course registration and management.</p>	
<p>Project Deliverable Categories:</p> <ul style="list-style-type: none"> <input type="checkbox"/> New application or system <input checked="" type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system 	

Information and Telecommunications Account (Odyssey) FY2021 Project Request

Requested Information Specific to ITA (Odyssey) Projects	
For an existing project? <input type="checkbox"/> If checked, project name? Click here to enter text.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

MNIT Strategic Goals Supported and How They are Supported (check all that apply)
<p><input checked="" type="checkbox"/> Cultivate a Holistic and Connected Culture of Work. This project will have collaboration across three (3) entities: DNR, MNIT, and the awarded contract vendor project management team. This level of engagement and cross expertise will be key to project success bringing in the best the state has to offer.</p> <p><input checked="" type="checkbox"/> Fortify the Value and Delivery of Projects and Initiatives. There will be a minimum of three (3) project managers for this effort. Staff assigned will engage their expertise, talents and best management practices to deliver a product Minnesotans come to expect.</p> <p><input checked="" type="checkbox"/> Promote People-centered Digital Government Services. DNR has developed a stakeholder engagement plan that will include opportunities to hear the voice of end users and customers. The updated system will improve the internal user interface and public products and applications derived from the system, including enhanced security and accessibility.</p> <p><input checked="" type="checkbox"/> Elevate Minnesota's Digital Estate. Although we are in early planning stages of the RFP, we are hopeful we can integrate existing technology used by Deputy Registrars and implement an electronic document management system to reduce volume of paper being mailed across organizations, creating efficiencies.</p> <p><input checked="" type="checkbox"/> Bolster Successful State Cybersecurity Efforts. Recommendations by the Blue Ribbon Council are being included in decision making around this project. An update to the system will ensure the application is secure and meets current security standards. Regular updates will be provided to DNR and MNIT leadership.</p>

Application Development Cybersecurity Considerations
<p>Which Cybersecurity roadmap items does this project address? (Check all that apply.)</p> <p><input type="checkbox"/> Identify – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.</p> <p><input type="checkbox"/> Protect – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.</p> <p><input type="checkbox"/> Detect – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.</p>

Information and Telecommunications Account (Odyssey) FY2021 Project Request

Respond – Develop and implement appropriate activities to take action regarding a detected IT security event.

Recover – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
2100	R293X000	R296001	FAW Fish Management WRA	\$250,000
2101	R293X000	R296052	FAW Licensing SNOW	\$100,000
2102	R293X000	R296053	FAW Licensing ATV	\$60,000
2103	R293X000	R296054	FAW Licensing OHM	\$5,000
2104	R293X000	R296055	FAW Licensing ORV	\$25,000

Estimated Project Financials for the Entire Project (including IT)	
Estimated Budget (total expected project costs): \$20M over 5 years	
Hardware: \$0 (no upfront development costs)	
Software: \$0 (no upfront development costs)	
Training: \$0 (no upfront development costs)	
State Staff: \$1.5M (2 MNIT + 1 DNR FAW) over 3 years Via MNIT DNR Professional Service Rates	
Professional/Technical: \$18.5M over 5 years (no upfront development costs)	
Estimated Start Date: April 16, 2021	Requested Finish Date: March 31, 2024
	Reason for End Date: Est. Go-live March 1, 2024

Information and Telecommunications Account (Odyssey) FY2021 Project Request

Is the project fully funded? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If funded, what are the funding sources for the entire project? (Federal, appropriation, etc.) Game and Fish funds and Natural Resources funds e.g. Water Rec, Snowmobile, ATV, etc.	If not funded, what is the funding gap and the plan to obtain funding? Funding gap is the Game and Fish licensing module as that funding is ineligible for the Odyssey program. Biennial budget direct appropriations will fill this gap.

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime)	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Migrating existing customer data base from current vendor to newly awarded vendor	Migration complete, with access to all existing data
Increased operational efficiency	Improved system uptime User Acceptance testing is acceptable Data reflects current, accurate records
Functional requirements	System operates at levels greater than current system
Sales and accounting	Efficient workflow and proper accounting of sales
Reporting	Number of standard reports that are available, on demand, to system users
System provides security and accessibility	State requirements are met

Information and Telecommunications Account (Odyssey) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget.
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Mary Robison

Date: 4/14/2021

CBTO: Jenna Covey

Date: 4/15/21

COMMENTS

License sales make up a large proportion of the funds needed to operate DNR programs and fulfill legislative mandates. It is essential that we have a modern, secure, user-friendly ELS system to effectively sell licenses to the public and securely manage the corresponding data. This new system will replace an aging system that is no longer meeting modern business needs.

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Jenna Covey, MNIT Partnering with DNR	Project Name: Karst Features Application
Project Sponsor: Jay Frischman, Supervisor, EWR Contact Info: jay.frischman@state.mn.us; 651-259-5733	
Budget Contact: Jay Frischman Contact Info: jay.frischman@state.mn.us; 651-259-5733	
<p>Brief Project Description: Karst is a terrain with distinctive landforms and hydrology created primarily from the dissolution of soluble rocks. It is characterized by sinkholes, caves, springs, and underground drainage dominated by rapid conduit flow. This project furthers the development phase of the Karst Features Database (KFD) project, which displays sinkhole and other karst feature distributions in a GIS environment. The goal of this effort is to modernize and make the application accessible to users via the DNR website. This much needed update will make the KFD an “active” database, with authorized professionals across the Department of Natural Resources (DNR), University of Minnesota, and cooperating agencies having password-protected access to add and propose edits to features. The professionals and the public will be able to view the data via a public web interface. The proposed approach and final database deliverable will meet data integrity, data governance standards, and regulatory scrutiny.</p> <p>This use of funds is consistent with the legislative intent of the original appropriations to DNR’s Division of Ecological and Water Sources. This ITA request is needed to provide additional time to complete the project.</p>	
<p>High-level Project Objective: The main objective is to bring the KFD in house and turn it into an application with a secured interface and a public-facing interface. This will standardize collection processes, improve data access and quality, and provide more visual access to the public.</p>	
<p>Project Deliverable Categories:</p> <p><input checked="" type="checkbox"/> New application or system</p> <p><input type="checkbox"/> Replacement for existing application or system</p> <p><input type="checkbox"/> Enhancement to existing application or system</p> <p><input type="checkbox"/> Upgrade of an existing application or system</p>	
Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? Karst Features Application	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? N/A

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** [Click here to enter text.](#)
- Elevate Minnesota's Digital Estate.** The updated KFD will use an online application (new toolset) and improved data structure to collaborate across organizational lines (state and county agencies, environmental firms, and general public) for data visualization and to improve decision-making. The improved and accessible database will improve collaboration and communication within and between state agencies and leverages cross-agency data sharing.
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	R293271A	R292000	EWR Resource Mgmt GEN	\$40,000
1000	R293271H	R292015	EWR Water Res Activities GEN	\$28,000
1000	R2932760	R292015	EWR Water Res Activities GEN	\$11,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$104,000 (\$25,000 is from non-ITA funding.)</p> <p>Hardware: 0</p> <p>Software: 0</p> <p>Training: 0</p> <p>State Staff: \$104,000 via MNIT Professional Service rates</p> <p>Professional/Technical: 0</p>	
Estimated Start Date: July 1, 2021	<p>Requested Finish Date: December 2021</p> <p>Reason for End Date: Click here to enter text.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

Success Criteria	
<p>How will this project benefit the business? Improve timeliness of the data by having the latest updates automatically shared with various user groups (via QuickLayers, the MN GeoCommons, and the public-facing application). Make the data more active and less static.</p>	
<p>What are the project's success metrics? (ex. Reduce downtime by 12%)</p>	<p>How Measured? (Compare post-implementation uptime to baseline)</p>
Migrating the KFD from the University of Minnesota to the DNR	Migration complete, with access to all existing data
Provide a geographically relevant, up-to-date, easily accessible online space for DNR staff and others to access and maintain this information.	Database functions as planned (verified through beta testing), providing a platform that tracks edits efficiently, is easy to update, access and monitor.
Track data on Karst Features in Minnesota using best data governance practices.	KFD is functioning as planned, with people accessing it to assist in managing natural resources.

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none"> • Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; • Sponsoring agency is committed to champion the project and secure the needed resources. 	
Agency CFO: Mary Robison	Date: 4/15/21
CBTO: Jenna Covey	Date: 4/15/21

COMMENTS
<p>Considerable work has gone into the KFD migration project, including many hours by MNIT and Ecological Water Resources division subject matter experts to develop the schema and application work flow. This staff time in addition to the money already billed to the project are an investment towards making the database meet data integrity, data governance standards, and regulatory scrutiny. The Minnesota Pollution Control Agency and Minnesota Department of Health recognize the importance of having a KFD that meets data governance standards and regulatory scrutiny and have contributed \$10,000 and \$15,000 respectively to ensure the project is completed. Interagency agency agreements have been developed and signed and the money has been transferred to DNR..</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Jenna Covey, MNIT partnering with DNR	Project Name: MPARS for Aeration Permits – Public Side
Project Sponsor: Tom Hovey, DNR Water Regulations Unit Supervisor; MNIT DNR Water Data Liaison Contact Info: Hovey: (651)259-5654, tom.hovey@state.mn.us	
Budget Contact: Rob Raiolo Contact Info: Robert.Raiolo@state.mn.us , 651.259.5108	
<p>Brief Project Description: This project will complete the final development phase of the aeration permitting project, which enables functionality to accommodate processing of Aeration Permit applications and the subsequent issuance or denial of permits via the Water Permitting and Reporting System (MPARS) system. The internal staff facing side of the program was completed in September 2020. This phase will allow the public to access MPARS on DNR's website to apply for aeration permits, pay fees, and submit required documents online. MPARS currently supports five permit types. Our goal is for permit applicants, permit holders, and the public to be able to easily navigate the system.</p> <p>This use of funds is consistent with the intent of the original appropriation to support the programs of DNR's Division of Ecological Water Resources. This ITA request is needed to provide additional time to complete the project.</p>	
<p>High-level Project Objective: The objective of this effort is to be more efficient in handling repetitive tasks, relieve staff of handling documents that permit applicants can easily upload themselves, and to provide a better customer experience in the permit application process.</p>	
<p>Project Deliverable Categories:</p> <p><input type="checkbox"/> New application or system</p> <p><input type="checkbox"/> Replacement for existing application or system</p> <p><input checked="" type="checkbox"/> Enhancement to existing application or system</p> <p><input type="checkbox"/> Upgrade of an existing application or system</p>	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? <small>Click here to enter text.</small>	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? <small>Click here to enter text.</small>

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** Completion of the public facing side of MPARS for Aeration will allow landowners in Minnesota to apply for permits to aerate, upload required materials to complete their applications, and pay permit fees online at any time of the day. This will improve citizen experiences and is true customer service.
- Elevate Minnesota's Digital Estate.** This project will reduce paper record keeping and transfer of physical documents, resulting in fewer errors and omissions in the permitting process.
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	R293274P	R292000	EWR Resource Mgmt GEN	\$200,000

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$200,000</p> <p>Hardware: Click here to enter text.</p> <p>Software: Click here to enter text.</p> <p>Training: Click here to enter text.</p> <p>State Staff: \$200,000 MNIT DNR professional services rates</p> <p>Professional/Technical:</p>	
<p>Estimated Start Date: July 1, 2021</p>	<p>Requested Finish Date: Jun 30, 2022</p> <p>Reason for End Date: Based on 11/16/2020 MNIT estimate, not including vacations, unanticipated disruptions, etc.</p>

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) Automates manual processes of mailing and filing physical documents, reduces errors in data entry</p>	
<p>What are the project's success metrics? (ex. Reduce downtime by 12%)</p>	<p>How Measured? (Compare post-implementation uptime to baseline)</p>
<p>Increase efficiency of aeration permitting process through automation.</p>	<p>Handling of paper by staff and permitted public, manual data entry time, and human error decreased.</p>
<p>Improved access to permitting process by public increased.</p>	<p>Permitted public will be able to communicate, pay fees, and transmit documents electronically and around the clock.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Mary Robison

Date: 4/15/21

CBTO: Jenna Covey

Date: 4/15/21

COMMENTS

This project is a continuation of the effort to create the second and final part of the MPARS for Aeration. During the first phase the funds ran out, then the MNIT staff were not available. The funding is now available and we hope to see the MPARS for Aeration project completed.

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Jenna Covey, MNIT partnering with DNR	Project Name: NextGen Forestry Management System
Project Sponsor: Forrest Boe Contact Info: Forrest.Boe@state.mn.us	
Budget Contact: Ed Potter Contact Info: Ed.Potter@state.mn.us	
<p>Brief Project Description: In 2017 a legislative appropriation providing funding beginning in FY18 to replace and augment the existing but aging Forest Management System (Session Laws 2017 Article 1, Sec 3 Subd. 4g). The development phase of this multi-year project is still underway. The new system, 4Trees, will be replacing the division's forest inventory, timber appraisal, tree planting, and road management software with an integrated system enabled by mobile device use for capturing field data. We are requesting the remaining funds from the legislative appropriation be moved to Odyssey.</p> <p>This use of funds is consistent with the intent of the original appropriation, which was to support the NextGen Forestry Management System. This ITA request is needed to provide additional time to complete the complex, multi-year project.</p>	
<p>High-level Project Objective: To manage Minnesota forests more effectively for the purposes of economic, conservation and recreational uses. To modernize aging Forest Management Systems, increase operational efficiency, improve data accuracy, provide integrated view of forestry activities by standardizing data capture activities using mobile devices, improving statistical accuracy of captured data, a single integrated database and dashboards to monitor key performance objectives.</p>	
<p>Project Deliverable Categories:</p> <p><input type="checkbox"/> New application or system</p> <p><input checked="" type="checkbox"/> Replacement for existing application or system</p> <p><input type="checkbox"/> Enhancement to existing application or system</p> <p><input type="checkbox"/> Upgrade of an existing application or system</p>	
Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? NextGen Forestry Management System	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** Eliminating barriers between programs by involving each organization level of Forestry and DNR staff, from multiple area field locations, along with MNIT DNR and Vendor teams working together to meet Forestry's needs.
- Fortify the Value and Delivery of Projects and Initiatives.** Following a methodical project approach driven by Forestry and MNIT DNR leadership through each phase from RFP, to vendor selection, vendor assessment, detailed design and development following Risk Management strategies.
- Promote People-centered Digital Government Services.** Since this is a primarily internally facing application, we are using human centered design concepts while working with Forestry Division stakeholders throughout the project.
- Elevate Minnesota's Digital Estate.** Provide an integrated system that provides transparency across all Forestry programs and all organization levels of Forestry – data is being shared in one system instead of four independent systems.
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
<p>The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.</p>				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	R2933705	R293046	FOR Next Gen Core for Data	1,500,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected Development Phase project costs): \$5,310,572</p> <p>Hardware: \$476,638</p> <p>Software: \$314,080</p> <p>Training: \$ NA</p> <p>State Staff: \$2,749,472 via MNIT DNR Service Rates</p> <p>Professional/Technical: \$1,770,382 (Comprised of Trimble Professional Services and Contractor costs)</p>	
<p>Estimated Start Date: October 2020</p>	<p>Requested Finish Date: June 30, 2023</p> <p>Reason for End Date: Implementation complete</p>

Success Criteria	
<p>How will this project benefit the business?</p>	
<p>What are the project's success metrics? (ex. Reduce downtime by 12%)</p>	<p>How Measured? (Compare post-implementation uptime to baseline)</p>
<p>Forester use of mobile devices</p>	<p>95% field use by field foresters</p>
<p>Reduce data capture time, rekeying of data, and accuracy of captured data</p>	<p>Compare time to capture data with paper greensheets, re-enter it, and review for errors to new process using mobile devices</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

Standardization of appraisal methods	Reduce the number of appraisal methods by 50%
Increase timber appraisal accuracy by 25%	Monitor percent of permits that meet published appraisal accuracy standards
Faster access to information	Field observations captured and visible to Forestry owner within 24 hours
Ability to capture, track and report annual accomplishments for the inventory, appraisal, and planning and other programs in one system rather than the independent systems currently used.	Reduced time in gather data for reporting by utilizing new dashboards
Business process consistency	Reduction in methods to create contracts and associated PO's

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Mary Robison

Date: 4/15/21

CBTO: Jenna Covey

Date: 4/15/21

COMMENTS

Received legislative approval for NextGen in May 2017. Project Phases since then have included RFP Creation, Vendor Evaluation/Selection, Contract Negotiation, Situation Assessment, Detailed Design, Project Risk Assessment and Development which started in October 2020. In addition, purposeful project leadership decisions pushed the development phase out to allow a more thorough understanding of business needs as documented in the detailed design. Doing so pushed back the development phase resulting in the need to use the ITA process to extend the development timeframe.

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Jenna Covey, MNIT Partnering with DNR	Project Name: Park Reservation/Point of Sale System RFP/Implementation
Project Sponsor: Erika Rivers Contact Info: Director, Division of Parks and Trails, Erika.rivers@state.mn.us, 651-259-5591	
Budget Contact: Linda Erickson-Eastwood Contact Info: linda.erickson- eastwood@state.mn.us, 651-259-5589	
<p>Brief Project Description: DNR's Division of Parks and Trails (PAT) utilizes third party software to provide a reservation system for camping and lodging, tours, and programs; as well as, a point of sale system for selling retail items. This modernization project will improve Minnesotan's experience reserving camping and other outdoor recreation opportunities, and improve the business processes for Parks and Trails staff. The effort is currently in the planning phase, with a focus on the development of a Request for Proposals (RFP) for the procurement and subsequent implementation of a new State Park Reservation and Point of Sale (POS) system. These funds will be used to provide project management and business analyst support to the DNR Project Team. This use of funds is consistent with the legislative intent of the original appropriation, to support state park and trail operations. The ITA request is needed to allow more time to complete this complex, multiyear project.</p>	
<p>High-level Project Objective: This is an effort to modernize the DNR's current State Park Reservation and Point of Sale System. This is a critical business system that the Division of Parks and Trails relies on to interface with the general public to conduct trip planning, make site reservations, and procure State Park passes and other commercial merchandise such as firewood, ice, and State Park memorabilia.</p>	
<p>Project Deliverable Categories:</p> <p><input type="checkbox"/> New application or system</p> <p><input checked="" type="checkbox"/> Replacement for existing application or system</p> <p><input type="checkbox"/> Enhancement to existing application or system</p> <p><input type="checkbox"/> Upgrade of an existing application or system</p>	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? <small>Click here to enter text.</small>	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? <small>Click here to enter text.</small>

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** This project has many project members and several sub-teams that are addressing different components of the system. This is a holistic team that will be made up of members of the DNR, MNIT DNR, and MNIT enterprise (procurement, security, and ePMO).
- Fortify the Value and Delivery of Projects and Initiatives.** Modernizing this system is a large and complex task with many moving pieces. These funds will be used to support Project Management and Business Analyst resources to coordinate and consolidate work from several specific project sub-teams. These are critical resources for a successful project.
- Promote People-centered Digital Government Services.** This system is a direct link between government and the people. The development of the product will use a Human Centered interface design, and the Department has already engaged with citizens on the needs of the next generation Reservation and POS system.
- Elevate Minnesota's Digital Estate.** This project will result in a modernized data management system that improves the customer experience.
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Proj				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	R29347IT	R294001	General Fund – Parks and Trails Management GEN	\$600,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$600,000 is the estimated cost of the initial development phase of this project. The full cost has not yet been determined, but is not expected to be paid for from ITA funds.</p> <p>Hardware: It is anticipated that there will be no hardware costs</p> <p>Software: \$0</p> <p>Training: \$0</p> <p>State Staff: \$600,000 via MNIT Professional Service rates</p> <p>Professional/Technical:</p>	
Estimated Start Date: July 1, 2021	<p>Requested Finish Date: June 30, 2023</p> <p>Reason for End Date: Anticipated fund depletion</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

Success Criteria	
<p>How will this project benefit the business? This is a critical business system for the DNR Division of Parks and Trails. The new system will benefit the business by creating a better user experience and potentially increasing the number of park visitors. The system will streamline data management using the DNR's authoritative data on State Park facilities and amenities and improve the Point of Sale and merchandise inventory management.</p>	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Increase visitation at State Parks	Compare Visitor Attendance after implementation to historic visitation levels.
More effective Merchandise Inventory Management	User satisfaction survey
Better access to financial reports	Number of standard reports that are available, on demand, to park staff.

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none"> • Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; • Sponsoring agency is committed to champion the project and secure the needed resources. 	
Agency CFO: Mary Robison	Date: 4/15/21
CBTO: Jenna Covey	Date: 4/15/21

COMMENTS
State Procurement laws dictate that major systems such as the Parks Reservation and Point of Sale systems be rebid every five years unless provided with an exception by MMB. This project is fulfilling that obligation.

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Jenna Covey, MNIT Partnering with DNR	Project Name: State Park Internet Modernization
Project Sponsor: Phil Leversedge Contact Info: Deputy Director, Division of Parks and Trails, phil.leversedge@state.mn.us, 651-259-5650	
Budget Contact: Linda Erickson-Eastwood Contact Info: linda.erickson-eastwood@state.mn.us, 651-259-5589	
<p>Brief Project Description: The Minnesota DNR Division of Parks and Trails manages 67 State Parks that are widely scattered across Minnesota. These state parks provide camping and interpretive services to Minnesota’s citizens and visitors. As society moves to a more digitally enabled environment, they expect to have access to internet services via WiFi. In addition, some state parks are in remote areas, where high-speed internet services have not been readily available. This makes it difficult for our staff to operate efficiently with state IT systems, such as Self-Service and the State Park Reservation System. This project would fund upgrades at selected DNR State Park sites. The purpose of this effort is to enhance and upgrade the Wide Area Network (WAN) and WiFi infrastructure at select State Parks across the state. These funds will also be used to cover project management costs.</p> <p>This use of funds is consistent with the intent of the original appropriation to support state park and trail operations. This ITA request is needed to provide additional time to complete the project.</p>	
High-level Project Objective: Enhance and upgrade the Wide Area Network (WAN) and WiFi infrastructure at select State Parks across the state.	
Project Deliverable Categories: <ul style="list-style-type: none"> <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input checked="" type="checkbox"/> Upgrade of an existing application or system 	

Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? Click here to enter text.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** [Click here to enter text.](#)
- Elevate Minnesota's Digital Estate.** This project will result in a modernized data management system that improves delivery of information to the state's stakeholders.
- Bolster Successful State Cybersecurity Efforts.** This effort will make use of state-managed digital infrastructure and will require authentication to manage data.

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	FR29347IT	R294001	General Fund – Parks and Trails management GEN	\$100,000

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Project Financials for the Entire Project (including IT)	
Estimated Budget (total expected project costs): \$100,000 Hardware: \$20,000 Software: \$0 Training: \$0 State Staff: \$80,000 via MNIT Professional Service rates Professional/Technical:	
Estimated Start Date: July 1, 2021	Requested Finish Date: June 30, 2023 Reason for End Date: Anticipated fund depletion

Success Criteria	
How will this project benefit the business? Better management of this type of data providing ready access to accurate and up to date information will provide a significant positive impact to the operational aspects of managing a state park. Knowing where utilities are located will prevent service interruptions to services by accidental damage by construction, excavation, or other work.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Increased WiFi Capacity	Number of State Parks with WiFi access points.
Increased network speeds	Measured Network speed before and after upgrades.

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Mary Robison

Date: 4/15/21

CBTO: Jenna Covey

Date: 4/15/21

COMMENTS

This fund will be used to systematically work through a number of WAN modernization efforts until funds are depleted. MNIT Enterprise WAN Team will be coordinating the work via a number of Service Agreements. The costs covered in this request cover one-time costs for cabling and hardware and will not be used to pay ongoing operational costs.

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Jenna Covey, MNIT Partnering with DNR	Project Name: State Park Utility Data System
Project Sponsor: Phil Leversedge Contact Info: Deputy Director, Division of Parks and Trails, phil.leversedge@state.mn.us, 651-259-5650	
Budget Contact: Linda Erickson-Eastwood Contact Info: linda.erickson-eastwood@state.mn.us, 651-259-5589	
<p>Brief Project Description: Information on the location of utilities (water, electrical, sewer) in State Parks is currently stored in many different places and formats. This includes scanned historical documents such as blueprints, digital files (e.g., AutoCAD and Esri), and are often conveyed by verbal knowledge transfer. This information is difficult to maintain as staff are replaced and difficult to access timely in emergencies. DNR has experienced costly issues in the past when a project is undertaken, or an emergency situation develops and the utilities information is not current or available. This request is to support the planning phase and partial development of a new system to create a centralized source of data and a system to collect and manage the information.</p> <p>This use of funds is consistent with the legislative intent of the original appropriation to support the state park and trail operations. This ITA request is needed to provide additional time to complete the project.</p>	
<p>High-level Project Objective: This project intends to create a system to capture information about utilities within Management Units (e.g., Parks, PWA's, trails, etc.) the Parks and Trails Division administers. Utilities include, but are not limited to, electric lines, water conveyance systems, sewer lines, phone lines, and fiber optic lines.</p>	
<p>Project Deliverable Categories:</p> <p><input checked="" type="checkbox"/> New application or system</p> <p><input type="checkbox"/> Replacement for existing application or system</p> <p><input type="checkbox"/> Enhancement to existing application or system</p> <p><input type="checkbox"/> Upgrade of an existing application or system</p>	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? Click here to enter text.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** This work will be conducted by a team from across the MNIT DNR in the Program Management Office, the Application Development Team, the Parks and Trails IT Business Services Team and the Division of Parks and Trails staff.
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** [Click here to enter text.](#)
- Elevate Minnesota's Digital Estate.** This project will result in a modernized data management system that improves delivery and efficiency of the management of utilities at State Parks.
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	R29347IT	R294001	General fund – Parks and Trails Management GEN	\$200,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$200,000</p> <p>Hardware: \$50,000 for GPS, Field data collection devices</p> <p>Software:</p> <p>Training: Click here to enter text.</p> <p>State Staff: \$ 150,000 via MNIT DNR Professional Service rates</p> <p>Professional/Technical:</p>	
Estimated Start Date: January 1, 2022	<p>Requested Finish Date: June 30, 2023</p> <p>Reason for End Date: Anticipated project go-live</p>

Success Criteria	
<p>How will this project benefit the business?</p> <p>Better management of this type of data providing ready access to accurate and up to date information will provide a significant positive impact to the operational aspects of managing a state park. Knowing where utilities are located will prevent service interruptions to services by accidental damage by construction, excavation, or other work.</p>	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Data Inventory	Miles of utilities by type, completion percentage.
Increased operational efficiency	Reduction in the number of service disruptions compared to historic records. Utility information (location and condition) is readily available to DNR Staff,
Improved reporting	Number of standard reports that are available, on demand, to park staff.

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Mary Robison

Date: 4/15/21

CBTO: Jenna Covey

Date: 4/15/21

COMMENTS

This is a high priority project for the Division of Parks and Trails. Senior staff with institutional knowledge of the location and condition of these utilities are retiring or nearing retirement. Much of this information is in their memory and there is a high risk of losing this information. Maintenance and management of utility replacement life-cycles would improve performance of these systems and reduce maintenance costs.

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Jenna Covey, MNIT Partnering with DNR	Project Name: Trail Condition and Closure reporting
Project Sponsor: Phil Leversedge Contact Info: Deputy Director, Division of Parks and Trails, phil.leversedge@state.mn.us, 651-259-5650	
Budget Contact: Linda Erickson-Eastwood Contact Info: linda.erickson-eastwood@state.mn.us, 651-259-5589	
<p>Brief Project Description: The Minnesota DNR manages more than 30,000 miles of trails and more than 2,277 miles of State Forest roads. These roads and trails support a variety of motorized and non-motorized uses and are enjoyed by visitors across all seasons. They are also used by State Forest staff and timber producers to access state forests for management, timber sales, and harvest activities. Communicating up-to-date and accurate information on the closures and/or conditions of trails and state forest roads to the public is an essential activity within the divisions and provides stakeholders with the information they need to make trip and business planning decisions. Web traffic statistics on the DNR Public Web site show that the pages providing condition and closure information are among the most accessed pages on the web site. The current method of managing temporary closures and conditions was developed more than 10 years ago and is need of modernization. The purpose of this effort is to fund the planning phase of an IT application that DNR staff can use to record closings and conditions for State Forest roads and trails that are managed and administered by the agency and to have those conditions readily available to the public via the DNR's web site. These tools will leverage existing State Forest road and trail spatial and attribute data in the Parks and Trails Enterprise Information system, State Roads, and Trails (STARS) component. This use of funds is consistent with the intent of the original appropriation to support state trails. This ITA request is needed to provide additional time to complete the project.</p>	
<p>High-level Project Objective: To develop an IT application that DNR staff can use to record closings and conditions for State Forest roads and trails that are managed and administered by the agency and to have those conditions readily available to the public via the DNR's web site.</p>	
<p>Project Deliverable Categories:</p> <ul style="list-style-type: none"> <input type="checkbox"/> New application or system <input checked="" type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system 	

Information and Telecommunications Account (ITA) FY2021 Project Request

Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? Click here to enter text.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

MNIT Strategic Goals Supported and How They are Supported (check all that apply)
<p><input checked="" type="checkbox"/> Cultivate a Holistic and Connected Culture of Work. This work will be conducted by a diverse team from across the MNIT DNR in the Program Management Office, the Application Development Team, the Parks and Trails IT Business Services Team, the Forestry IT Business Services Team, the Division of Parks and Trails and the Division of Forestry staff.</p> <p><input type="checkbox"/> Fortify the Value and Delivery of Projects and Initiatives. Click here to enter text.</p> <p><input type="checkbox"/> Promote People-centered Digital Government Services. The information from this system will have a direct impact on the way that stakeholders access information on road and trail closers and conditions. This will improve the overall experience by providing accurate and up to date information that can be displayed as a map or as a list.</p> <p><input checked="" type="checkbox"/> Elevate Minnesota's Digital Estate. This project will result in a modernized data management system that improves delivery of information to the state's stakeholders.</p> <p><input checked="" type="checkbox"/> Bolster Successful State Cybersecurity Efforts. This effort will make use of state managed digital infrastructure and will require authentication to manage data.</p>

Application Development Cybersecurity Considerations
<p>Which Cybersecurity roadmap items does this project address? (Check all that apply.)</p> <p><input type="checkbox"/> Identify – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.</p> <p><input type="checkbox"/> Protect – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.</p> <p><input type="checkbox"/> Detect – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.</p> <p><input type="checkbox"/> Respond – Develop and implement appropriate activities to take action regarding a detected IT security event.</p> <p><input type="checkbox"/> Recover – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	R29347IT	R294001	General Fund Parks and Trails Management GEN	\$100,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$100,000</p> <p>Hardware: Click here to enter text.</p> <p>Software: Click here to enter text.</p> <p>Training: Click here to enter text.</p> <p>State Staff: \$100,000 via MNIT Professional Service rates</p> <p>Professional/Technical:</p>	
Estimated Start Date: July 1, 2021	<p>Requested Finish Date: June 30, 2022</p> <p>Reason for End Date: Anticipated project go-live</p>

Success Criteria	
<p>How will this project benefit the business?</p> <p>Better management of this type of data and providing ready access to accurate and up-to-date information will have a significant positive impact to the operational aspects of managing our system of state trails and roads.</p>	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Data accuracy and timeliness	Information is streamed from database to web sites in less than four hours
User Acceptance	User satisfaction surveys
Improved reporting	Trail and road conditions and closures are readily available to DNR staff and the general public

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Mary Robison

Date: 4/15/21

CBTO: Jenna Covey

Date: 04/15/21

COMMENTS

This is a joint project between the Division of Parks and Trails and the Division of Forestry. Forestry will be covering some of the costs from non-Odyssey accounts.

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Jenna Covey, MNIT partnering with DNR	Project Name: Wildlife and Aquatic Habitat Management Application (WAHMA)
Project Sponsor: Dave Olfelt, Director Division of Fish and Wildlife, DNR Contact Info: dave.olfelt@state.mn.us ; 651-259-5180	
Budget Contact: Jesse Roberts, Section of Wildlife Operations Manager Contact Info: jesse.f.roberts@state.mn.us ; 651-259-5169	
<p>Brief Project Description: This project will replace the DNR Division of Fish and Wildlife's current Wildlife and Aquatic Habitat Management Application (WAHMA). This application is used to record assets and manage activity on Wildlife Management Area (WMA) public lands. The application brings together a suite of tools, including mobile data collection and a desktop application. This project request is to fund a detailed requirement gathering phase and then move into a development phase of the project.</p> <p>This use of funds is consistent with the intent of the original appropriation to support critical habitat management. This ITA request is needed to provide additional time to complete the project.</p>	
<p>High-level Project Objective: The objective of this effort is to effectively store, retrieve, and maintain data, while improving user interfaces and adding missing functionality to WHAMA, an outdated system.</p>	
<p>Project Deliverable Categories:</p> <p><input type="checkbox"/> New application or system</p> <p><input checked="" type="checkbox"/> Replacement for existing application or system</p> <p><input type="checkbox"/> Enhancement to existing application or system</p> <p><input type="checkbox"/> Upgrade of an existing application or system</p>	

Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? WAHMA	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** The updated system will improve the internal user interface and public products and applications derived from the system.
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** An update to the system will ensure the application is secure and meets current security standards.

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
2209	R293W701	R296004	FAW Heritage Enhancement	\$537,000

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$537,000</p> <p>Hardware: \$69,760 tablets for data collection in the field</p> <p>Software: Click here to enter text.</p> <p>Training: Click here to enter text.</p> <p>State Staff: \$72,000 Phase I: Requirements gathering; Phase II: Development \$395,240 via MNIT DNR Professional Service Rates</p> <p>Professional/Technical:</p>	
<p>Estimated Start Date: 12/1/2021</p>	<p>Requested Finish Date: 6/30/2023</p> <p>Reason for End Date: Requested finished date includes time for user testing and phased rollout of application.</p>

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) This project will update and improve upon an existing enterprise system used heavily by the Section of Wildlife for information management and reporting needs. New functionality will migrate and replace older databases and systems improving data entry and data retrieval times.</p>	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Increased operational efficiency	Improved uptime for the GIS components of the system Improved access to real-time read-only data Updated and improved data entry screens
Reporting	Improved reporting functionality to track work done in the field by FAW staff
System provides security and accessibility	State standards and requirements are met

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Mary Robison

Date: 4/15/21

CBTO: Jenna Covey

Date: 4/15/21

COMMENTS

The DNR's Division of Fish and Wildlife manages more than 1.3 million acres contained in more than 2,100 Wildlife Management Areas (WMA) and Aquatic Management Areas (AMA). The Wildlife and Aquatic Habitat Management Application (WAHMA) was developed to allow FAW staff the ability to maintain, track, and report on information for habitat and facilities work undertaken on WMAs and AMAs. WAHMA was released in 2015 and consists of three main components:

- 1) WAHMA Work Planning - web based project proposing and tracking application.
- 2) WAHMAGIS Desktop – Adobe Air desktop application for collecting and managing data related to inventory items and work activities.
- 3) WAHMAGIS Mobile – Android mobile app for collecting and managing data related to inventory items and work activities.

The system has in large part been in maintenance since its release in 2015 with limited opportunity to add additional functionality or make improvements. The purpose of this effort is to update ageing software architecture used by the system and add functionality to the WAHMA components to meet the following business goals:

1. Improve the data entry for activities related to managing AMA and WMA lands
2. Standardized data for AMA and WMA accomplishment reporting
3. Improve efficiency for reporting FAW staff accomplishments
4. Migrate and update additional related systems used by FAW staff that tie into AMA and WMA management
5. Update the ageing hardware fleet of Android tablets

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Board of Nursing Stefanie Horvath, CBTO	Project Name: MBN Automated Licensure Information Management System (ALIMS)
Project Sponsor: Shirley A. Brekken, Executive Director Contact Info: shirley.brekken@state.mn.us	
Budget Contact: Sheryl Meyer, Director for Operations Contact Info: sheryl.meyer@state.mn.us	
<p>Brief Project Description: This project is an initiative to develop and implement several system upgrades and enhancements to the 2017 ALIMS licensure and 2020 discipline case management applications and includes the next version of Web UI to increase usability and technical advancements. The project impacts three major components of the current ALIMS:</p> <ul style="list-style-type: none"> • Upgrade licensure application (deployed 2017) to provide greater customer user experience, including ability of applicant/licensee or staff to print receipt of transaction; initiate an invoice and accept online payment of services in addition to licensure; integrate efficiency of OnBase scanning by associating a record number with a name to facilitate change of licensee name and all records associated with entity; visualization of all entries online in an application format; ability to print online applications; and transition Border State Registry and Advanced Practice Registered Nurse reinstatement applications from paper to online; user upload of documents to licensure application. The licensure application is integral to all the Board's functions, including licensure, discipline, nursing education program approval, and data services. • Upgrade and enhance discipline case management application (deployed 2020) by integrating current manual calendaring tasks to improve workflow; increase user access to resources; improve; report functionality for transparency and quality measurement and improvement. • Advance to the next version of Web UI to keep the system current with modern underlying frameworks and practices that enhance usability, security, maintenance, and longevity; include navigation enhancements and improved usability on mobile devices; increase broad support for interacting with user via notifications, document uploads and potentially secure messaging. 	
<p>High-level Project Objective: To facilitate the user experience for 140,000 nurse license users, employers and consumers of nursing care, other state agencies and the public by (1) reducing key entry and ensuring consistent data integrity, (2) increasing data security, and (3) effectuating licensure and data services and complaint resolution efficiency through enhanced data retrieval, workflow and system integration.</p>	

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Deliverable Categories:

- New application or system
- Replacement for existing application or system
- Enhancement to existing application or system
- Upgrade of an existing application or system

Requested Information Specific to ITA Projects

For an existing project? If checked, project name?
 3WB01 Nursing Program Approval and 3WB10 Nursing ALIMS Discipline Case Management
 NOTE: These projects are aka Nursing Parts 2 & 3

For an existing ITA project? Yes: If checked, what is the ITA ID number?
 ITA20.019

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** Provide staff with opportunity to identify enhancements which will increase efficiencies, thus promoting a sense of success and wellbeing. Promotes greater unity between Board members and staff in proactively leveraging time availability required in complaint resolution activities.
- Fortify the Value and Delivery of Projects and Initiatives.** Augments goals of current system implementation to provide a timelier reporting functionality that can be used for audit, performance measurement, and quality improvement, as well as the explicit goal of overall decrease in time to complaint resolution.
- Promote People-centered Digital Government Services.** Provide services to provide the public and employers greater access to data and provide greater public safety through more efficient complaint resolution.
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** Upgrade to next major version of Web UI keeps the system current with modern underlying frameworks and practice to enhance security. Facilitates to integrate previously external tasks into same secure case management system.

Information and Telecommunications Account (ITA) FY2021 Project Request

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1201	H7C30000	H7C1111	Nursing Operations	\$435,000

Estimated Project Financials for the Entire Project (including IT)

Estimated Budget (total expected project costs): \$435,000

Hardware: Existing

Software: Existing

Training: \$25,000 (development of on-line training modules for existing staff and on-boarding future staff, conduct training, and remediation and follow-up support)

State Staff: \$60,000 (data base conversion and project management)

Professional/Technical: \$350,000 (external vendor)

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Start Date: July 1, 2021	Requested Finish Date: June 30, 2023 Reason for End Date: Integration with other health-related licensing boards” projects and deployment.
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Success Criteria	
How will this project benefit the business? Click here to enter text.	
What are the project’s success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Reduce percentage of rescheduled matters by 5% thus maximizing staff effort	Compare post-implementation to FY2021 baseline (currently at 22% of all calendared matters since July 1, 2020)
Increase frequency and equity of Board member participation on review panels; goal – each Board member be associated with in excess of 5% of all discipline matters scheduled for the fiscal year	Compare post-implementation to FY 2021 baseline (currently a range of 0%-20%, inclusive of Board members appointed after the start of FY 2021 who are still in the orientation/training phase and may not have yet participated in discipline conferences on their own).
Decrease paper of supporting documents by 80%	Compare post-implementation to FY2021 baseline
Increase on-line usability for licensure by interstate endorsement by 25%	Compare post-implementation to FY2021 baseline

APPROVALS	
Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget. <ul style="list-style-type: none"> Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; Sponsoring agency is committed to champion the project and secure the needed resources. 	
Agency CFO: Tracey Sigstad	Date: 4/15/2021
CBTO: <i>Stefanie K. Holvath</i>	Date: 4/12/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Office of Higher Education (OHE) – Matthew Porett	Project Name: P20W Infrastructure and training upgrade
Project Sponsor: Meredith Fergus Contact Info: Meredith.fergus@state.mn.us	
Budget Contact: Meredith.fergus@state.mn.us Contact Info: Meredith.fergus@state.mn.us	
<p>Brief Project Description: This IT project entails upgrading the server, storage capacity and back-up capability for the P20W (SLEDS) infrastructure. Associated work will include purchasing and implementing new software to meet increased reporting requirements, and training stakeholders on use of the new software. This will ensure that P20W staff have access to a new array of web-based SLEDS resources, training materials and reports when engaging schools, colleges, and community organizations.</p>	
<p>High-level Project Objective: The objective is to have a P20W infrastructure in which staff can more efficiently store, retrieve and back up critical data. It will also allow for changes to the data infrastructure triggered by changing external data sources (for example: in going to the Cloud, MDE must alter its data infrastructure so it can continue to receive and analyze data). These Odyssey funds would be a dedicated funding source for this project to support the P20W System storage and backup needs and extend its life and productivity.</p>	
<p>Project Deliverable Categories:</p> <ul style="list-style-type: none"> <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input checked="" type="checkbox"/> Upgrade of an existing application or system 	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? Click here to enter text.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported (check all that apply)
<input type="checkbox"/> Cultivate a Holistic and Connected Culture of Work. Click here to enter text.
<input type="checkbox"/> Fortify the Value and Delivery of Projects and Initiatives. Click here to enter text.
<input checked="" type="checkbox"/> Promote People-centered Digital Government Services. Click here to enter text.
<input checked="" type="checkbox"/> Elevate Minnesota’s Digital Estate. Click here to enter text.
<input type="checkbox"/> Bolster Successful State Cybersecurity Efforts. Click here to enter text.

Application Development Cybersecurity Considerations
Which Cybersecurity roadmap items does this project address? (Check all that apply.)
<input type="checkbox"/> Identify – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
<input checked="" type="checkbox"/> Protect – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
<input type="checkbox"/> Detect – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
<input type="checkbox"/> Respond – Develop and implement appropriate activities to take action regarding a detected IT security event.
<input checked="" type="checkbox"/> Recover – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	E6031606	E601606	SLEDS	\$500,000

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Project Financials for the Entire Project (including IT)	
Estimated Budget (total expected project costs): \$500,000 Hardware: \$350,000 Software: \$100,000 Training: Click here to enter text. State Staff: \$50,000 Professional/Technical: Click here to enter text.	
Estimated Start Date: 8/1/2021	Requested Finish Date: 12/31/2023 Reason for End Date: Infrastructure EOL support dates

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Upgraded Infrastructure supports P20W training needs and provide supportable infrastructure.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Staff training	Number or percentage of needed staff have been trained on the system or not.
Hardware purchase and installation	Checklists of vendors engaged, hardware purchased, and hardware implemented, tested and online.
Software purchase and implementation	Checklists of vendors engaged, and software implemented and tested.

APPROVALS	
Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget. <ul style="list-style-type: none"> Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; Sponsoring agency is committed to champion the project and secure the needed resources. 	
Agency CFO: Poawit Yang	Date: Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

CBTO: Matthew Porett

Date: [Click here to enter text.](#)

COMMENTS

Minnesota has developed the Minnesota Statewide Longitudinal Education Data System (SLEDS) matching student data from prekindergarten through completion of postsecondary education and into the workforce. SLEDS facilitates analysis to address a range of educational programmatic and delivery methods to gauge their effectiveness and ease the design of targeted improvement strategies that help students. SLEDS brings together data from education and workforce to:

- Identify the most viable pathways for individuals in achieving successful outcomes in education and work.
- Inform decisions to support and improve education and workforce policy and practice.
- Assist in creating a more seamless education and workforce system for all Minnesotans.

The Minnesota P-20 Education Partnership governs the SLEDS system. The project is managed jointly by the Minnesota Office of Higher Education (OHE), Minnesota Departments of Education (MDE), and Employment and Economic Development (DEED).

In addition to providing data for federal compliance and state mandated reporting, SLEDS is used by state agency staff and external researchers for program evaluation and policy research of benefit to the State of Minnesota.

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Office of Higher Education (OHE) – Mathew Porett	Project Name: OHE Public Web platform
Project Sponsor: Fiorella Gallia Contact Info: fiorella.gallia@state.mn.us	
Budget Contact: Poawit Yang Contact Info: Poawit.yang@state.mn.us	
Brief Project Description: <p>This project entails developing and launching a new accessible and secure web platform for the Minnesota Office of Higher Education (OHE). OHE needs to upgrade its digital presence to serve its constituencies in a strategic manner, so this project will upgrade OHE’s digital outreach capability, creating content management systems that allow for quick publication and prioritized accessibility, and easy navigation to better serve the agency’s constituencies and stakeholders, particularly, Minnesota students, families, and adult learners. The project will address OHE’s communications needs by creating websites that can be easily managed through a centralized content management system.</p> <p>As a result of the COVID-19 emergency, the funds to be transferred for this project were not invested through the outreach strategies, as initially planned. And social distancing brought a new set of priorities to all of our stakeholders and audiences, while drastically changing the way OHE must engage them. As such, we have adapted our outreach strategies to match current and future environments, and we plan to repurpose these funds to invest in the agency’s web platforms to drive engagement through digital solutions. Funds will be used to better provide information on the cost of college and the various grant options available to OHE’s targeted audiences and constituencies.</p>	
High-level Project Objectives: <ul style="list-style-type: none"> Create web properties that are accessible by design, ensuring that the agency can provide information to all Minnesotans, no matter their physical abilities. These web properties will be developed and designed to meet Minnesota’s Accessibility Standards. The standard incorporates the Web Content Accessibility Guidelines 2.0 and Section 508 of the Rehabilitation Act of 1973. Incorporate a digital marketing engine for strategic marketing and communications campaigns to better reach OHE stakeholders, including the general public. Comply with the State of Minnesota branding guidelines. In the case of the agency’s institutional website, align to the common look of other agency websites by displaying a simple, recognizable design with an intuitive layout, all to provide easier navigation. Feature a content management system that content managers can use to easily update and publish new content to the sites—all with no coding experience needed on their part. 	

Information and Telecommunications Account (ITA) FY2021 Project Request

- Develop an online-publications library for the public that offers the ability to easily access, search, and download the agency’s reports and other publications by incorporating a tagging system for published content.

Project Deliverable Categories:

- New application or system
- Replacement for existing application or system
- Enhancement to existing application or system
- Upgrade of an existing application or system

Requested Information Specific to ITA Projects

For an existing project? <input type="checkbox"/> If checked, project name? Click here to enter text.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.
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MNIT Strategic Goals Supported and How They are Supported (check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** This project was jointly envisioned by OHE and MNIT staff.
- Promote People-centered Digital Government Services.** The new web platform will provide Accessible and easily searchable content and privacy compliant public outreach capabilities
- Elevate Minnesota’s Digital Estate.** This new web platform will improve the delivery Higher education research data on postsecondary outcomes by creating a searchable public reporting library. It will also improve web traffic and customer site-traffic analytics capabilities
- Bolster Successful State Cybersecurity Efforts.** This project will create a public web site platform that securely separates public and PII data and supports agency compliance requirements.

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and

Information and Telecommunications Account (ITA) FY2021 Project Request

capabilities.

- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.

- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.

- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.

- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	E6031002	E601000	Agency Administration GEN	\$100,000
1000	E6031602	E601602	Student Parent Information	\$238,000

Estimated Project Financials for the Entire Project (including IT)

Estimated Budget (total expected project costs): \$338,000

Hardware: [Click here to enter text.](#)

Software: \$50,000

Training: [Click here to enter text.](#)

State Staff: \$23,000

Professional/Technical: \$265,000

Estimated Start Date: 4/5/2021

Requested Finish Date: 12/31/2023

Reason for End Date: the project will be completed in phases. This timeline is based on the success of each phase.

Information and Telecommunications Account (ITA) FY2021 Project Request

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime)</p> <ul style="list-style-type: none"> The project will deliver to OHE an improved digital content management system (including an online-publications library) and offer an improved navigation experience to stakeholders and all Minnesotans. The project will deliver an accessible and secure institutional website. The agency will be able fulfill its basic communications and outreach objective of providing—in a timely manner—relevant information to constituents and stakeholders. To Minnesotans at large, the project will deliver a digital site where visitors can access and consume the information the agency publishes to carry out its mission. This will offer reliability and transparency, while fostering trust with the public. The project will reduce the time OHE Communications and MNIT staff spend updating the current website. The content management system will enable the Communications division to independently manage the website without requiring MNIT staff time. The project will enable OHE to create and manage digital campaigns to promote the agency's programs to targeted audiences, as part of the agency's digital-outreach strategy. 	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Eliminate MNIT staff time related to content management updates and platform administration.	Compare billed FTE staff time to pre-implementation levels.
Deliver accessible content to the public.	All content meets the Web Content Accessibility Guidelines 2.0 and Section 508 of the Rehabilitation Act of 1973.
New website developed, tested and put online.	Site developed and put online or not.

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none"> Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; Sponsoring agency is committed to champion the project and secure the needed resources. 	
Agency CFO: Poawit Yang	Date: Click here to enter text.
CBTO: Matthew Porett	Date: Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Office of Ombudsperson for Families (OBFF), Stefanie Horvath	Project Name: OBFF Case Management Implementation
Project Sponsor: Muriel Gubasta Contact Info: Muriel.gubatsta@state.mn.us	
Budget Contact: Tracey Sigstad Contact Info: tracey.sigstad@state.mn.us	
Brief Project Description: This project will implement a case management system at OBFF. They currently organize case information using many different methods including paper, word files, and spreadsheets. The OBFF seeks a case management information in one system to help with reporting, analyzing data, cross coverage, and minimize time taken to gather information when needed. One priority is to be able to track total cases by case type and volume of contacts to the agency and the agency response.	
High-level Project Objective: Implement a case management system that efficiently stores and retrieves data while adding the ability to readily generate required annual and other reports to communicate their work to stakeholders; analyze data to describe agency outcomes and to consider options for business process improvement.	
Project Deliverable Categories: <input checked="" type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? Click here to enter text.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported (check all that apply)
<input type="checkbox"/> Cultivate a Holistic and Connected Culture of Work. Click here to enter text.
<input type="checkbox"/> Fortify the Value and Delivery of Projects and Initiatives. Click here to enter text.
<input checked="" type="checkbox"/> Promote People-centered Digital Government Services. Click here to enter text.
<input checked="" type="checkbox"/> Elevate Minnesota’s Digital Estate. Click here to enter text.
<input type="checkbox"/> Bolster Successful State Cybersecurity Efforts. Click here to enter text.

Application Development Cybersecurity Considerations
Which Cybersecurity roadmap items does this project address? (Check all that apply.)
<input checked="" type="checkbox"/> Identify – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
<input checked="" type="checkbox"/> Protect – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
<input type="checkbox"/> Detect – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
<input type="checkbox"/> Respond – Develop and implement appropriate activities to take action regarding a detected IT security event.
<input type="checkbox"/> Recover – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G9231000	G921100	Ombuds Operations Account	60,000

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Project Financials for the Entire Project (including IT)	
Estimated Budget (total expected project costs): \$60,000 Hardware: Click here to enter text. Software: Click here to enter text. Training: Click here to enter text. State Staff: \$20,000 Professional/Technical: \$40,000	
Estimated Start Date: July 15, 2021	Requested Finish Date: 3/15/2022 Reason for End Date: estimated to be an 8 month project

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) It will bring all case management data into one system	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Creating a central system to store case management data	Is the system implemented and used by staff after the project.
Reduce time to assemble reports by 75%	Reports are defined in the case management system and work for annual required report and required reports to the various groups that help oversee OBFF efforts. And the time it takes to create a report is takes 75% less time as compared to compiling reports from multiple sources.
Agency wide metrics for how many cases, broken down by type/age/result. And agency wide metrics on how much effort is spent handling consultations/referrals with citizens not currently involved in a case.	The Case Management will have a place to store case information in a way where reports can be run to provide case metrics and the ability to track time spent responding to inquiries that aren't related to a case.

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Tracy Sigstad

Date: [Click here to enter text.](#)

CBTO:

Stefanie K. Horvath

Date: 4/15/2021

COMMENTS

OBFF intended to seek implementation this year. OBFF spent time working with a BA in order to prepare for working with a case management vendor. The vendor for the desired product had too many existing projects lined up to commit to starting early enough this FY to complete the project before the end of June 2021.

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: POST Board/Stefanie Horvath	Project Name: POST Complaint and Training Database
Project Sponsor: Executive Director Erik Misselt Contact Info: 651-201-7789	
Budget Contact: Dan Boytim Contact Info: 651-201-7040	
Brief Project Description: This is a project mandated by police reform legislation passed during the 2 nd special session of 2020. The first phase, a complaint database, is currently under development. The second phase, the training database, will start in July 2021, thus the need for these funds.	
High-level Project Objective: To comply with statutory requirements of the 2020 police reform bill.	
Project Deliverable Categories: <input checked="" type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	
Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? POST Database Project	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported (check all that apply)
<input type="checkbox"/> Cultivate a Holistic and Connected Culture of Work. Click here to enter text.
<input checked="" type="checkbox"/> Fortify the Value and Delivery of Projects and Initiatives. Click here to enter text.
<input type="checkbox"/> Promote People-centered Digital Government Services. Click here to enter text.
<input checked="" type="checkbox"/> Elevate Minnesota’s Digital Estate. Click here to enter text.
<input type="checkbox"/> Bolster Successful State Cybersecurity Efforts. Click here to enter text.

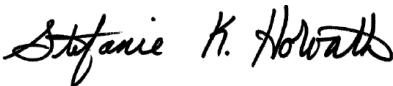
Application Development Cybersecurity Considerations
Which Cybersecurity roadmap items does this project address? (Check all that apply.)
<input type="checkbox"/> Identify – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
<input checked="" type="checkbox"/> Protect – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
<input type="checkbox"/> Detect – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
<input type="checkbox"/> Respond – Develop and implement appropriate activities to take action regarding a detected IT security event.
<input type="checkbox"/> Recover – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	P7T1000	P7T1103	POST Data Base MS 6268457	175,000

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Project Financials for the Entire Project (including IT)	
Estimated Budget (total expected project costs): \$175,000 Hardware: N/A Software: N/A Training: N/A State Staff: N/A Professional/Technical: \$175,000. Software system and vendor are already paid for FY21. These funds are to cover contracted project manager and contracted business analyst.	
Estimated Start Date: 07/01/2021	Requested Finish Date: 12/31/2021 Reason for End Date: Project Completion

Success Criteria	
How will this project benefit the business? Allow POST to comply with statutory mandates and provide appropriate mandated training to peace officers in Minnesota.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Completion and implementation by statutory deadline of spring FY22.	Database designed, configured and delivered.

APPROVALS	
Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget. <ul style="list-style-type: none"> Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; Sponsoring agency is committed to champion the project and secure the needed resources. 	
Agency CFO: Dan Boytim	Date: April 16, 2021
CBTO: 	Date: 4/16/2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Professional Educator Licensing and Standards Board – Matthew Porett	Project Name: Educators Online Licensing System
Project Sponsor: Contact Info: Alex Liuzzi: alex.liuzzi@state.mn.us	
Budget Contact: Tracey Sigstad Contact Info: tracey.sigstad@state.mn.us	
Brief Project Description: PELSB was granted funds update the online licensing system for teachers, educators, and administrators to apply for and renew their licenses. This complex system requires changes to internal processing, how districts report their licensed teachers, the tracking and processing of ethical violations, and the applicant’s ability to apply and pay online for various license types and licensure renewal. The project has been in development for three years.	
High-level Project Objective: Overall improvements to the online licensing system, making it easier for end-users to navigate.	
Project Deliverable Categories: <input type="checkbox"/> New application or system <input checked="" type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	

Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? Educator’s Online	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? ITA20.036 Educator Online Licensing System

FY2021 Transfer Amount				
Fund	Approp- level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	E3910000	E390010	PELSB Operating	\$298,000

Information and Telecommunications Account (ITA) FY2021 Project Request

Estimated Project Financials for the Entire Project (including IT)	
Estimated Budget (total expected project costs): \$298,000 Hardware: N/A Software: N/A Training: N/A State Staff: \$298,000 Professional/Technical: N/A	
Estimated Start Date: 7/1/2021	Requested Finish Date: 6/30/2023 Reason for End Date: End of the budget biennium.
Is the project fully funded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If funded, what are the funding sources for the entire project?	If not funded, what is the funding gap and the plan to obtain funding? Click here to enter text.

Success Criteria	
How will this project benefit the business? This will streamline the processing of applications for staff at the agency. It will ensure ethical violations are flagged and the state is able to process. It will simplify the application process for applicants, districts, and teacher preparation providers.	
What are the project's success metrics?	How Measured? (Compare post-implementation uptime to baseline)
Online applications for all tiered licenses.	All applications are available online and process without errors into a backend (internal) online system.
Ethical violations appropriately tracked and process in system.	All types of ethical violations (board action, national database, BCA background check, and Conduct Review Statement) are all processed through the application process and appropriately stop and allow processing of a license based on established parameters.
Other enhancements	All elements of applying for an issuing and renewing a teacher license are implementing with minimal errors.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Priorities (check all that apply)

- Creates a solution to make your business functions more efficient and effective while providing better service.**
- Secures information assets** (ex. reduces enterprise vulnerability, executive risk awareness, closes data centers)
- Delivers on Minnesota's technology priorities** (cost reductions for IT Services, retire or replace aging systems, improve IT service delivery)

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services. This solution, more than most, ensures delivery of critical services, in this case tax processing, by providing both an electronic Sara record of transactions.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Tracey Sigstad

Date: 4/22/2021

CBTO: Matthew Porett

Date: 4/23/21

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Revenue / Cory Stubbendick	Project Name: M1PR for Renters
Project Sponsor: Sarah Bronson Contact Info: sarah.bronson@state.mn.us	
Budget Contact: Don Sowada Contact Info: Donald.Sowada@state.mn.us	
Brief Project Description: Expand the ability for Landlords and property owners to submit Certificate of Rent Paid (CRP) forms through eServices and add functionality to accept electronic key-and-send M1PR for Renters.	
High-level Project Objective: To create a standardized method for Landlords and property managers to fulfill their requirement to submit annuals CRPs to the Department by the required due date. Creates a secondary check similar to the Homeowners comparison to the County Homestead files by providing both the department and the taxpayer with a matching Electronic Certificate Number (ECN) on their CRP. Allow renters to submit their annual M1PR (Property Tax Refund) forms electronically to the Minnesota Department of Revenue. Expands access to free filing resources to lower income taxpayers and offering a service that will expedite refunds to these taxpayers. The expansion of a free-filing M1PR Renter’s return also creates Equity between Homeowners and Renters by offering the same filing options to all taxpayers.	
Project Deliverable Categories: <input checked="" type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? Click here to enter text.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** . This project will harness the perspectives of our Revenue business partners, as well as, legislative leaders to create a solution to allow renters to file Property Tax returns electronically to deliver maximum value to both taxpayers and our Revenue business partners..
- Promote People-centered Digital Government Services.** Converting a manual process into an electronic one is an obvious expansion of people-centered digital government services. This project will also improve equity by providing the same filing capabilities currently available for homeowners to renters. Working closely with our Revenue partners we will improve citizen services through a customer focused design and development process.
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services. This solution, more than most, ensures delivery of critical services, in this case tax processing, by providing both an electronic record of transactions.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G6710000	G676200	Administration of State Taxes	\$500,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$500,000</p> <p>Hardware: None Anticipated</p> <p>Software: Included in Maintenance and Support</p> <p>Training: Included in Prof Tech. & will use current Revenue Training staff.</p> <p>State Staff: \$500,000 to fund MNIT project management, business analysis, testing and development.</p> <p>Professional/Technical: Click here to enter text.</p>	
<p>Estimated Start Date: 1/1/2022</p>	<p>Requested Finish Date: 12/31/2022</p> <p>Reason for End Date: To be ready for 2022 tax filing</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

Success Criteria	
<p>How will this project benefit the business? This project will allow us to offer the same or compared filing option to renters that currently exists for homeowners. This project will also allow us to have a centralized filing method for Landlords and Property Owners to fulfill their requirement to submit CRPs to the Department, these files can be used to cross reference the CRPs being submitted with Renter returns to validate accuracy of return filings. When implemented this project will also allow us to better review for fraudulent returns and it will increase return processing and refund processing times for these taxpayers.</p>	
What are the project's success metrics?	How Measured?
Reduce the amount of paper returns we receive for renters, resulting in less work for various areas in Tax Operations	Review historical data for the reduction of paper filings year over year after implementation
This filing method along with the expansion of the eCRP's will increase our ability of Fraud Detection with the implementation of ECN's.	Integrate the new filing method into the existing Fraud manager to help increase and track fraud prevention measures.
Increasing the amount of returns filed that qualify for early release and sending these refunds out to taxpayers much faster	Review prior year refund release dates and compare to refunds being release early post-implementation.

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none"> • Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; • Sponsoring agency is committed to champion the project and secure the needed resources. 	
Agency CFO: Lori Caspers	Date: April 15, 2021
CBTO: Cory Stubbendick	Date: April 15, 2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Revenue / Cory Stubbendick	Project Name: Document Scanner Replacement Project
Project Sponsor: Sarah Bronson Contact Info: sarah.bronson@state.mn.us	
Budget Contact: Don Sowada Contact Info: Donald.sowada@state.mn.us	
Brief Project Description The purchase and replacement of two, high-volume, high-speed, more efficient document scanners that will replace two scanners that will no longer be serviceable after December 31, 2021. This project includes funding for hardware and software implementation, software, staff training, professional and technical services and MNIT staff time.	
High-level Project Objective: The objective of this project is to ensure the continuation of Revenue’s paper document intake process operations by upgrading their aging and soon to be out of service/warranty high volume scanners. The current scanners are nearing the end of life for software and hardware support (specifically parts will only be available through “best effort” searches after December 2021). New scanners will allow Revenue to maintain business functions which includes the required scanning of over eight million documents in order to process tax returns and checks totaling almost \$4 billion. Additionally, these scanners are used to process over 16,000 checks for DEED totaling over \$8 billion.	
Project Deliverable Categories: <input type="checkbox"/> New application or system <input checked="" type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? Click here to enter text.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** This project helps ensure alignment with MNIT, Revenue and One Minnesota strategies by maintaining a tax processing capability that helps remove any structural inequities that limit the ability of Minnesotan's to file their taxes without an option to do so by paper. MNIT must work hand in hand with its Revenue partners as many parts of the scanning process are shared across both entities which requires a relationship built on trust and mutual accountability to be successful.
- Promote People-centered Digital Government Services.** This solution clearly prioritizes the voice of the end user in that it doesn't force them to change how they file their taxes. There are many other tax types and initiatives focused on electronic filing which is not available to all Minnesota taxpayers.
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services. This solution, more than most, ensures delivery of critical services, in this case tax processing, by providing both an electronic and physical record of transactions.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G6710000	G676100	Payment and Return Process	\$925,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$925,000</p> <p>Hardware: \$575,000</p> <p>Software: \$125,000</p> <p>Training: N/A – Included with Professional Services</p> <p>State Staff: \$70,000</p> <p>Professional/Technical: \$50,000</p> <p>Hardware Maintenance & Support: \$105,000</p>	
<p>Estimated Start Date: September 1, 2021</p>	<p>Requested Finish Date: June 30, 2022</p> <p>Reason for End Date: Equipment installed, up and running, old equipment removed.</p>

Success Criteria
<p>How will this project benefit the business?</p> <p>The existing equipment is 7 years old and processes 12 million documents a year. It will be at its end of life on December 31, 2021 when vendor support will end. Parts and maintenance after this date will be best effort. It is possible that one scanner will need to be used for parts to fix the other scanner. Despite on-going efforts to encourage taxpayers to file documents electronically, they still receive, scan and process over 12 million documents a year.</p> <p>The documents received by Revenue range from mail (2 million pieces annually), Tax Returns (8.8 million annually) and checks (1.25 million / \$3.9 billion annually) (all 2019 counts) and are an important part of their operations. They help maintain the tax collection performed by the agency to fund the State's operations. This project fits the Revenue's goals of creating operational efficiencies and leveraging technology to secure customer information, and to meet customer and employee needs.</p> <p>The Dept of Employment and Economic Development (DEED) depends on these scanners to process over 16 thousand of it's checks for over \$16 billion.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

<p>This project also helps to ensure equity by allowing taxpayers to continue filing using paper and to continue to process paper checks to maintain the flow of funds into the State.</p> <p>In addition to the need to maintain scanning functionality to process paper returns and checks, this project would benefit the business by improving operations and possibly reducing staff time and resources by:</p> <ul style="list-style-type: none"> • Improving processing speeds • Improving image quality • Improving paper throughput and reducing physical jams and down time due to mechanical errors. 	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
10%+ faster processing speeds	<p>Reduced processing times</p> <p>More document throughput</p> <p>Less staff time</p>
More accurate scanning cameras for improved image quality	<p>Reduced scanning errors.</p> <p>Less time spent manually reviewing and correcting document entries in our processing systems.</p>
Better document feeding and gap management	<p>More documents processed</p> <p>Fewer jams and pocket-full track stops reducing downtime</p>

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none"> • Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; • Sponsoring agency is committed to champion the project and secure the needed resources. 	
Agency CFO: Lori Caspers	Date: April 16, 2021
CBTO: Cory Stubbendick	Date: April 16, 2021

Information and Telecommunications Account (ITA) FY2021 Project Request

COMMENTS

In addition to meeting some of MNIT's strategic plan objectives (as described above), this project also meets Revenue's strategic plan through the following strategies:

- Provide customers with the information, education, and services they need to efficiently navigate Minnesota's tax opportunities and obligations.
- Confirm that employees have the tools and resources necessary to process returns, payments, and refunds accurately and efficiently. Protect customer data and the security of our technology systems.
- Promote operational efficiencies and leverage technology to protect customer information and to serve customer and employee needs

The existing scanners will eventually not be able to be serviced. Without the proper maintenance and support the scanners will cease to function. If they become unusable, we will need to redo the business processes and revert to non-electronic processes for all Minnesota tax types. This could cause an inequity for taxpayers who don't have the means to file electronically and depend on the ability to file paper returns.

These scanners are used to scan paper returns, paper checks for the Department of Revenue and the Department of Employee and Economic Development and scan incoming correspondence from taxpayers that get distributed electronically to divisions in the agency. They are critical to getting paper data in an electronic format. Without functioning scanners manual processes will need to be re-implemented, DEED would need to find another provider to process their checks, and we will risk the timely processing of check deposits and paper returns.

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Revenue / Cory Stubbendick	Project Name: Virtual Customer Service for Walk-ins
Project Sponsor: Sarah Bronson Contact Info: sarah.bronson@state.mn.us	
Budget Contact: Don Sowada Contact Info: Donald.Sowada@state.mn.us	
<p>Brief Project Description: This modernization project will improve Revenue’s customer service by creating new ways for us to connect customers to Revenue virtually by enhancing existing technology and services, implementing new technologies, or both.</p> <p>The Department of Revenue currently takes over 10,000 in-person payment transactions annually and serves over 3,500 walk-in customers annually to answer questions, explain tax obligation, obtain forms and copies, process payments, and receive assistance in paying their tax and non-tax debts, etc.</p> <p>This project will improve our customer service by creating new ways for our employees to interact with customers and includes necessary technology investments in hardware, software, professional and technical services, and MNIT resources critical to successful implementation of this project.</p>	
<p>High-level Project Objective:</p> <p>This project will explore new and existing technologies, with a goal of creating a better experience and interaction with customers, connecting Revenue employees to our customers no matter where they are located.</p> <p>This project will explore and implement the use of the most current technologies available to allow taxpayers to interact with Revenue employees in a safe, convenient manner to provide them with the best customer service experience possible. This would include customers who walk-in to Revenue or that want to connect with us virtually from the convenience of their homes or businesses.</p> <p>This project would allow Revenue to connect the right employee, from any location, with any taxpayer to address any issue or problem presented. All possible technologies will be explored and considered for implementation, including but not limited to expanded guest video teleconferencing or video chat capabilities, chat bot, updated features for Revenue’s telephony system, or video/real-time chat or interactive kiosks/video conferencing if a customer comes into any Revenue facility for assistance.</p>	
<p>Project Deliverable Categories:</p> <p><input checked="" type="checkbox"/> New application or system</p> <p><input type="checkbox"/> Replacement for existing application or system</p> <p><input checked="" type="checkbox"/> Enhancement to existing application or system</p>	

Information and Telecommunications Account (ITA) FY2021 Project Request

Upgrade of an existing application or system

Requested Information Specific to ITA Projects

For an existing project? If checked, project name?

[Click here to enter text.](#)

For an existing ITA project? Yes: If checked, what is the ITA ID number?

[Click here to enter text.](#)

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

Cultivate a Holistic and Connected Culture of Work. [Click here to enter text.](#)

Fortify the Value and Delivery of Projects and Initiatives. This project will greatly enhance the way Minnesotans connect with public services by providing new capabilities to allow taxpayers to interact with Revenue staff in a safe, convenient manner to provide the best customer service experience possible. Additionally, to be successful this project will engage Revenue business partners and users to ensure success, accountability, and customer satisfaction.

Promote People-centered Digital Government Services. The need to provide new and improved ways for Revenue staff to connect with customers has been explored for many years. However, lessons learned over the past year have exacerbated the need to provide transformative innovation that will improve citizen service by leveraging technology to deliver improved customer focused experiences taking into account a human centered design approach

Elevate Minnesota's Digital Estate. [Click here to enter text.](#)

Bolster Successful State Cybersecurity Efforts. [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

Identify – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.

Protect – – Develop and implement appropriate safeguards to ensure delivery of taxpayer facing services. This solution provides a reliable electronic interface to allow “walk in” customers to do certain Revenue related transactions safely, efficiently, and reliably

Information and Telecommunications Account (ITA) FY2021 Project Request

- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.

- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.

- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G6710000	G676200	Administration of State Taxes	\$1,500,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$1,500,000</p> <p>Hardware: \$750,000</p> <p>Software: \$250,000</p> <p>Training: Click here to enter text.</p> <p>State Staff: \$250,000 for necessary project management and business analysis staff</p> <p>Professional/Technical: \$250,000</p>	
<p>Estimated Start Date: January 2021</p>	<p>Requested Finish Date: December 2023</p> <p>Reason for End Date: The end date is the best estimate given the scope of the project</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

Success Criteria	
<p>How will this project benefit the business? This project will increase the efficiency of connecting with our customers, support Revenue’s commitment to supporting a virtual workplace, and provide more real-time answers for our customers. Creating more opportunities for customers to connect with Revenue regardless of their location in the state will allow us to better assist customers to voluntarily comply.</p> <p>This project also creates an opportunity to leverage the skills and unique tax knowledge of additional Revenue employees who would otherwise be limited by location or physical space.</p>	
What are the project’s success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Total customer engagement increases. With the expansion and/or implementation of these technologies, we will be able to serve additional customers.	Year over year comparison of total volume of unique customer interactions.
<p>The addition of virtual technologies will allow more customers outside of the Twin Cities to connect with Revenue in a more meaningful way by leveraging more than just our current call centers.</p> <p>The technology implemented will reduce some of the barriers like travel and transportation to have a customer consultation with Revenue.</p>	At least 10% of total usage of our virtual lobby services are provided to customers from outside of the Twin Cities.
<p>The technology implemented will enable the utilization of Revenue employees that are located throughout the state.</p> <p>This will allow more Revenue employees to engage with customers. Currently, only employees assigned to the Stassen building can engage in “live” customer engagement. As we expand our virtual presence throughout the state this will allow staff from any location to provide critical customer interaction.</p>	Total number of employees who can engage “live” with customers increases.

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Lori Caspers

Date: April 16, 2021

CBTO: Cory Stubbendick

Date: April 16, 2021

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Tax Court, Stephanie Horvath	Project Name: C-Track
Project Sponsor: Wendy S. Tien (Tax Court) Contact Info: wendy.tien@state.mn.us	
Budget Contact: Tracey Sigstad Contact Info: tracey.sigstad@state.mn.us	
Brief Project Description: This project will conduct essential, and regularly scheduled, upgrades from the Tax Court's current version of our C-Track software to the latest versions that Thomson Reuters recommends for its clients. This ensures the ongoing viability of the tax court's electronic docketing system. From time to time, funds may be used for needed customization and configuration for the Tax Court.	
High-level Project Objective: Upgrades will increase public access to the tax court by permitting e-filing and access to public dockets. Furthermore, electronic filing and docketing eliminates the cost of hardcopy paper duplication and filing. Electronic filing and docketing is mandatory in a paperless litigation environment.	
Project Deliverable Categories: <ul style="list-style-type: none"> <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input checked="" type="checkbox"/> Upgrade of an existing application or system 	
Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? <small>Click here to enter text.</small>	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? <small>Click here to enter text.</small>

Information and Telecommunications Account (ITA) FY2021 Project Request

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** [Click here to enter text.](#)
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	J6830000	J680000	Tax Court Operations	\$250,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$250,000</p> <p>Hardware: Click here to enter text.</p> <p>Software: Click here to enter text.</p> <p>Training: Click here to enter text.</p> <p>State Staff: Click here to enter text.</p> <p>Professional/Technical: \$250,000</p>	
<p>Estimated Start Date: July 1, 2021</p>	<p>Requested Finish Date: Dependent on vendor.</p> <p>Reason for End Date: Click here to enter text.</p>

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) Click here to enter text.</p>	
<p>What are the project's success metrics? (ex. Reduce downtime by 12%)</p>	<p>How Measured? (Compare post-implementation uptime to baseline)</p>
C-Track is updated to the most current version.	Upgrade implemented or not.
Less staff time spent on manual tasks (automation).	Staff time records reflect less time spent on certain manual task.
Automation will drastically improve the accuracy of input data.	Fewer errors reported with case scheduling.

Information and Telecommunications Account (ITA) FY2021 Project Request

APPROVALS

Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.

- Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget;
- Sponsoring agency is committed to champion the project and secure the needed resources.

Agency CFO: Tracey Sigstad

Date: 4/16/2021

CBTO:

Stefanie K. Howarth

Date: 4/16/2021

COMMENTS

This project ensures that needed upgrades to C-Track are provided on a timely basis and are not delayed, which may result in substantial technical difficulties with future upgrades. Upgrades incorporate bug fixes and necessary product enhancements in electronic filing and docketing.

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: MNIT@ MnDOT; James Close	Project Name: P1828 – Aircraft Registration System
Project Sponsor: Cassandra Isackson Contact Info: cassandra.isackson@state.mn.us	
Budget Contact: Samuel Brown Contact Info: Samuel.Brown@state.mn.us	
Brief Project Description: <ul style="list-style-type: none"> • Replace the current Aircraft Registration application and paper processes with a modern, web-based, user-friendly application. This will be done by configuring and implementing a Salesforce-driven application that integrates with the Department of Revenue for automated sales tax calculation and the Aircraft Blue Book for automated fee calculation, and includes online payment processing, and workflow along with end user training and organizational change management activities. 	
High-level Project Objective: <ul style="list-style-type: none"> ○ <i>Replace the existing Aircraft registration product functionality with a web-based CRM product with added enhancements.</i> ○ <i>Automate manual business processes</i> ○ <i>Provide secure end user authentication</i> ○ <i>Improved functionality, operability, and supportability for end-users</i> ○ <i>Provide electronic payment option for end-user</i> ○ <i>Produce queried reports and letters</i> ○ <i>Integrate with other federal/state agency or 3rd party-based data and/or applications</i> 	
Project Deliverable Categories: <ul style="list-style-type: none"> <input type="checkbox"/> New application or system <input checked="" type="checkbox"/> Replacement for existing application or system with enhancements <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system 	

Information and Telecommunications Account (ITA) FY2021 Project Request

Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? P1828 Aircraft Registration	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

MNIT Strategic Goals Supported and How They are Supported (check all that apply)
<p><input checked="" type="checkbox"/> Cultivate a Holistic and Connected Culture of Work. Click here to enter text.</p> <p><input checked="" type="checkbox"/> Fortify the Value and Delivery of Projects and Initiatives. This project will enhance how state government connects Minnesotans with public services to increase customer satisfaction.</p> <p><input checked="" type="checkbox"/> Promote People-centered Digital Government Services. Supports Blue Ribbon Council's recommendation to Expand Opportunities for Self Service</p> <p><input type="checkbox"/> Elevate Minnesota's Digital Estate. Click here to enter text.</p> <p><input checked="" type="checkbox"/> Bolster Successful State Cybersecurity Efforts. Existing application is technically unhealthy so the new application will enhance our security footprint.</p>

Application Development Cybersecurity Considerations
<p>Which Cybersecurity roadmap items does this project address? (Check all that apply.)</p> <p><input type="checkbox"/> Identify – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.</p> <p><input checked="" type="checkbox"/> Protect – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services. The current application is technically unhealthy so the new application will greatly enhance the security of the application as well as the overall security scorecard.</p> <p><input type="checkbox"/> Detect – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.</p> <p><input type="checkbox"/> Respond – Develop and implement appropriate activities to take action regarding a detected IT security event.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

Recover – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
2720	T79341IT	T790039	Aeronautics Operation	\$700,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$1,045,000</p> <p>Hardware: Will reside on the existing Salesforce platform with the MNIT @DEED Center of Excellence.</p> <p>Software: Will reside on the existing Salesforce platform with the MNIT@DEED Center of Excellence.</p> <p>Training: Included in overall project budget. Training will be done by internal staff.</p> <p>State Staff: Included in the overall project budget. MNIT@DOT estimate is \$799,000; MNIT@DEED \$246,000.</p> <p>Professional/Technical: \$0</p>	
<p>Estimated Start Date: 7/1/2021</p>	<p>Requested Finish Date: 12/31/2023.</p> <p>Reason for End Date Business needs to have time to do some business process redesign and research answers to legal questions that need to be addressed for some of the future functionality.</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

Success Criteria	
<p>How will this project benefit the business?</p> <ul style="list-style-type: none"> ○ Enhanced data quality: fewer errors in registration and sales tax payment. ○ Improved control, monitoring, and reporting: collections from delinquent tax players ○ Customer-centric focus: Improved satisfaction, process ownership, online accessibility, and availability. ○ Increased resource efficiencies via business process automation associated with on-line user registrations. ○ Improved system availability ○ Upgradable backbone to accommodate future code changes required for future users. 	
What are the project's success metrics?	How Measured?
Customer satisfaction is improved	Survey customers to gauge increased satisfaction with processes
Reduce staff time to perform the essential functions of the application	Survey internal staff
System downtime eliminated except for normal maintenance windows	Compare post implementation uptime to baseline

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none"> • Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; • Sponsoring agency is committed to champion the project and secure the needed resources. 	
Agency CFO: Kristi Schroedl	Date: 4/15/21
CBTO: James Close	Date: 4/15/21

Information and Telecommunications Account (ITA) FY2021 Project Request

Project Brief	
Requesting Agency and CBTO: Cory Stubbendick	Project Name: Veteran Programs and Services System Modernization
Project Sponsor: Brad Lindsay Contact Info: 651-757-1582	
Budget Contact: John Powers Contact Info: 651-757-1543	
Brief Project Description: This project will consist of a multifaceted effort to modernize and standardize Veterans applications and data with the Programs and Services business processes.	
High-level Project Objective: To consolidate, modernize and enhance Veterans Programs and Services applications and associated data. The work will further enhance a common data source for Veteran records and data, replace legacy in scope applications, improve data analytics capabilities, reduce data security risk profiles, enhance applications to support business processes and enhance Veteran's abilities to directly apply for services.	
Project Deliverable Categories: <input type="checkbox"/> New application or system <input checked="" type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input checked="" type="checkbox"/> Upgrade of an existing application or system	

Requested Information Specific to ITA Projects	
For an existing project? <input type="checkbox"/> If checked, project name? Click here to enter text.	For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number? Click here to enter text.

One Minnesota Plan Goals Supported and How They are Supported (check all that apply)
<input checked="" type="checkbox"/> Healthy Minnesotans and COVID-19 Protection. Improvements will be made to Veteran optical and dental programs as a result of the project work <input checked="" type="checkbox"/> Economic Recovery and Working Minnesotans. Increase the number of Minnesota adults (age 25-64) who earn a family sustaining income after completing a state-support education or training program

Information and Telecommunications Account (ITA) FY2021 Project Request

- Children and Families.** Click here to enter text.
- Equity and Inclusion.** Click here to enter text.
- Fiscal Accountability and Measurable Results.** Click here to enter text.
- Minnesota's Environment.** Click here to enter text.

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** Promote a culture of innovation to challenge the status quo.
- Fortify the Value and Delivery of Projects and Initiatives.** The project will be executed with a constant alignment of agency project requirements and priorities and to ensure the result meets MDVA's objectives.
- Promote People-centered Digital Government Services.** The project team will seek and prioritize Veteran end user requirements. The project deliverables will improve citizen services by leveraging emerging technology with intention.
- Elevate Minnesota's Digital Estate.** The project will enable MDVA's ability to leverage data analytics to drive decision-making.
- Bolster Successful State Cybersecurity Efforts.** The project will implement solutions using mature risk management practices and implementation of mature security controls to protect State and citizen data. .

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this project address? (Check all that apply.)

- Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Information and Telecommunications Account (ITA) FY2021 Project Request

FY2021 Transfer Amount				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	H751SVCS	H751SAP	State Soldiers Assistance Program	1,000,000
1000	H751SVCS	H751EDU	Veterans Education Program	50,000
1000	H751SVCS	H751CLM	Veterans Claims Program	250,000

Estimated Project Financials for the Entire Project (including IT)	
<p>Estimated Budget (total expected project costs): \$1,300,000</p> <p>Hardware: \$100,000</p> <p>Software: \$100,000</p> <p>Training: \$25,000</p> <p>State Staff: \$1,000,000</p> <p>Professional/Technical: \$75,000</p>	
<p>Estimated Start Date: 7/1/2021</p>	<p>Requested Finish Date: 6/30/2023</p> <p>Reason for End Date: The Business would like the project completed within the next biennium to allow for resource management across the two-year period.</p>
<p>Is the project fully funded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If funded, what are the funding sources for the entire project? General Fund Appropriation</p>	<p>If not funded, what is the funding gap and the plan to obtain funding? n/a</p>

Information and Telecommunications Account (ITA) FY2021 Project Request

Success Criteria	
<p>How will this project benefit the business? Benefits will include:</p> <ul style="list-style-type: none"> Validation and enhancement of a common veteran record and data source Ability to retire legacy high-risk profile applications Improved data analytics for decision making Automation of manual or paper business processes Overall improvement of security risk profile Improved online services for Veterans and Non-State stakeholders 	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Technology modernization of legacy applications	Retire 3 existing legacy applications
Veteran data will be consolidated and validated into a common data location	Ability for Programs and Services area to share and update Veteran Record within VATs application.
Improve Veteran ability to apply for services online	VATS Veteran Portal will include Claims process application capabilities

APPROVALS	
<p>Typing your name below signifies your sign-off that this business case accurately and completely describes the project scope, schedule, and budget.</p> <ul style="list-style-type: none"> Project request shows the correct source of funds to be transferred, accurately and completely describes the project scope, schedule, and budget; Sponsoring agency is committed to champion the project and secure the needed resources. 	
Agency CFO: JOHN POWERS	Date: 4/16/21
CBTO: Cory Stubbendick	Date: 4/16/21