



Date: June 1, 2023

To: Members, Legislative Advisory Commission

From: Jim Schowalter, Secretary 

RE: Information and Telecommunications Account Transfers

We are submitting for your review proposed transfers to the Information and Telecommunications Account (ITA) at the Department of 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 efforts 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. In the FY 2024-2025 state government omnibus appropriations act (2023 Session Law, Chapter 62), MS 16E.21 was amended to allow for inclusion of projects, products, or services that “secure state systems, or address project or product backlogs” in the ITA process.

MNIT Review

Each of these proposals 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 specific project, product, or service(s)?
- **Information technology component:** Is the request an effort to acquire, create, or enhance an information technology system, product, or service?
- **Benefit to the state:** Does the request result in process improvement, government efficiency, system security, project or product backlog, 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 ensure that the funds to be transferred would be used in a manner consistent with legislative intent and with the requirements of MS 16E.21. 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 approving these proposals. To assist with your review, on our Legislative Advisory Commission website



(<https://mn.gov/mmb-stat/documents/budget/lac/2023-ita-project-requests.pdf>) you will find a table summarizing the agencies' ITA transfer requests. In addition, you will find documentation for each proposal: 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 June 21, 2023. 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 proposal, funds for that proposal 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 Executive Budget Officer Brian Hornbecker at brian.hornbecker@state.mn.us or 651-259-3779.

cc: Emily Adriaens, House of Representatives Fiscal Analysis Department
Eric Nauman, Senate Counsel, Research and Fiscal Analysis Office
Jon Eichten, Deputy Commissioner, MNIT
Karl Nilsson, MNIT Enterprise Engagement Program Management Office
Agency Commissioners
Agency Chief Financial Officers (CFOs)
Agency Chief Business Technology Officers (CBTOs)
MMB Budget Directors and Executive Budget Officers

**Legislative Advisory Commission
Information and Telecommunications Account Project Requests
Fiscal Year 2023**

Agency/Project Name	Transfer Amount
Administration	\$1,335,000
Admin and SmART Financial and Procurement Reporting Dashboard	\$25,000
Admin E-payment site	\$10,000
Admin SHPO Project Submission Analysis & Application	\$200,000
Admin Technology Buildout Supporting a Post COVID Hybrid Work Environment - II	\$300,000
Lease and Construction Administration / Accounting Systems – Phase 2 Vendor Manage	\$250,000
OGM Virtual Training Curriculum enhancement using Articulate 360	\$15,000
State Capitol technology modernization to improve public access to elected officials	\$535,000
Agriculture	\$780,000
CRM and Data Integration	\$300,000
Lab Information Management System (LIMS) Enhancement Project	\$50,000
Modernization – Ag Marketing & Development Division	\$230,000
RFA Loan System	\$200,000
Board of Animal Health	\$97,507
Bulk Attachment Retrieval Feature	\$44,944
Bulk Deletion of Activity Records Feature	\$52,563
Board of Behavioral Health and Therapy	\$150,000
BBHT ALIMS Enhancements	\$150,000
Board of Chiropractic Examiners	\$30,000
ALIMS Enhancements	\$30,000
Board of Dentistry	\$75,000
Salesforce Database	\$75,000
Board of Executives for Long-Term Services and Supports	\$80,000
ALIMS Improvement	\$80,000
Board of Marriage & Family Therapy	\$15,000
Jurisprudence exam and application reconfiguration	\$15,000
Board of Medical Practice	\$440,000
Online Licensing System Functionality and Security Enhancement	\$350,000
Website Overhaul	\$90,000
Board of Nursing	\$450,000
MBN Automated Licensure Information Management System (ALIMS)	\$450,000
Board of Peace Officer Standards and Training	\$200,000
Misconduct Reporting System	\$200,000
Board of Pharmacy	\$200,000
ALIMS-Pharmacy Project	\$200,000
Board of Physical Therapy	\$111,500
PHY Discipline and Online Complaints Enhancements	\$111,500
Board of Physical Therapy (PHY), Occupational Therapy (OTP), Board of Behavioral Health and Therapy (BBHT)	\$350,000
ALIMS Security Enhancement and Framework Upgrades	\$100,000
ALIMS Training	\$250,000
Board of Podiatric Medicine	\$30,000
ALIMS Functionality Patches	\$30,000
Board of School Administrators	\$108,000
BOSA Move	\$8,000

BOSA Process Improvements	\$30,000
Website updates and reports completed	\$70,000
Board of Social Work	\$80,000
Jurisprudence Exam and Licensing Enhancement	\$80,000
Bureau of Mediation Services	\$400,000
Caseload Enhancements/Upgrades and Support	\$250,000
IT Relocation-Office Move	\$150,000
Bureau of Mediation Services / Public Employees Relations Board	\$160,000
BMS-PERB Agency IT Startup and Operations	\$160,000
Capitol Area Architectural and Planning Board	\$10,000
CAAPB Website and e-doc filing	\$10,000
Commerce	\$3,450,000
Commerce Data Warehouse	\$500,000
Commerce IT Modernization	\$2,850,000
Commonline Enhancements	\$100,000
Council for Minnesotans of African Heritage	\$60,000
CMAH Website Revamp	\$60,000
Council on Latino Affairs	\$30,000
Website Enhancement	\$30,000
Education	\$750,000
Early Learning Data Infrastructure and Updates	\$100,000
Modernizing MDE systems	\$250,000
Technology Support for MDE Legal and OIG activities	\$400,000
Emergency Medical Services Regulatory Board	\$40,600
Enhancements to ImageTrend Systems	\$40,600
Employment and Economic Development	\$1,000,000
DEED Digital Operations Initiatives	\$1,000,000
Gambling Control Board	\$150,000
GCB Website	\$150,000
Health	\$7,492,000
Follow Along Program Data System Update	\$450,000
Help Me Connect: Enhancements	\$920,000
HEP Data Systems Enhancements	\$623,000
HRM Performance Management System	\$300,000
Hybrid Meeting Room Tech Upgrades	\$100,000
Improvements to Health Regulation Division (HRD) systems	\$500,000
Laboratory Information System (LIS) Evaluation	\$690,000
Managed Care systems improvement and modernization	\$400,000
MDH Financial System Improvements	\$100,000
Medical Education and Research Costs portal enhancements	\$116,000
MIIC Modernization	\$500,000
OMC Registry 2.0	\$1,140,000
Sage Modernization Phases II & III	\$253,000
Web Modernization Project Phase 3	\$1,400,000
Human Rights	\$300,000
OnBase Upgrade and Enhancements	\$300,000
Information Technology Services	\$3,475,000
Agency Technology Modernization Road-mapping	\$2,950,000
MNIT organizational assessment by Gartner	\$525,000
Judicial Branch	\$754,000

EP302 – Digital Exhibit Management System	\$754,000
Labor and Industry	\$500,000
Prevailing Wage Modernization	\$500,000
Management and Budget	\$4,000,000
Budget Systems Enhancements	\$250,000
MMB Website Redesign and Replatform	\$250,000
Statewide Manager’s Information System	\$3,500,000
Minnesota State Academies	\$50,000
IT Switch Closet Move	\$50,000
Natural Resources	\$2,750,000
Electronic License System (ELS) Project	\$700,000
NextGen Forestry Management System	\$1,300,000
Park Reservation/Point of Sale System RFP/Implementation	\$150,000
State Forest Nursery Sales and Inventory Mgmt	\$300,000
Water Monitoring and Surveys Web Enhancements	\$300,000
Office of Higher Education	\$1,985,300
OHE Technology Modernization	\$1,800,300
P20W Infrastructure and training upgrade	\$185,000
Office of Ombudsman for Mental Health and Developmental Disabilities	\$200,000
Case Management System Improvements	\$200,000
Office of Ombudsperson for American Indian Families	\$50,000
OAIF Modernization	\$50,000
Office of Ombudsperson for Families	\$400,000
Conference Room Equipment Enhancement/Upgrade	\$20,000
MGA Integration—Case Management	\$380,000
Office of the Ombuds for Corrections	\$100,000
Data Base and Website Upgrades	\$100,000
Public Safety	\$315,000
Missing and Murdered Indigenous Relatives (MMIR) Case Management System	\$315,000
Public Utilities Commission	\$325,000
Agency-Wide Intranet and File Management System	\$75,000
Relocation/Upgrade nrastructure	\$250,000
Revenue	\$13,130,000
Cloud Migration Standardization	\$1,800,000
General Ledger and Managed Payment	\$2,160,000
GenTax Core21 Upgrade	\$3,500,000
MDOR E-Services Enhancement	\$3,820,000
Project Management Office Dashboard Enhancement	\$250,000
Project-to-Product Transformation	\$1,600,000
Tax Court	\$130,000
Tax Court’s Case Management System	\$130,000
Transportation	\$400,000
P1828 – Aircraft Registration System	\$300,000
P1894 Plant Selector	\$100,000
Veterans Affairs	\$5,188,000
Veteran Programs and Service Customer Experience and Modernization	\$5,188,000
Grand Total	\$52,126,907

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:
John Rindal – Department of Administration
Project Name:
Admin and SmART Financial & Procurement Reporting Dashboard (revision 5/19/2023)
Project Sponsor: Tracey Sigstad
Contact Info: 651-201-2527
Budget Contact: Ify Onyiah
Contact Info: 651-201-2387

Problem or Opportunity: Need for better financial reporting for the SmART program agency budgets. Solution would be leveraged by Financial Management and Reporting (FMR) and SmART at Admin. The tool will be used by financial staff along with agency staff at Admin and SmART agencies.

Brief Project Description: Build or transplant a similar Business Intelligence dashboard for financial and procurement data that is used by MNIT and DHS. Vacancies within the divisions serving SmART customers as a result of turnover in the current job market resulted in funds available for this project. These funds may also be used (if appropriate and legal) for: business process and service-delivery

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

transformation enabled via technology changes; and/or ongoing software licensing and support costs for technology products developed or utilized by this project.

High-level Project Objective: Better/Faster/Easier financial and procurement reporting

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** Click here to enter text.
- Thriving Communities, Housing, and Workforce.** Click here to enter text.
- Healthy Minnesotans.** Click here to enter text.
- Equity and Inclusion.** Click here to enter text.
- Minnesota's Environment.** Click here to enter text.
- Fiscal Accountability, Customer Experience, and Measurable Results.** 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/Odyssey) FY2023 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.

FY2023 Requested 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 Indebted for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G0231022	G021110	Small Agency Resource Team	\$25,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$25,000

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

Software: \$5,000

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

State Staff: \$20,000

Professional/Technical: [Click here to enter text.](#)

Estimated Start Date: 12/1/2023

Requested Finish Date: 12/1/2024

Reason for End Date: Estimate 12 month project given resource limitations.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Allow for clearer and more timely delivery of financial and procurement data more easily than current methods.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Staff time spent running warehouse reports is reduced by 50%	FMR Supervisory estimate.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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: Ify Onyiah Date: 4/17/2023
CBTO: John R Rindal Date: 04/17/2023
Name of person with delegated authority to sign the interagency agreement: Stacie Christensen

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.
Click here to enter text.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief	
Requesting Agency and CBTO: Department of Administration-John Rindal	Project Name: Admin E-payment site (revision 5/19/2023)
Project Sponsor: Data Practices Office 612-201-2502	Contact Info: taya.moxley-goldsmith@state.mn.us
Budget Contact: Taya Moxley-Goldsmith taya.moxley-goldsmith@state.mn.us 651-201-2502	Contact Info: taya.moxley-goldsmith@state.mn.us
Problem or Opportunity: The division needs a method to collect small fees from non-state registrations via credit card.	
<p>Brief Project Description: The Data Practices Office collected \$38,000 in training revenue in FY22 and anticipate a similar amount going forward. Of the 202 paid attendees, 25% bill through SWIFT. The remainder are local government employees and they have to pay with a check. DPO would like to hire a developer to create a simple e-commerce page that would connect to the US Bank ebill system. The current option (without Odyssey funds) is for DPO to create a page in Tridion, MNIT creates “buttons” of a specific dollar amount to add to the webpage, the buttons go to a US Bank website where the individual registering enters their credit card information. DPO has different classes of varying prices that are open for registration at varying times throughout the year. We also anticipate that we will increase registration prices, at some point in the future. The limitations of the static price buttons approach will result in a process that is not user-friendly, cumbersome to administer, and will likely lead to user-error. DPO is looking for an e-payment landing page that is user-friendly and user-focused, that allows DPO to adjust the classes offered, number of registrations, and registration prices. These funds may also be used (if appropriate and legal) for: business process and service-delivery</p>	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

transformation enabled via technology changes; and/or ongoing software licensing and support costs for technology products developed or utilized by this project.
High-level Project Objective: To collect workshop registration fees more efficiently and align our business practices with expectations of modern commerce.
Project Deliverable Categories: (I am not sure whether this is new or an enhancement to Tridion – tmg)
<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

Modernization Playbook
In which phase of the Modernization Playbook is this project?
<input checked="" type="checkbox"/> Select <input checked="" type="checkbox"/> Plan <input checked="" type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
Has a detailed business case been developed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not applicable
Is this project fully funded by the Odyssey funds requested? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If not, has ongoing funding been identified? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Dev fully funded. Will need operational funding.

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>

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Promote People-centered Digital Government Services.** We have received feedback about the ability to pay registration fees with credit cards. The current option for a Tridion site with limited ability to adjust prices or add courses would not be user-friendly or people-centered. Offering an easy-to-use, intuitive e-payment option will ensure quicker payments, fewer security issues inherent in mailing and handling paper checks, and allow DPO to grow and expand our training program.
- Elevate Minnesota's Digital Estate.** Having a dynamic e-payment option aligns our collection practices with modern expectations and provides a value-add for our workshops.
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [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

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.

FY2023 Requested 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	G0237001	G021103	Data Practices Office	\$10,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Budget (total expected project costs): \$10,000 Hardware: NA Software: NA Training: Click here to enter text. State Staff: \$2500 Professional/Technical: \$7500	
Estimated Start Date: As soon as possible to align with end date	Requested Finish Date: 8/31/2023 Reason for End Date: DPO runs training from Sept - June

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Automates a manual process	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Transition at least 50% of collections to epay	Compare to number of checks DPO receives
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

APPROVALS	
<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: Ify Onyiah	Date: 4/13/2023
CBTO: John R Rindal	Date: 04 13 2023
Name of person with delegated authority to sign the interagency agreement: Stacie Christensen	

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.
To collect workshop registration fees more efficiently and align our business practices with expectations of modern commerce.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief	
Requesting Agency and CBTO: Department of Administration-John Rindal	Project Name: Admin SHPO Project Submission Analysis & Application (revision 5/19/2023)
Project Sponsor: Amy Spong Contact Info: 651-201-3288 Amy.Spong@state.mn.us	
Budget Contact: Ify Onyiah Contact Info: Ify.Onyiah@state.mn.us	
<p>Problem or Opportunity: Before the pandemic, customers were required to submit paper submissions to Admin’s State Historic Preservation Office (SHPO) for Environmental Reviews and Tax Credit Applications. Separate Access Databases track some of the project review processes. For the past three years, electronic applications have been accepted but there is no web-based submission/upload application, internal review process, or data/file management system. Now there is a mix of paper, PDF and other formatted files that are scattered in various paper files, boxes (backlog of data entry), emails, ShareFiles, and Network drives. The lack of a system increases risk substantially in carrying out applicable federal and state cultural resource laws, decreases efficiencies in reviews and customer interactions.</p>	
<p>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. Particularly, a web-based application allowing external users to submit/upload projects for review to SHPO for both Environmental Reviews and Tax Credit Applications, process internally, and then provide the user with a response. Vacancies throughout the agency as a result of turnover during the current job market resulted in funds available for this project. These funds may also be used (if</p>	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

appropriate and legal) for: business process and service-delivery transformation enabled via technology changes; and/or ongoing software licensing and support costs for technology products developed or utilized by this project.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) This is part of a multi-phased process to completely move away from paper files, paper project submissions, and multiple Access Databases to become fully integrated and automated. Replace existing obsolete technology. If legislation allows, these funds could also be used for ongoing operations.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

MnGeo completed high-level scoping in 2021, and the Environmental Review Team is wrapping up business process documentation with Admin’s Continuous Improvement Team. Next documentation will be completed with the Tax Team.

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

(Partially some additional funds may be available but is contingent on reinstatement of the State Historic Tax Credit Program).

Requested Information Specific to ITA Projects

For an existing project? If checked, project name?

2021 Odyssey Funds were allocated in the amount of \$130,000 for this project but the project has not started. Other applications (MnSHIP and OSA Portal Rewrite) have kicked off, and additional business analysis has been completed for Environmental Reviews. The additional

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

ITA22.007 G02 SHPO Program Analysis

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

funding request for 2023 includes increased IT rates and additional scope.	
--	--

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. There is also a need to develop a solution regarding separate cultural resource data applications in Minnesota (OSA Portal and MnSHIP) given OSA and SHPO responsibilities.
- 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.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** Security has been and continues to be considered to protect Minnesota's private cultural resource data. Most of the archaeology and tribal data is restricted but needs to be understood by project proposers to arrive at informed decisions.

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Thriving Communities, Housing, and Workforce.** Automating the project submissions for Tax Credits and Environmental Review Projects will allow for more efficient reviews and responses and assist project timelines that have federal and state involvement.
- Healthy Minnesotans.** Click here to enter text.
- Equity and Inclusion.** Click here to enter text.
- Minnesota's Environment.** SHPO reviews over 3,000 federal and state projects annually to determine impacts to historic and cultural resources, and processes tax applications that result in revitalization of historic properties, economic development in communities, and incentivizes private investment. Automating a submission process will result in efficiencies and reduce risks.
- Fiscal Accountability, Customer Experience, and Measurable Results.** Automated systems will allow for measured results where we cannot track now, and both user and staff efficiencies.

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/Odyssey) FY2023 Project Request

FY2023 Requested 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	G0231022	G021110	Small Agency Resource Team	\$10,000
1000	G0231044	G021110	Small Agency Resource Team	\$55,000
1000	G0231901	G021119	Continuous Improvement	\$10,000
1000	G0234752	G021108	Facilities Management	\$30,000
1000	G0233201	G021109	Real Estate and Construct Serv	\$5,000
1000	G0233230	G021144	Enterprise Real Property	\$10,000
1000	G0237330	G021111	State Demographer	\$15,000
1000	G0237001	G021103	Data Practices Office	\$60,000
1000	G0237950	G021151	Office of Collab/Dispute Resolution	\$5,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
<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: 07/01/2023</p>	<p>Requested Finish Date: 06/30/2025</p> <p>Reason for End Date: These funds will be added to 2021 Odyssey Funds (\$130,000) to complete the application in a timelier fashion. The MnSHIP</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

	application will go live October 2023 and the next phase that should begin is project submissions.
--	--

Success Criteria	
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.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Improved project review intake, review times, and tracking capabilities.	Comparing review times pre-and post-application
Improved access of project reviews by applicants and project proposers.	Stakeholder/partner survey results
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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: Ify Onyiah Date: 04/13/2023
CBTO: John R Rindal Date: 04 13 2023

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

APPROVALS

Name of person with delegated authority to sign the interagency agreement: Stacie Christensen

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.

(These comments were part of the 2021 Odyssey Project Request: 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.)

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document
<ol style="list-style-type: none"> 1. Please be sure to complete all fields to the best of your knowledge. 2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO. 3. Each project request must be reviewed and approved by the project sponsor and CBTO. Handwritten signatures are not required, which supports an all-electronic format. 4. Please spell out acronyms on first reference. 5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us. 6. May be submitted as a Word document or PDF. We cannot accept scanned documents. 7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief	
Requesting Agency and CBTO: Administration – John Rindal	Project Name: Admin Technology Buildout Supporting a Post COVID Hybrid Work Environment - II (Includes Project Management) (revision 5/19/2023)
Project Sponsor: Stacie Christensen Contact Info: 651-201-2500	
Budget Contact: Ify Onyiah Contact Info: 651-201-2387	
Problem or Opportunity: Agency office technology and division systems are not optimized for a hybrid work environment. Agency technology should be up-to-date to support interactions and collaboration within and across teams and with external partners.	
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	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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 2-4 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). This project supports IT initiatives across the agency, Vacancies throughout the agency as a result of turnover during the current job market resulted in funds available for this project. These funds may also be used (if appropriate and legal) for: business process and service-delivery transformation enabled via technology changes; and/or ongoing software licensing and support costs for technology products developed or utilized by this project.

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:

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

Modernization Playbook
<p>In which phase of the Modernization Playbook is this project?</p> <p><input type="checkbox"/> Select <input type="checkbox"/> Plan <input checked="" type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable</p>
<p>Has a detailed business case been developed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not applicable</p>
<p>Is this project fully funded by the Odyssey funds requested? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If not, has ongoing funding been identified? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

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

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>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- 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.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- 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.

FY2023 Requested 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	G0231001	G027100	Executive Support	\$25,000
1000	G0231022	G021110	Small Agency Resource Team	\$5,000
1000	G0231041	G027102	Human Resources	\$50,000
1000	G0231044	G021110	Small Agency Resource Team	\$40,000
1000	G0231901	G021119	Continuous Improvement	\$25,000
1000	G0233230	G021144	Enterprise Real Property	\$30,000
1000	G0237330	G021111	State Demographer	\$75,000
1000	G0237001	G021103	Data Practices Office	\$50,000

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
Estimated Budget (total expected project costs): \$300,000 Hardware: \$100,000 Software: \$50,000 Training: Click here to enter text. State Staff: \$150,000 Professional/Technical: Click here to enter text.	
Estimated Start Date: 1/1/2024	Requested Finish Date: 6/30/2027 Reason for End Date: Expect PM need to be long term.

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.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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: Ify Onyiah

Date: 4/13/2023

CBTO: John R Rindal

Date: 04 13 2023

Name of person with delegated authority to sign the interagency agreement: Stacie Christensen

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.

[Click here to enter text.](#)

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO: Administration – John Rindal	Project Name: Lease and Construction Administration / Accounting Systems – Phase 2 Vendor Manager (revision 5/19/2023)
Project Sponsor: Wayne Waslaski Contact Info: 651-201-2548	
Budget Contact: Ify Onyiah Contact Info: 651-201-2387	
Problem or Opportunity: 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. .	
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	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

include process, workflow, tracking, data management, document management, financial management, GASB compliance, lease administration/accounting and construction administration/accounting. Vendor Manager Replacement is expected to be the primary focus of this effort, but is likely to impact multiple other applications as well. This funding is available due to position vacancies in the real estate and construction area during the biennium. These funds may also be used (if appropriate and legal) for: business process and service-delivery transformation enabled via technology changes; and/or ongoing software licensing and support costs for technology products developed or utilized by this project.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) To effectively, efficiently and accurately report leasing and construction information. If legislation allows, these funds could also be used to fund ongoing operations.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

Requested Information Specific to ITA Projects

For an existing project? If checked, project name?

Lease and Construction Administration /
Accounting Systems

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

ITA22.002 G02 RECS Lease-Const

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- 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.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [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

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.

FY2023 Requested 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	G0233201	G021109	Real Estate and Construct Serv	\$250,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$250,000

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Software: \$125,000 Training: Click here to enter text. State Staff: Click here to enter text. Professional/Technical: \$125,000	
Estimated Start Date: 9/30/2023	Requested Finish Date: 6/20/2027 Reason for End Date: Large scope of work; this project will be combined with an existing project

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)
Ensure 100% accuracy of lease / construction data and compliance with GASB 87	No findings from Legislative Auditor or errors reported by MMB.
Streamline data collection and verification	Reduce # of team member hours on this task
Replace existing Vendor Manager with a maintainable, secure product.	Vendor Manager Replaced

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

APPROVALS	
<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: Ify Onyiah	Date: 4/13/2023
CBTO: John R Rindal	Date: 04 13 2023
Name of person with delegated authority to sign the interagency agreement: Stacie Christensen	

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.
Click here to enter text.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief	
Requesting Agency and CBTO: Department of Administration-John Rindal	Project Name: Admin OGM Virtual Training Curriculum enhancement using Articulate 360 (revision 5/19/2023)
Project Sponsor: Naomi Munzner	Contact Info: naomi.munzner@state.mn.us or 651-201-2569 or via Teams phone
Budget Contact: : Naomi Munzner	Contact Info: naomi.munzner@state.mn.us or 651-201-2569 or via Teams phone
Problem or Opportunity: There is an ongoing need from the state enterprise, including a recommendation from the OLA, for a comprehensive state grant policy training program. Utilizing a nationally recognized e-learning platform will result in a quality experience for the training development process @ Admin in addition to the state enterprise customer experience as training participants.	
Brief Project Description: This project is an upgrade to address technology obsolescence within the limited resources at Office of Grants Management's (OGM) disposal – i.e. Office 365 products aren't as user-friendly for e-learning as private industry options. OGM must leverage its own appropriation along with funds from another division to fund this project. Vacant positions due to turnover resulted in the funds necessary for this project. Additionally current IT project capacity means that this project will extend beyond the end of the current biennium making the additional time provided under the ITA project critical. These funds may also be used (if appropriate and legal) for: business process and service-delivery transformation enabled via technology changes; and/or ongoing software licensing and support costs for technology products developed or utilized by this project.	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

High-level Project Objective: To effectively engage state enterprise grant administrators with user-friendly e-learning resources to satisfy the important internal controls that come with a comprehensive state grant policy training program.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No Will need operation funding

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.** [Articulate 360](#) provides the time-saving opportunity for content experts to easily create engaging learning content which boosts

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

productivity, can potentially save OGM time and money, and speed course creation. They are a nationally recognized industry expert.

- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** Having accessible, user-friendly, and engaging e-learning for state grant management professional development will deliver on Admin's OGM mission of improving state grant-making practices, follow-through on an OLA recommendation, and set up state enterprise grant administrators for success with impactful and relevant course materials.

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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- 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.

FY2023 Requested 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	G0237600	G021106	Grants Mgmt Operating	\$5,000
1000	G0231020	G027101	Financial Mgmt & Reporting	\$10,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$15K for a 2 year subscription for 5 users

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

Software: \$14K

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Training: \$1K for ongoing learning, discussion and e-learning best practices, etc. State Staff: Click here to enter text. Professional/Technical: Click here to enter text.	
Estimated Start Date: 7/1/23	Requested Finish Date: 6/30/25 Reason for End Date: Helpful to have the entire FY24/25 biennium for phased implementation – can pilot, test, reflect, adjust, course correct, etc.

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) It will elevate the state enterprise grant administrator experience with accessing effective and engaging e-learning resources, will reduce the time spent on the current patchwork approach of having some resources available as e-learning based on the limited time, resources, and capacity of a 1 FTE.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
90% of training participants rate that e-learning content is engaging and accessible	Use existing method of post-training evaluation with using a Likert scale of 1-5, with participant ratings of 4-5 as being cumulatively included in the 90% rating measurement
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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: Ify Onyiah

Date: 4/13/2023

CBTO: John R Rindal

Date: 04 13 2023

Name of person with delegated authority to sign the interagency agreement: [Click here to enter text.](#)

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.

[Click here to enter text.](#)

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief	
Requesting Agency and CBTO: Department of Administration-John Rindal	Project Name: Admin State Capitol technology modernization to improve public access to elected officials. (revision 5/19/2023)
Project Sponsor: Kari Suchy Contact Info: kari.suchy@state.mn.us	
Budget Contact: Kari Suchy Contact Info: kari.suchy@state.mn.us	
Problem or Opportunity: 1) General public attending events or meetings do not always know the room location in the Capitol. 2) Conference rooms are not currently set up for hybrid meetings. 3) Determine if Get A Room is best long term reservation solution for events in the Capitol Complex and conference rooms in the State Capitol Building for which the main users are the general public.	
Brief Project Description: Modernize the technology in the State Capitol building to improve the public access to elected officials. This project may include things such as: 1) installation of monitors/marques at various locations in the State Capitol Building that will display event schedules and conference room schedules; these monitors could connect with our current Get A Room reservation system or a new reservation system; 2) installation of technology in Conference Room 316 and at least one or two other rooms for hybrid meetings; 3) possible upgrade to new on-line reservation system; 4) installation of hearing/induction loops in Room 316 (and possibly others) for improved public access for members of the public that are hard of hearing; 5) find better solution for on-line event application and acceptance of rules. Vacancies within the agency as a result of turnover during the current job market resulted in general funds available to contribute to this project. These funds may also be used (if appropriate and legal) for: business process and service-delivery transformation	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

enabled via technology changes; and/or ongoing software licensing and support costs for technology products developed or utilized by this project.

High-level Project Objective: The leadership of all three branches of government as well as all MN constitutional offices are located in the Capitol Complex. This project will improve the ability for the public to interact with their elected officials and other state government organizations. If legislation allows, funding could also be used to cover ongoing operational costs.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Promote People-centered Digital Government Services. This will allow the public to participate in events and interact with elected officials more easily.

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

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

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

Children and Families. Event organizers and the general public come to the State Capitol to express their opinions and lobby their elected officials on a wide range of topics, including all of those listed here. Improving the technology in the State Capitol will improve the public's ability to be heard by and interact with their elected officials on all issues.

Thriving Communities, Housing, and Workforce. [Click here to enter text.](#)

Healthy Minnesotans. [Click here to enter text.](#)

Equity and Inclusion. [Click here to enter text.](#)

Minnesota's Environment. [Click here to enter text.](#)

Fiscal Accountability, Customer Experience, and Measurable Results. [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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.

FY2023 Requested Transfer Amount

1000-
G0231901-
G021119

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	G0231020	G027101	Financial Mgmt & Reporting	\$185,000
1000	G0231901	G021119	Continuous Improvement	\$150,000
1000	G0233201	G021109	Real Estate and Construct Serv	\$200,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): 535,000

Hardware: 425,000

Software: 50,000

Training: 5,000



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

State Staff: 5,000 Professional/Technical: 50,000	
Estimated Start Date: 10/1/23	Requested Finish Date: 6/30/2027 Reason for End Date: Large scope of work and work will need to halt during legislative session

Success Criteria	
How will this project benefit the business? This project will improve the ability for the public to interact with their elected officials and other state government organizations. Modernize the technology in the State Capitol building to improve the public's access to elected officials. This project may include things such as: 1) installation of monitors/marques at various locations in the State Capitol Building that will display event schedules and conference room schedules; 2) installation of technology in Conference Room 316 and at least one or two other rooms for hybrid meetings; 3) possible upgrade to new on-line reservation system; 4) installation of hearing/induction loops in Room 316 (and possibly others) for improved public access for members of the public that are hard of hearing; 5) find better solution for on-line event application and acceptance of rules.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Decrease unscheduled use	Reduce the need to chase out squatters
Improve the in room use experience and flexibility	People conduct more hybrid meetings and rebook off session as a result of good usage experience (during session the rooms are already fully booked)
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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: Ify Onyiah

Date: 4/13/2023

CBTO: John R Rindal

Date: 04 13 2023

Name of person with delegated authority to sign the interagency agreement: Stacie Christensen

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.

Part of this project is the possible replacement of the Get A Room reservation system that had a recent Sev1 outage.

- end of document -



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO. **Handwritten signatures are not required**, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO: Minnesota Department of Agriculture, Tyrone Spratt, CBTO	Project Name: CRM and Data Integration
Project Sponsor: Nicole Neeser and Mark Abrahamson Contact Info: nicole.neeser@state.mn.us ; mark.abrahamson@state.mn.us	
Budget Contact: Julie Sis Contact Info: Julie.sis@state.mn.us	
Problem or Opportunity: Replacement of MDA's core customer data system	
Brief Project Description: This project is part of MDA's efforts to upgrade and modernize its information systems. This work will involve acquisition, integration and implementation of a new customer relationship management application and the associated integrations needed to continue use of its legacy systems until such time full capabilities are achieved in the new systems.	



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) To replace MDA's legacy customer and data management systems with a modern system that is able to be integrated with other Agency applications and needs; ultimately, this will enable MDA to achieve its overall goal of creating an online customer portal through which customers and MDA staff can manage their transactions and business with MDA.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.** One of the primary objectives of this project is to integrate all customer data at MDA and provide accessibility through a customer account



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

framework that provides customers with self-service opportunities and greater insight into their relationships with agency.

- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [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.



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- 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.

FY2023 Requested 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	B0416900	B049G02	IT Modernization	\$300,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): The entire project of standing up an instance of Salesforce at MDA is anticipated to cost \$1.334M. The amount requested as an Odyssey Transfer is **\$300,000**

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



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Software: \$50,000 Training: Click here to enter text. State Staff: Click here to enter text. Professional/Technical: \$250,000.	
Estimated Start Date: 7/1/2023	Requested Finish Date: 9/30/2023 Reason for End Date: Start and end dates are dependent on procurement, MNIT resource availability and project sequencing within the PMO Portfolio

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) This project lays the foundation for MDA to meet many goals, including automation of manual processes, enabling electronic transactions for all MDA work, and creating a common, consistent standard to its regulatory and outreach work.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Foundational piece for replacement of legacy systems	This project is foundational, and metrics will come with projects that build off this one and provide greater customer accessibility to services.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.



Information and Telecommunications Account (ITA/Odyssey) FY2023 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: <small>Click here to enter text.</small>	<small>DocuSigned by:</small> Date: 4/14/2023
CBTO: <small>Click here to enter text.</small>	<small>DocuSigned by:</small> Date: 4/12/2023
Name of person with delegated authority to sign the interagency agreement: <small>Click here to enter text.</small>	

COMMENTS
<p>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.</p>
<p>The entire project of standing up an instance of Salesforce at MDA is anticipated to cost \$1.334M. The amount requested as an Odyssey Transfer is \$300,000. Costs include Salesforce licensing and subscriptions, Microsoft Azure Integration Services and Installation/Configuration costs for Salesforce and Azure.</p>



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO. **Handwritten signatures are not required**, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

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: Julie Sis		Contact Info: julie.sis@state.mn.us ; 651-201-6412	
Problem or Opportunity: Opportunity to modernize technology used in the Agriculture Lab.			
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. The lab is currently in Phase 2 of this project. Funds remaining in the current Odyssey appropriation will be used to complete Phase 2 and possibly fund discovery for Phase 3. This Odyssey request will be used to implement Phase 3 of the project.			



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

High-level Project Objective: To reduce transcription errors and increase efficiency resulting in higher quality and defensibility of the data generated.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

Requested Information Specific to ITA Projects

For an existing project? If checked, project name?

Lab Information Management System (LIMS)
Enhancement Project

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

20.005

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



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

Children and Families. [Click here to enter text.](#)

Thriving Communities, Housing, and Workforce. [Click here to enter text.](#)

Healthy Minnesotans. [Click here to enter text.](#)

Equity and Inclusion. [Click here to enter text.](#)

Minnesota's Environment. [Click here to enter text.](#)

Fiscal Accountability, Customer Experience, and Measurable Results. As is mentioned above the project will improve the lab's customer service by providing higher quality data.



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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 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 Requested 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	B0431361	B043G06	Lab Services General	50,000



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): 50,000

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: 50,000

Estimated Start Date: 07/01/2023

Requested Finish Date: 06/30/2025

Reason for End Date: Start and end dates are dependent on procurement, MNIT resource availability and project sequencing within the PMO Portfolio.

Success Criteria

How will this project benefit the business? (ex. automates a manual process, reduces downtime)

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.

What are the project's success metrics?

(ex. Reduce downtime by 12%)

How Measured?

(Compare post-implementation uptime to baseline)

Faster movement of data that will eliminate manual processes

Reduced turnaround time from when samples are received to reported

Improved Data Quality

Data validation and report analysis

Click here to enter text.

Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER

Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

REVIEW BY EXECUTIVE BUDGET OFFICER

- Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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: Julie Sis *Julie Sis* **Date:** 4/12/2023 4/14/2023

CBTO: Tyrone Spratt *Tyrone Spratt* **Date:** 4/12/2023 4/12/2023

Name of person with delegated authority to sign the interagency agreement: Julie Sis *Julie Sis*
4/14/2023

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.

Click here to enter text.

- end of document -



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO. **Handwritten signatures are not required**, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Agriculture, Ty Spratt

Project Name:

Modernization – Ag Marketing & Development Division

Project Sponsor: Paul Hugunin

Contact Info: paul.hugunin@state.mn.us 651-201-6510

Budget Contact: Julie Sis

Contact Info: Julie.sis@state.mn.us 651-201-6412

Problem or Opportunity: MDA's legacy programs for licensing and handling customer data are badly outdated and in need of replacement. MDA is undergoing a major Modernization effort that will impact the entire agency. MDA's Ag Marketing and Development Division has very specific needs and opportunities to provide better customer service to our clientele (farmers, ag processors, teachers, and consumers) that can be accomplished by in coordination with MDA's overall Modernization efforts involving customer relationship management software (Salesforce).



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Brief Project Description: This Odyssey request is part of the MDA's overall Modernization efforts. The Ag Marketing and Development Division has several unique programs that will all benefit from adoption of CRM systems. We have started this process by working with MNIT's Salesforce COE at DEED. They've helped launch initial CRM services for the MN Agriculture in the Classroom and our Organic Conference. This project builds on those very early and basic efforts as well as on previous improvements made to the Farmlink web application.

High-level Project Objective: To improve customer experience for farmers, processors, teachers, and consumers who interact with various programs within the Ag Marketing and Development Division.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Fortify the Value and Delivery of Projects and Initiatives.** Processes such as onboarding new participants in division programs and services will be streamlined, take less staff time, and can be customized based on the needs of the programs and individuals being served.
- Promote People-centered Digital Government Services.** Division programs will be able to customize communications for specific clientele based on their needs and interests.
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** The MN Agriculture in the Classroom program directly impacts k-12 students throughout Minnesota. The Farmers Market Nutrition Program provides benefits for families with children to use at farmers markets.
- Thriving Communities, Housing, and Workforce.** Enhancements to the Farmlink system are focused on farmland access and transition which directly impacts communities throughout Minnesota.
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** The Minnesota Grown Program will use CRM to provide better and more customized communications with farmers and markets that are members of the program as well as to Minnesotans who are interested in purchasing more locally grown agricultural products.



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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 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>

FY2023 Requested 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	B0412600	B046G45	Ag. Marketing & Development	\$200,000
1000	B0412600	B046G35	FMNP Admin	\$30,000



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

--	--	--	--	--

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$230,000

Hardware: -0-

Software: \$30,000

Training: -0-

State Staff: \$25,000

Professional/Technical: \$175,000

Estimated Start Date: July 1, 2023

Requested Finish Date: December 30, 2026

Reason for End Date: Start and end dates are dependent on procurement, MNIT resource availability and project sequencing within the PMO Portfolio.

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)
Increased efficiency in authorizing Farmers Market Nutrition Program vendors and farmer markets	CRM automation will result in fewer hours of staff time to authorize vendors. This will be self-reported by program staff.
Increased # of teachers and students served by MN Ag in the Classroom	CRM allows us to track numbers of teachers as well as students.
More efficient onboarding and communication with Minnesota Grown member producers	Number of program activities that new members participate in compared to pre-adoption of CRM platform.



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

REVIEW BY EXECUTIVE BUDGET OFFICER

Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).

Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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: DocuSigned by: Julie Sis Julie Sis DocuSigned by: Julie Sis Date: 4/14/2023 Click here to enter text.

CBTO: DocuSigned by: Tyrone Spratt Tyrone Spratt DocuSigned by: Tyrone Spratt Date: 4/13/2023 Click here to enter text.

Name of person with delegated authority to sign the interagency agreement: DocuSigned by: Julie Sis Julie Sis Click here to enter text.

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.

This Odyssey request is part of the MDA's overall Modernization efforts. The Ag Marketing & Development Division has several unique programs that will all benefit from adoption of CRM systems. We have started this process by working with MNIT's Salesforce COE at DEED. They've helped launch initial CRM services for the MN Agriculture in the Classroom and our Organic Conference. This project builds on those very early and basic efforts. Click here to enter text.

- end of document -



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO. **Handwritten signatures are not required**, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO: Agriculture Tyrone Spratt	Project Name: RFA Loan System
Project Sponsor: Matt McDevitt Contact Info: matthew.mcdevitt@state.mn.us	
Budget Contact: Julie Sis Contact Info: Julie.sis@state.mn.us	
Problem or Opportunity: The Rural Finance Authority (RFA) software that tracks our loans as well as serving as document retention is sunsetting in spring of 2024. Replacement software is needed.	
Brief Project Description: This project will replace the existing RFA loan tracking and document retention software (SPARAK) with a new yet to be determined software.	
High-level Project Objective: To maintain loan tracking continuity of RFA loans and loan document retention	



Information and Telecommunications Account (ITA/Odyssey) FY2023 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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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. Software will allow staff to use the same type of system to originate and track existing loans. Document retention software will also need to be addressed as it is tied to the same sunseting software.

Fortify the Value and Delivery of Projects and Initiatives. Loan systems allow us to service existing loans and add new loans to the RFA's portfolio.

Promote People-centered Digital Government Services. [Click here to enter text.](#)



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Elevate Minnesota's Digital Estate.** A proper software allows for the accurate tracking of State monetary assets.
- Bolster Successful State Cybersecurity Efforts.** A proper software and security configuration will enhance the data security of the State's financial assets.

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** Click here to enter text.
- Thriving Communities, Housing, and Workforce.** Click here to enter text.
- Healthy Minnesotans.** Click here to enter text.
- Equity and Inclusion.** Click here to enter text.
- Minnesota's Environment.** Click here to enter text.
- Fiscal Accountability, Customer Experience, and Measurable Results.** Properly tracking over \$100 million in existing loans is fiscally vital based upon the investment by the State. Future farm loan originations require a system to handle them as well as the retention of loan documents.



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Application Development Cybersecurity Considerations
<p>Which Cybersecurity roadmap items does this project address? (Check all that apply.)</p> <ul style="list-style-type: none"> <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 checked="" type="checkbox"/> Detect – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event. <input checked="" 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.

FY2023 Requested 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	B0416900	B049G08	Agency Services	\$200,000



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
Estimated Budget (total expected project costs): \$200,000 Hardware: \$30,000 Software: \$130,000 Training: \$2,000 State Staff: \$0 Professional/Technical: \$38,000	
Estimated Start Date: 5/1/23	Requested Finish Date: 3/1/24 Reason for End Date: Start and end dates are dependent on procurement, MNIT resource availability and project sequencing within the PMO Portfolio

Success Criteria	
How will this project benefit the business? Project does not benefit business as much as it will just allow business to continue to operate as it currently does.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Needs to be functional	New software needs to work as well or better than the current
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.



Information and Telecommunications Account (ITA/Odyssey) FY2023 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: Julie Sis <small>Click here to enter text.</small>	Date: 4/14/2023 <small>Click here to enter text.</small>
CBTO: Tyrone Spratt <small>Click here to enter text.</small>	Date: 4/14/2023 <small>Click here to enter text.</small>
Name of person with delegated authority to sign the interagency agreement: Julie Sis <small>Click here to enter text.</small>	

COMMENTS
<p>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.</p>
<p><small>Click here to enter text.</small></p>

- end of document -



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO. **Handwritten signatures are not required**, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Board of Animal Health Tyrone Spratt

Project Name:

Bulk Attachment Retrieval Feature

Project Sponsor: Carissa Allen

Contact Info: carissa.allen@state.mn.us

Budget Contact: Melissa Jantzen

Contact Info: melissa.jantzen@state.mn.us

Problem or Opportunity: (ex. There is a burning need to take action because of these negative impacts resulting from the current state: one, two, three) The Board stores documents related to animal health as digital files within its animal health database. The documents are organized in a way that places them with the specific data piece its related to. Because of this, retrieving documents requires a large amount of navigation and steps to go through all the related data sets that may have documents needed. Often the board is required to retrieve documents for data requests and compliance proceedings. When there is a large volume of documents and/or these documents are saved in multiple locations, it becomes very time consuming to locate and download them all.



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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.) This project is to enhance our existing animal health database, CoreOne, in a way that will allow our staff to efficiently search and retrieve documents stored within it.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) To efficiently locate and retrieve multiple document files from our animal health database as is required for data requests and compliance proceedings.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)



Information and Telecommunications Account (ITA/Odyssey) FY2023 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.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** Assists agency mission to protect the health of MN domestic animals, which supports our agricultural economy and protects the health of humans for certain diseases.

Application Development Cybersecurity Considerations



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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.

FY2023 Requested 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	B1436000	B14BAHS	Bd Of Animal Health-Gen Appr	\$44,944.20

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Budget (total expected project costs): \$44,944.20 Hardware: Click here to enter text. Software: \$36,900 (Vendor Fee) Training: Click here to enter text. State Staff: \$7,380 (MNIT PM fee) Professional/Technical: \$664.20 (ODY Admin Fee)	
Estimated Start Date: October 1, 2023	Requested Finish Date: March 31, 2024 Reason for End Date: Start and end dates are dependent on procurement, MNIT resource availability and project sequencing within the PMO Portfolio

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Simplifies the process of finding and downloading digital files from the database.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Reduce staff time in locating documents across multiple data areas in CoreOne.	Users can successfully use search and filter interface to find documents needing to be retrieved.
Reduce staff time in downloading large volumes of documents from the database.	Users can successfully download larger volumes of documents all at once from the database.
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.



Information and Telecommunications Account (ITA/Odyssey) FY2023 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: Melissa Jantzen <small>DocuSigned by: 3D4AFEC625C0457...</small></p>	<p>Date: 04/10/23 4/12/2023</p>
<p>CBTO: Tyrone Spratt <small>DocuSigned by: 15C5734ADC254AE...</small></p>	<p>Date: 4/12/2023</p>
<p>Name of person with delegated authority to sign the interagency agreement: Melissa Jantzen</p>	

COMMENTS
<p>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.</p>
<p>Click here to enter text.</p>



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO. **Handwritten signatures are not required**, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Board of Animal Health Tyrone Spratt

Project Name:

Bulk Deletion of Activity Records Feature

Project Sponsor: Carissa Allen

Contact Info: carissa.allen@state.mn.us

Budget Contact: Melissa Jantzen

Contact Info: melissa.jantzen@state.mn.us

Problem or Opportunity: (ex. There is a burning need to take action because of these negative impacts resulting from the current state: one, two, three)

The Board is unable to fulfill its full data management duties in a timely manner, which entails permanently deleting data based on retention schedules set by law due to the human resources it costs to manually delete all digital copies of such data.

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.) This project is part of a plan to enhance



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

functionality of our current animal health database (CoreOne) to allow our staff to easily find and choose data to permanently delete when no longer required to be kept per our record retention schedules.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) To efficiently locate and permanently delete data that is no longer required to be kept by the Board of Animal Health.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** Assists agency mission to protect the health of MN domestic animals, which supports our agricultural economy and protects the health of humans for certain diseases.

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.



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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.

FY2023 Requested 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	B1436000	B14BAHS	Bd Of Animal Health-Gen Appr	\$52,562.79



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
<p>Estimated Budget (total expected project costs): \$52,562.79</p> <p>Hardware: Click here to enter text.</p> <p>Software: \$43,155 (Vendor Fee)</p> <p>Training: Click here to enter text.</p> <p>State Staff: \$8,631 (MNIT PM fee)</p> <p>Professional/Technical: \$776.79 (ODY Admin Fee)</p>	
<p>Estimated Start Date: July 1, 2023</p>	<p>Requested Finish Date: December 31, 2023</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? (ex. automates a manual process, reduces downtime) Simplifies the process of finding and deleting data (specifically 'activity' related data).</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 staff time in finding activities to be deleted in CoreOne.</p>	<p>Users can successfully identify and group together a large number of activities to be reviewed for deletion.</p>
<p>Reduces staff time in permanently deleting activities.</p>	<p>Users can review and successfully delete a large group of activities with a two-step verification process</p>
<p>Click here to enter text.</p>	<p>Click here to enter text.</p>

REVIEW BY EXECUTIVE BUDGET OFFICER
<p>Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).</p>



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

REVIEW BY EXECUTIVE BUDGET OFFICER
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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: <small>DocuSigned by:</small> <i>Melissa Jantzen</i> Date: 04/10/23^{4/12/2023}</p>
<p>CBTO: <small>DocuSigned by:</small> <i>Tyrone Spratt</i> Date: 4/12/2023</p>
<p>Name of person with delegated authority to sign the interagency agreement: <i>Melissa Jantzen</i></p>

COMMENTS
<p>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.</p>
<p>Click here to enter text.</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

MN Board of Physical Therapy(PHY),
Occupational Therapy (OTP) Board of Behavioral
Health and Therapy (BBHT) – Tim Ogg

Project Name:

ALIMS Security Enhancement and Framework
Upgrades

Project Sponsor: Erin DeTomaso

Contact Info: erin.detomaso@state.mn.us
Budget Contact: Erin DeTomaso

Contact Info: erin.detomaso@state.mn.us

Problem or Opportunity: This project is an initiative for the Health Licensing Regulatory Boards (HLRBs) to provide greater online government efficiencies through implementing up-to-date security systems and remaining current with technology.

Brief Project Description: The project is intended to continue embracing the future advances of technology. This continued investment will allow for collaboration and shared usability among 14 Health Licensing Boards creating government efficiency, modernization by keeping current with

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

technology, underlying frameworks and practices that enhance usability, security, maintenance, longevity and collecting sufficient data to support the Boards' policies and statutory requirements reporting to the legislature.

High-level Project Objective: To increase security and remain current with emerging technology.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.** Augments goals of data security and modernization of technology for the ALIMS platform.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Promote People-centered Digital Government Services. Staying current with advancements in technology is an investment ensuring the latest security practices, reducing software vulnerability, and protecting licensing data. A critical part of providing excellent service to our licensees is providing data security as well as creating an accessible and user intuitive experience. [Click here to enter text.](#)

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

Bolster Successful State Cybersecurity Efforts. Enhanced online security features and framework upgrades is a smart investment in modernization and enables the Health Licensing Boards business to deliver and connect to clientele.

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

Children and Families. [Click here to enter text.](#)

Thriving Communities, Housing, and Workforce. [Click here to enter text.](#)

Healthy Minnesotans. [Click here to enter text.](#)

Equity and Inclusion. [Click here to enter text.](#)

Minnesota's Environment. [Click here to enter text.](#)

Fiscal Accountability, Customer Experience, and Measurable Results. [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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 Requested 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
1201	H7W3000	H7W1111	Board of Physical Therapy	\$25,000
1201	H7X3000	H7X1111	Board of Behavioral Health and Therapy	\$25,000
1201	H7Y3000	H7Y1111	Board of Occupational Therapy Practice	\$50,000
1201	H7C3000	H7C1111	Board of Nursing	\$50,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Budget (total expected project costs): \$150,000.00 Hardware: Existing Software: Existing Training: Click here to enter text. State Staff: \$20,000 Professional/Technical: \$100,000	
Estimated Start Date: 07/01/2023	Requested Finish Date: 06/30/27 Reason for End Date: Allows flexibility in the completion of this effort over the next calendar years

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) The enhanced security features will better protect providers' public/private information/documents that the Board collects for licensing and during the complaint investigation. The required security software will trace internet traffic to the online system, with the monitor tools to detect abnormal online activities. Retain features and stay current with technological advances enabling the business to better serve its clients.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Acceptance of all fee types via electronic payment will establish internal controls and security and prevent errors by reducing or eliminating handling of cash/checks by staff.	Accurate accounting and reconciling of receipts for the board and immediate payment confirmation by the client. Currently the staff complete a manual deposit by entering cash and checks received.
Increase secure transfer of information due to software security	Replace practice of faxing or mailing in forms. Able to enter confidential information directly into database
Click here to enter text.	Click here to enter text.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

REVIEW BY EXECUTIVE BUDGET OFFICER

Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).

- Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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: 4/17/23

CBTO: Tim Ogg

Date: 4/17/23

Name of person with delegated authority to sign the interagency agreement: [Click here to enter text.](#)

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.

[Click here to enter text.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO: Board of Chiropractic Examiners & Tim Ogg	Project Name: ALIMS Enhancements
Project Sponsor: Ridge M. Pidde Contact Info: Ridge.Pidde@state.mn.us 651/201-2846	
Budget Contact: Tracey Sigstad Contact Info: tracey.sigstad@state.mn.us 651/201-2527	
Problem or Opportunity: Improve efficiency of ALIMS for applicants, licensees, and staff	
Brief Project Description: Modernize application and renewal process through online enhancements allowing licensees to complete requirements more efficiently while upgrading system/database as needed and fixing bugs as they arise. Staff training to better utilize all features within ALIMS.	
High-level Project Objective: Enhance efficiency for users in areas including but not limited to CE audits, licensing and registrations, complaint investigation while performing upgrades as necessary.	

Information and Telecommunications Account (ITA/Odyssey) FY2023 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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** Click here to enter text.
- Thriving Communities, Housing, and Workforce.** Click here to enter text.
- Healthy Minnesotans.** Click here to enter text.
- Equity and Inclusion.** Click here to enter text.
- Minnesota's Environment.** Click here to enter text.
- Fiscal Accountability, Customer Experience, and Measurable Results.** 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/Odyssey) FY2023 Project Request

FY2021 Requested 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
1201	H7H3000	H7H1111	The Board's FY23	\$30,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
Estimated Budget (total expected project costs): \$30,000 Hardware: N/A Software: ALIMS, \$20,000 Training: \$5,000 State Staff: \$5,000 Professional/Technical:	
Estimated Start Date: 08/07/2023	Requested Finish Date: 06/30/2025 Reason for End Date: Allow for support from contractor and staff/end user testing time

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Improve end user and staff efficiency	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Streamline processes to complete tasks	Time to completion or reduced # of clicks
Decrease paper usage, ex: PF, IE, AC, AU, VR, Inactive, duplicate certs, sponsors	Increase number of online forms
Ability for licensee to upload CE documents without system error	No system error during upload process for CE

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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: 4/17/2023
CBTO: Tim Ogg Date: 4/17/2023
Name of person with delegated authority to sign the interagency agreement: Ridge Piddle

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.
This amount is to enhance and upgrade current ALIMS system and allow for additional upgrades and support.



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

MN Board of Dentistry

Project Name:

Salesforce Database

Project Sponsor: MNIT Salesforce Team
Contact Info: jon.hill@state.mn.us
Budget Contact: Bridgett Anderson
Contact Info: 612-548-2127

Problem or Opportunity: (ex. There is a burning need to take action because of these negative impacts resulting from the current state: one, two, three) Enhance the licensing system to enhance BoD business needs.

Brief Project Description: Migrate the processes, data and functions needed to support the licensing of Dentists from the current GLS licensing system to a new Salesforce licensing system. The conversion fees for the BOD to convert to Salesforce are covered under funding available from past e-licensing surcharges. However, we need funding reserved for project management and ongoing staff costs to support the transition to the new system. We are estimating at least 9 months for the

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

conversion and an additional 3 months for training and working with MNIT staff to test and make sure functionalities work appropriately.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) Our current system has functionalities that are not efficient. The complaint and licensing process is very challenging to track with the current system. The renewal process is not clear and causes licensee misunderstanding. The reports that are generated from the current system are inaccurate and cause problems when we are trying to provide public data and tracking information. The company that supports our current system has poor customer service and does not meet project timeline goals, which both impact our operations.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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 Requested 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
1201	H7F3000	H7F1111	Operations	\$75,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$75,000

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

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

Training: \$20,000

State Staff: \$35,000

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Professional/Technical: \$20,000	
Estimated Start Date: 07/01/2023	Requested Finish Date: Click here to enter text.
Reason for End Date: 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)
Reduce days to issue license	Days to license comparison to current data
Closed complaints <12 months	Current versus future complaint data
Reduce staff requests for license updates- Increase self-service modalities	Compare current phone calls and emails for services that will be self- service Compare current time spent by staff on follow up activities

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

APPROVALS	
Agency CFO: Bridgett Anderson	Date: 04/17/2023
CBTO: Tim Ogg	Date: 04/17/2023
Name of person with delegated authority to sign the interagency agreement: Bridgett Anderson, Executive Director	

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.
Click here to enter text.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO: H7K-BELTSS (Board of Executives for Long-Term Services and Supports)	Project Name: ALIMS Improvement
Project Sponsor: Steve Jobe Contact Info: steve.jobe@state.mn.us	
Budget Contact: Tracy Sigstad Contact Info: tracy.sigstad@state.mn.us	
Problem or Opportunity: (ex. There is a burning need to take action because of these negative impacts resulting from the current state: one, two, three) Enhance the ALIMS licensing system to address legislative changes and business priorities.	
Brief Project Description: 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.) We have prioritized our list to include required process in	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

statue (#1), increase efficiency in office in a major way (#2), and last would be nice to have to make office work better (#3). We have also identified 3 parts that may be pulled into an all-boards project
High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) Become compliant and increase office efficiencies to move to modernization of online functions, payment, and increased office efficiencies with automation
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 checked="" type="checkbox"/> Upgrade of an existing application or system

Modernization Playbook
In which phase of the Modernization Playbook is this project? <input type="checkbox"/> Select <input checked="" type="checkbox"/> Plan <input checked="" type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
Has a detailed business case been developed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Is this project fully funded by the Odyssey funds requested? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If not, has ongoing funding been identified? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? BELTSS update to compliance	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 checked="" type="checkbox"/> Cultivate a Holistic and Connected Culture of Work. Allow all people to perform online tasks to meet their needs. Allow accurate reporting to Board.
<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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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 Requested 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
Operations	H7K0000	H7K1111	Operations	80,000.00

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Professional/Technical: \$80,000	
Estimated Start Date: July 1, 20223	Requested Finish Date: December 31, 2023
Reason for End Date: completion	

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)
Able to identify open facilities	Monthly reports-More accurate tracking for public protection
Able to process all functions electronically	Transaction Audit- move to 100%
Reduce Staff overtime	Payroll reports-

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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: 4/17/2023
CBTO: Tim Ogg Date: 4/17/2023

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

APPROVALS

Name of person with delegated authority to sign the interagency agreement: Steve Jobe

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.

Click here to enter text.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

MN Board of Marriage & Family Therapy / Tim Ogg, CBTO

Project Name:

Jurisprudence exam and application reconfiguration

Project Sponsor Jennifer Mohlenhoff

Contact Info: jennifer.mohlenhoff@state.mn.us

Budget Contact: Jennifer Mohlenhoff

Contact Info: jennifer.mohlenhoff@state.mn.us

Problem or Opportunity: The BMFT Board has directed staff to transition its current state jurisprudence exam to an online/on-demand exam process. In addition, the Board has altered the timing/structure of the exam and application process. Both Board directives require changes to ALIMS (the health licensure management system/database utilized by health licensure boards) to implement. Although an online jurisprudence model exists in ALIMS, a meeting with ALIMS contractors resulted in recommendation that a specific BMFT project be created to implement both, required changes. A calendar year 2023 implementation has been requested by the Board.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Brief Project Description: Creation of an online/on-demand, short answer jurisprudence exam for MFT licensure candidates. Reconfiguring the application and exam requirements within ALIMS (order, application requirements, etc.)

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) Reconfigure application and exam requirements for licensure within ALIMS; implement an online/on-demand state jurisprudence exam.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Promote People-centered Digital Government Services. Implementation of an online/on-demand state jurisprudence exam for LMFT licensure will eliminate the need for license candidates to have to travel to the metropolitan area to take the required exam in person. It will reduce barriers to licensure and increase access for license candidates.

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

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

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

Children and Families. [Click here to enter text.](#)

Thriving Communities, Housing, and Workforce. [Click here to enter text.](#)

Healthy Minnesotans. [Click here to enter text.](#)

Equity and Inclusion. [Click here to enter text.](#)

Minnesota's Environment. [Click here to enter text.](#)

Fiscal Accountability, Customer Experience, and Measurable Results. [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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.

FY2023 Requested 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
1201	H7M3000	H7M1111	Operations	\$15,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$15,000

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

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

Training: **\$2,000**

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

Professional/Technical: **\$13,000**

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Start Date: 07/01/2023	Requested Finish Date: 12/31/2023 Reason for End Date: The Board has directed staff to implement such changes by 12/31/2023.
----------------------------------	---

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Eliminate need to travel to Board office (St. Paul) to complete requirements for MN LMFT licensure. Increase efficiency / reduce time needed to obtain MN LMFT licensure.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Reduce time toward licensure issuance	Compare average time to licensure vs. time to licensure after changes are implemented.
Increase efficiency of processes both with internal staff and external applicants	Collect feedback pre and post implementation to understand the improvements in efficiencies.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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, SmART Director Date: April 17, 2023
CBTO: Submitted to Tim Ogg, CBTO Date: April 13, 2023
Name of person with delegated authority to sign the interagency agreement: Jennifer Mohlenhoff

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.
Click here to enter text.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document
<ol style="list-style-type: none"> 1. Please be sure to complete all fields to the best of your knowledge. 2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO. 3. Each project request must be reviewed and approved by the project sponsor and CBTO. Handwritten signatures are not required, which supports an all-electronic format. 4. Please spell out acronyms on first reference. 5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us. 6. May be submitted as a Word document or PDF. We cannot accept scanned documents. 7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief	
Requesting Agency and CBTO: Board of Medical Practice (BMP)/Tim Ogg	Project Name: BMP Online Licensing System Functionality and Security Enhancement
Project Sponsor: Elizabeth Huntley	Contact Info: Elizabeth.Huntley@state.mn.us
Budget Contact: Elizabeth Huntley	Contact Info: Elizabeth.Huntley@state.mn.us
Problem or Opportunity: (ex. There is a burning need to take action because of these negative impacts resulting from the current state: one, two, three) There is a strong need to enhance the online licensing system’s features and security to provide better services to the Board’s regulated healthcare professionals. There is also a strong opportunity to better serve the public and healthcare provider employers in obtaining the healthcare providers’ credentialing information in an online format.	
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	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

brief statement of why the funds are available for Odyssey.) This project is a continued investment in BMP's online system and implementation of statutory mandates and requirements, including improving online features to better serve the public, applicants, and licensees. This project will also enhance the security of the online system to prevent security breaches, including unauthorized access, and eliminating system down time.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) Objective 1: This project aims to shorten the licensing approval timeframe through system enhancements, a request that has been asked for frequently by many external stakeholders, including legislators. With these proposed enhancements we expect to see a decrease in the timeframe of approvals from 50+ days to an average of 30 days. Objective 2: As BMP's online licensing system gains more traffic from the public, applicants, and licensees, it remains as important as ever to improve and maintain the tightest online security possible. These improvements aim to reach BMP's goal of maintaining zero instances of security breaches. Objective 3: Another key objective of this effort is to ensure that the technology utilized by BMP in its many business processes is maintained at current, high-level performances and improves accessibility to the public, applicants, and licensees. Objective 4: Build-out of the current system to enable the submission of complaints electronically and provide the required statistical reports. Objective 5: This work also aims to create a secure platform to exchange information between BMP and various local and national licensing regulatory organizations, including other State of Minnesota agencies, employers and credentialing bodies, the American Medical Association (AMA), the Federation of State Medical Boards (FSMB), and the Interstate Medical Licensure Compact (IMLC).

Modernization Playbook

In which phase of the Modernization Playbook is this project?

Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 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 aims to provide efficiency improvements to the public, applicants, and licenses along with various local and national licensing regulatory organizations.
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** This project aims to bolster cybersecurity efforts through a variety of means that will be well defined in the project plan.

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** The Board's mission is to protect the public's health and safety by assuring that the people who practice medicine or as an allied health professional are competent, ethical practitioners with the necessary knowledge and skills appropriate to their title and role. In order to continue to meet this mission, the technology platforms that support BMPs business needs must be continuously enhanced and upgraded.
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** Efficiencies and advancements in BMPs processes will be noticeable to the public, applicants, licensees, and various other stakeholders.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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 checked="" type="checkbox"/> Detect – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.</p> <p><input checked="" 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 Requested 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
1201	H7B10000	H7B1111	Medial Practice Operations	\$350,000

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
<p>Estimated Budget (total expected project costs): \$350,000</p> <p>Hardware: \$15,000</p> <p>Software: \$25,000</p> <p>Training: Click here to enter text.</p> <p>State Staff: \$45,000</p> <p>Professional/Technical: \$265,000</p>	
<p>Estimated Start Date: August 1, 2023</p>	<p>Requested Finish Date: June 30, 2025</p> <p>Reason for End Date: This effort will go through a phased approach in order of highest priority to ensure successful completion. There is also a need to pull-in and coordinate with many different resources. Using this timeline affords the flexibility needed to ensure high quality deliverables.</p>

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) Online licensing system enhancements will expedite the licensing approval process and decrease the timeline for issuing professional licenses. The enhanced security features will better protect providers' private and confidential information and documents that BMP collects and retains for licensing disciplinary processes.</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>Decrease the timeline from receipt of application to the issuance of professional licenses for all eight (8) healthcare professionals regulated by BMP.</p>	<p>Currently, the average timeline to issue a physician license is more than 50 days. The goal of this effort is to reduce that timeline to an average of 30 days. A decrease in application processing timelines for the seven (7) allied healthcare professionals regulated by BMP will be reduced with similar proportionality.</p>
<p>Implement online user account's multifactor authentication to prevent the unauthorized.</p>	<p>Target goal that 50% of new online users will chose this enhanced MFA option for their online account access.</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

access to BMPs data, including private and confidential data.	
Streamlined and secured transfer of data to external stakeholders in a timely manner.	Establish the data transfer protocol and automate the data transfer process.es in a secured file transfer server (sftp).

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input type="checkbox"/> YES, Yes, FY2021 transfer amount information has been reviewed by our agency's EBO. Yes this was done

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. 		
<table style="width: 100%;"> <tr> <td style="width: 50%;">Agency CFO: Tracey Sigstad</td> <td style="width: 50%;">Date: 4/17/2023</td> </tr> </table>	Agency CFO: Tracey Sigstad	Date: 4/17/2023
Agency CFO: Tracey Sigstad	Date: 4/17/2023	
<table style="width: 100%;"> <tr> <td style="width: 50%;">CBTO: Tim Ogg</td> <td style="width: 50%;">Date: 4/17/2023.</td> </tr> </table>	CBTO: Tim Ogg	Date: 4/17/2023.
CBTO: Tim Ogg	Date: 4/17/2023.	
Name of person with delegated authority to sign the interagency agreement: Elizabeth Huntly		

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.
Click here to enter text.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Board of Medical Practice - Tim Ogg

Project Name:

BMP - Website Overhaul Project

Project Sponsor: Elizabeth Huntley
Contact Info: Elizabeth.Huntley@state.mn.us
Budget Contact: Elizabeth Huntley
Contact Info: Elizabeth.Huntley@state.mn.us

Problem or Opportunity: (ex. There is a burning need to take action because of these negative impacts resulting from the current state: one, two, three) There is a strong need to improve the accessibility, layout, and usability of BMP's external website based on feedback received from end users.

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.) This project aims to improve the current BMP external website by enhancing its accessibility for the public, improved communication aspects

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

with and for applicants and licensees, providing vital educational resources, and creating a more usable and easily navigated website experience.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) To provide a more accessible, usable, and informative website for the general public, applicants and licensees.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Promote People-centered Digital Government Services.** This effort aims to improve the functionality of the external website to make it more accessible, useable, and informative to the general public, applicants, and licensees.
- Elevate Minnesota’s Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota’s Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [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

Information and Telecommunications Account (ITA/Odyssey) FY2023 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 Requested 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
1201	H7B10000	H7B1111	Medical Practice Operations	\$90,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$90,000

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Software: Click here to enter text. Training: Click here to enter text. State Staff: Click here to enter text. Professional/Technical: \$90,000	
Estimated Start Date: 7/5/2023	Requested Finish Date: 6/28/2024 Reason for End Date: Allows flexibility in the completion of this effort over the next calendar year.

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Provides a better user experience for our general public, applicants, and licensees.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Increase the number of visitors to the website	Gather a baseline on the number of visitors to our current website vs. the new website once released
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO. Yes this was done

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;

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

APPROVALS	
<ul style="list-style-type: none">Sponsoring agency is committed to champion the project and secure the needed resources.	
Agency CFO: Tracey Sigstad	Date: 4/17/2023
CBTO: Tim Ogg	Date: 4/17/2023
Name of person with delegated authority to sign the interagency agreement: Elizabeth Huntly	

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.
Click here to enter text.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Board of Nursing Tim Ogg, CBTO

Project Name:

MBN Automated Licensure Information Management System (ALIMS)

Project Sponsor: Kimberly Miller, Executive Director Contact Info: kimberly.miller@state.mn.us
Budget Contact: Sheryl Meyer, Director for Operations Contact Info: Sheryl.meyer@state.mn.us
Problem or Opportunity: Enhancements to the ALIMS Licensure and Complaint Resolution Processes are imperative due to the nursing workforce shortage, concerns regarding longer license processing times and aging complaint resolutions.
Brief Project Description: This project is part of an upgrade plan to address enhancements planned for the ALIMS licensure and complaint resolution programs. This project also includes the deployment and modification of the ALIMS education program.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Licensure ALIMS Enhancements: Improve the licensure process efficiency and user satisfaction by improving the applicant's ability to upload application documents for all licensing types and activities, provide the applicant the ability to monitor the application and respond rapidly to changes in application status or requests for correction. The enhancements will also allow for improved storage of licensing documents and add features such as receipt printing. Enhancements will also improve the collection of licensing data and improvement in data use to target processing back log.

Complaint Resolution ALIMS Enhancements: Improve the complaint resolution process efficiency by improving the entry and management of complaint resolution data by staff, Board members, and AAGs. Current processes are incomplete or inaccurate and result in board staff managing portions of the system by the use of external excel spreadsheets. The enhancements, corrections, and additions will provide to improved data entry and processing, including reminders for checklist completions and improved targeted data use to avoid back logs.

Compliance ALIMS Enhancements: The compliance ALIMS projects was not sufficiently developed prior to deployment and rudimentary at this time. Compliance Enhancements would provide for licensees monitored by the board a portal to review their compliance status, submit reports, and update records. Compliance Enhancements in combination with the development of an ALIMS Petition Case Management system would improve timely review of petitions for reinstatement by the Board, thereby impacting the nursing workforce.

Development of ALIMS Hearing Management: The development of an ALIMS Hearing Management process would improve the processing of hearings before the Board and ensure the security of the hearing process. Timely processing of hearings improves the Board's ability to timely remove nurses from practice to protect the public.

Development of ALIMS Petition Case Management: The development of an ALIMS Petition Case Management process would improve the processing of petition cases before the Board. At this time the petition records are moved from ALIMS to OnBase to facilitate the review for each petition case. This process impacts efficient review petitions and impacts the nursing workforce.

Deployment of ALIMS for Education: The Education ALIMS program was developed approximately two years ago and some testing has been completed; however, the program has not been deployed. Deployment is essential for the efficient management of survey and remediation of education programs in the state.

Staff ALIMS Education: Development of ALIMS education modules for staff in all MBN departments.

Board Member ALIMS Education and Use: Development of ALIMS education modules for Board members for all components of the Complaint Resolution, Compliance, Petition, Hearing, and related activities.

Assistant Attorneys General ALIMS Education and Use: Development of a virtual platform for access of ALIMS records for complaint resolution, settlement, hearing, mediation, and all other related activities. Development of ALIMS education modules for AAGs for all components of Complaint Resolution, Compliance, Petition, Hearing, and related activities.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

High-level Project Objective: To more efficiently store, retrieve, and target data to resolve business problems and to add process automation for all nursing license types, education program reviews, and complaint resolution, compliance, hearing, and petition processes.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** Click here to enter text.
- Thriving Communities, Housing, and Workforce.** Click here to enter text.
- Healthy Minnesotans.** Click here to enter text.
- Equity and Inclusion.** Click here to enter text.
- Minnesota's Environment.** Click here to enter text.
- Fiscal Accountability, Customer Experience, and Measurable Results.** 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/Odyssey) FY2023 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 Requested 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
1201	H7C30000	H7C1111		\$450,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$450,000

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

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

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

State Staff: \$50,000

Professional/Technical: \$400,000

Estimated Start Date: 11/1/2023

Requested Finish Date: 6/1/2027

Reason for End Date: Vendor availability

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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)
Complaints are completion timeline	Completed within statutorily required timeliens
Hearings tracked in ALIMS	Are they tracked/supported
Compliance Module developed	Is Compliance module functioning to support compliance requirements?
Reduce staff time on Petitions	Reduction of 10%
AAG staff functionality created	AAG staff functionality exists and is available to AAG staff.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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: Tracy Sigstad Date: 4/17/2023
CBTO: Tim Ogg Date: 4/17/2023
Name of person with delegated authority to sign the interagency agreement: Kimberly Miller

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.
Click here to enter text.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO. **Handwritten signatures are not required**, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Minnesota Board of Peace Officer Standards and Training (POST) – Tim Ogg

Project Name:

Misconduct Reporting System

Project Sponsor: Erik Misselt, Executive Director
651-201-7789

Contact Info: erik.misselt@state.mn.us;

Budget Contact: Mark Besonen

Contact Info: mark.besonen@state.mn.us

Problem or Opportunity: The initial vendor was selected on very short notice due to unrealistically tight timelines for implementation imposed by the legislature in 2020. Recently adopted rule-making will significantly increase the volume and types of data that need to be captured by the system, which the existing application was not designed for. The present solution has not worked as well as hoped and the contract for that application expires at the end of calendar year 2023. POST must have a viable replacement by the end of calendar year 2023 in order to comply with reporting requirements under Minn. Stat. 626.8457

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Brief Project Description: The POST Board maintains a records management system (Salesforce) that contains both public, private, and confidential data on licensed peace officers and peace officer candidates. There are approximately 11,000 active law enforcement officers and 415 active law enforcement agencies in POST’s jurisdiction. All licensees can access their POST Board records and conduct business with POST online through an existing Salesforce experience cloud customer dashboard.

POST is required by Minnesota State Statute 626.8457 Subd. 3 to operate a Misconduct Reporting System to receive real-time reports of peace officer misconduct allegations from law enforcement agencies. The POST Board currently uses a separate application that uses an API to transfer data between this external application and the salesforce database. Data migration from this existing misconduct reporting application is required.

The POST Board is requesting proposals from qualified responders to create a Misconduct Reporting System that uses POST’s existing Salesforce platform to allow end users to report misconduct allegations in real-time and POST staff to review and extract this data.

High-level Project Objective: Efficiently collect misconduct data as required by Minn. Stat. 626.8457 in an efficient manner and produce required reports and analytics.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.** Better efficiency and effectiveness carrying out legislative mandates as described in narrative above.
- Promote People-centered Digital Government Services.** [Click here to enter text.](#)
- Elevate Minnesota's Digital Estate.** Create a seamless online, real-time reporting application in compliance with state law.
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [Click here to enter text.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 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 Requested 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	P7T31100	P7T1100	POST Board Operations	\$200,000.00

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
Estimated Budget (total expected project costs): \$330,000.00 Hardware: N/A Software: \$20,000 Training: N/A State Staff: N/A Professional/Technical: \$310,000.00	
Estimated Start Date: July 31, 2023	Requested Finish Date: October 31, 2023 Reason for End Date: Expected project length to deployment.

Success Criteria	
How will this project benefit the business? More simple user interface for customers, ability to produce required reports and metrics with existing POST database, reduced staff time trouble-shooting problems with current application, less cost.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Implementation before end of calendar year.	Application is deployed to production with no bugs by December 31, 2023 at the latest.
Reduced costs	POST paid \$280,000.00 in annual maintenance for existing application, per contract. Because the new system will use the existing salesforce platform versus a completely separate application, likely additional licensing and support costs for salesforce (over and above what POST already pays) are likely to be less than \$100,000.00 annually, a minimal savings of \$180,000.00 in the first year alone.
Click here to enter text.	Click here to enter text.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

REVIEW BY EXECUTIVE BUDGET OFFICER

Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).

- Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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: 4/17/23

CBTO: Tim Ogg

Date: 4/17/23

Name of person with delegated authority to sign the interagency agreement: Erik Misselt

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.

[Click here to enter text.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

MN Board of Pharmacy - Tim Ogg

Project Name:

ALIMS-Pharmacy Project

Project Sponsor: Jill Phillips

Contact Info: jill.phillips@state.mn.us
Budget Contact: Katrina Howard

Contact Info: Katrina.howard@state.mn.us

Problem or Opportunity: The Board of Pharmacy is amidst a system migration away from GL Suite (GLS) and to Automated Licensing Management System (ALIMS). Many of the Board's applications, processes, and procedures are currently paper driven. A successful migration to ALIMS is imperative to the Board of Pharmacy's operational efficiency and success.

Brief Project Description: This project is part of a significant upgrade plan to improve the operational efficiency of the Board of Pharmacy. For the past several decades, pharmacy has been very paper driven. The Board of Pharmacy is responsible for the licensing and/or registration of wholesalers, pharmacies, manufacturers, and medical gas dispensers. These applications are 100% paper driven,

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

which results in a tremendous amount of manual review and paper shuffling amongst board staff. Working with Lynmark to migrate to ALIMS is essential for the Board's future operational success. The Board has the spending authority for Odyssey Funding due to appropriation that was not spent in FY22, and was consequently, shifted to FY23.

High-level Project Objective: This funding is to support ongoing migration efforts from GLS to ALIMS. The Board anticipates being completely migrated to the ALIMS product no later than September 30, 2023. The use of Odyssey funding is critical to ensure the Board has sufficient means for Agency IT expenses during this time of transition. Ensuring data is transferred out of GLS, has a place to reside in ALIMS, and improving archaic processes and procedures are essential project objectives.

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

Modernization Playbook
<p>In which phase of the Modernization Playbook is this project?</p> <p><input type="checkbox"/> Select <input checked="" type="checkbox"/> Plan <input checked="" type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable</p>
<p>Has a detailed business case been developed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not applicable</p>
<p>Is this project fully funded by the Odyssey funds requested? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If not, has ongoing funding been identified? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

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

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/Odyssey) FY2023 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.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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 Requested 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
1201	H7D30000	H7D1111		\$200,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): 200,000

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

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

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

State Staff:

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Professional/Technical: 200,000	
Estimated Start Date: 7/1/2023	Requested Finish Date: 6/30/2024 Reason for End Date: The funding is intended to support Lynmark's developmental work to migrate away from GLS and improve operational inefficiencies during the process of transitioning from paper to electronic records.

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Eliminates paper applications and renewals for pharmacies, manufacturers, wholesalers, third-party logistics providers, and medical gas dispensers; Improves a clunky, paper-driven, manual process by which pharmacies request variances to MN rules (6800); improves the application and renewal process for individuals licensed by the board (e.g., pharmacists, interns, technicians); improves the mechanism in which complaints and enforcement activity is recorded	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Reduce staff overtime by 10%	Compare post-implementation to baseline
Transition 90% of the Board's applications and renewals from paper to electronic by end of FY24	Compare post-implementation to baseline
Reduce staff time spent preparing variance committee meeting material by 25%	Compare post-implementation to baseline

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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: 4/17/2023

CBTO: Tim Ogg

Date: 4/17/2023

Name of person with delegated authority to sign the interagency agreement: Jill Phillips

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.

[Click here to enter text.](#)

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document
<ol style="list-style-type: none"> 1. Please be sure to complete all fields to the best of your knowledge. 2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO. 3. Each project request must be reviewed and approved by the project sponsor and CBTO. Handwritten signatures are not required, which supports an all-electronic format. 4. Please spell out acronyms on first reference. 5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us. 6. May be submitted as a Word document or PDF. We cannot accept scanned documents. 7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief	
Requesting Agency and CBTO: MN Board of Physical Therapy – Tim Ogg	Project Name: PHY Discipline and Online Complaints Enhancements
Project Sponsor: Erin DeTomaso	Contact Info: erin.detomaso@state.mn.us
Budget Contact: Erin DeTomaso	Contact Info: erin.detomaso@state.mn.us
<p>Problem or Opportunity: The Mission and Vision of the MN Board of Physical Therapy is to ensure MN Citizens receive appropriate Physical Therapy Services from competent Physical Therapists and Physical Therapist Assistants, to protect the public through licensure of qualified licensees and to provide timely and impartial resolution of complaints against licensees. To support this mission the Board requires enhancements to the ALIMS (Automated Licensure Information Management System) discipline case management system and functionality to allow for the public to submit secure online complaints.</p>	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

<p>Brief Project Description: An initiative to implement system upgrades and enhancements to the ALIMS licensure/discipline case management system. Improve workflow, increase user access to resources by allowing secure online complaint submission.</p>
<p>High-level Project Objective: Increase security and streamline complaint resolution efficiency through system integration enhancements to the ALIMS Discipline case system.</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 checked="" type="checkbox"/> Upgrade of an existing application or system</p>

Modernization Playbook
<p>In which phase of the Modernization Playbook is this project?</p> <p><input checked="" type="checkbox"/> Select <input type="checkbox"/> Plan <input type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable</p>
<p>Has a detailed business case been developed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not applicable</p>
<p>Is this project fully funded by the Odyssey funds requested? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If not, has ongoing funding been identified? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

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

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. Improve goal of overall decrease in time to complaint resolution.</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Promote People-centered Digital Government Services.** Provide services to provide to public and employers greater access to complaint submission 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/enhancement 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.

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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 Requested 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
1201	H7W3000	H7W1000	Board of Physical Therapy Operations	\$111,500

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Budget (total expected project costs): \$111,500 Hardware: Existing Software: Existing Training: Click here to enter text. State Staff: \$11,500 Professional/Technical: \$100,000	
Estimated Start Date: 7/5/2023	Requested Finish Date: 6/30/2024 Reason for End Date: Allows flexibility in the completion of this effort over the next calendar year.

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Provides a better user experience for our general public, applicants, and licensees	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Increase secure transfer of information due to software security	Replace practice of faxing or mailing in correspondence. Able to enter confidential data directly into the database.
Decrease paper of supporting documents by 75%	Compare documents to pre and post implementation
Increased efficiency of processes both with online usability and internal staff by 25%	Compare post-implementation to FY2023 baseline

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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: 4/7/2023

CBTO: Tim Ogg

Date: 4/17/2023

Name of person with delegated authority to sign the interagency agreement: [Click here to enter text.](#)

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.

[Click here to enter text.](#)

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

MN Board of Physical Therapy(PHY),
Occupational Therapy (OTP) Board of Behavioral
Health and Therapy (BBHT) – Tim Ogg

Project Name:

ALIMS Security Enhancement and Framework
Upgrades

Project Sponsor: Erin DeTomaso

Contact Info: erin.detomaso@state.mn.us
Budget Contact: Erin DeTomaso

Contact Info: erin.detomaso@state.mn.us

Problem or Opportunity: This project is an initiative for the Health Licensing Regulatory Boards (HLRBs) to provide greater online government efficiencies through implementing up-to-date security systems and remaining current with technology.

Brief Project Description: The project is intended to continue embracing the future advances of technology. This continued investment will allow for collaboration and shared usability among 14 Health Licensing Boards creating government efficiency, modernization by keeping current with

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

technology, underlying frameworks and practices that enhance usability, security, maintenance, longevity and collecting sufficient data to support the Boards' policies and statutory requirements reporting to the legislature.

High-level Project Objective: To increase security and remain current with emerging technology.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.** Augments goals of data security and modernization of technology for the ALIMS platform.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Promote People-centered Digital Government Services. Staying current with advancements in technology is an investment ensuring the latest security practices, reducing software vulnerability, and protecting licensing data. A critical part of providing excellent service to our licensees is providing data security as well as creating an accessible and user intuitive experience. [Click here to enter text.](#)

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

Bolster Successful State Cybersecurity Efforts. Enhanced online security features and framework upgrades is a smart investment in modernization and enables the Health Licensing Boards business to deliver and connect to clientele.

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

Children and Families. [Click here to enter text.](#)

Thriving Communities, Housing, and Workforce. [Click here to enter text.](#)

Healthy Minnesotans. [Click here to enter text.](#)

Equity and Inclusion. [Click here to enter text.](#)

Minnesota's Environment. [Click here to enter text.](#)

Fiscal Accountability, Customer Experience, and Measurable Results. [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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 Requested 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
1201	H7W3000	H7W1111	Board of Physical Therapy	\$25,000
1201	H7X3000	H7X1111	Board of Behavioral Health and Therapy	\$25,000
1201	H7Y3000	H7Y1111	Board of Occupational Therapy Practice	\$50,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Budget (total expected project costs): \$100,000.00 Hardware: Existing Software: Existing Training: Click here to enter text. State Staff: \$11,500 Professional/Technical: \$88,500	
Estimated Start Date: 07/01/2023	Requested Finish Date: 06/30/27 Reason for End Date: Allows flexibility in the completion of this effort over the next calendar years

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) The enhanced security features will better protect providers' public/private information/documents that the Board collects for licensing and during the complaint investigation. The required security software will trace internet traffic to the online system, with the monitor tools to detect abnormal online activities. Retain features and stay current with technological advances enabling the business to better serve its clients.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Acceptance of all fee types via electronic payment will establish internal controls and security and prevent errors by reducing or eliminating handling of cash/checks by staff.	Accurate accounting and reconciling of receipts for the board and immediate payment confirmation by the client. Currently the staff complete a manual deposit by entering cash and checks received.
Increase secure transfer of information due to software security	Replace practice of faxing or mailing in forms. Able to enter confidential information directly into database
Click here to enter text.	Click here to enter text.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

REVIEW BY EXECUTIVE BUDGET OFFICER

Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).

- Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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: 4/17/23

CBTO: Tim Ogg

Date: 4/17/23

Name of person with delegated authority to sign the interagency agreement: [Click here to enter text.](#)

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.

[Click here to enter text.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

MN Board of Physical Therapy(PHY),
Occupational Therapy (OTP) Board of Behavioral
Health and Therapy (BBHT) – Tim Ogg

Project Name:

ALIMS Training

Project Sponsor: Erin DeTomaso

Contact Info: erin.detomaso@state.mn.us

Budget Contact: Tracey Sigstad

Contact Info: tracey.sigstad@state.mn.us

Problem or Opportunity: Many of the Health Licensing Regulatory Boards (HLRBs) utilize a common licensing application, ALIMS (Automated Licensing Information Management System). Through the years, ALIMS has evolved with new functionality added. There is a dire need to provide user training to new and current HRB Executive Directors and staff.

Brief Project Description: Throughout the development process of the ALIMS database, many ongoing enhancements have been implemented. Training sessions with the ALIMS developers would

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

provide current ALIMS users the opportunity to learn how to use these new enhancements and functionality. Also, staff at the HRLBs have different levels of proficiency with the system. This would be an opportunity to bring staff members to a consistent knowledge level, creating more efficiency. It would also provide an opportunity to train new staff and create training materials on how to use ALIMS.

High-level Project Objective: Training will increase efficiency by allowing HRB users to better utilize the functionality available in ALIMS and by increasing user knowledge of how to use the system. Training materials will support proficiency for current and future staff.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.** 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.
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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 Requested 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
1201	H7W3000	H7W1111	Board of Physical Therapy	\$75,000
1201	H7X3000	H7X1111	Board of Behavioral Health and Therapy	\$75,000
1201	H7Y3000	H7Y1111	Board of Occupational Therapy Practice	\$50,000
1201	H7C3000	H7C1111	Board of Nursing	\$50,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$250,000

Hardware: Existing

Software: Existing

Training: \$250,000

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Professional/Technical: Click here to enter text.	
Estimated Start Date: 07/01/2023	Requested Finish Date: 06/30/2027 Reason for End Date: Allows flexibility in the completion of this effort over the next calendar years

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)
Capability/confidence in system use	User report
User efficiencies due to comfort with the database	User report
Improved knowledge transfer with staff changes/turnover	Fewer new user issues

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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: 4/17/2023

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

APPROVALS	
CBTO: Tim Ogg	Date: 4/17/2023
Name of person with delegated authority to sign the interagency agreement: Tracey Sigstad	

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.
Click here to enter text.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO: Board of Podiatric Medicine	Project Name: ALIMS Functionality Patches
Project Sponsor: Paul Bakken Contact Info: paul.d.r.bakken@state.mn.us	
Budget Contact: Tracey Sigstad Contact Info: tracey.sigstad@state.mn.us	
Problem or Opportunity: There is a need to patch certain functions of the Podiatric Medicine version of ALIMS to avoid negative consequences in terms of functionality and lost staff time.	
Brief Project Description: This project is part of an upgrade and enhancement plan to address technology obsolescence within our department's operations management system. Odyssey funds are available from unexpended budget carryover from the previous fiscal year.	
High-level Project Objective: To streamline functionality of the ALIMS database and the user experience of the online services portal. This project is intended to continue to embrace efficiency by	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

reducing time spent managing correspondence, documents, and licensing procedures related to the board regulatory process.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.** The deployment of an integrated, up-to-date technology solution to better meet the needs of licensees, board members, and the public.
- Promote People-centered Digital Government Services.** Staying current with advancements in technology is an investment for ensuring the latest security practices, reducing software vulnerability,

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

and protecting regulatory licensing data. A major part of serving our licensees and board members is providing secure, functional data management.

Elevate Minnesota's Digital Estate. An upgraded and improved website-application is a smart investment in modernization and enables our Board to deliver services and connect with our licensees and the public.

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

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [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

Information and Telecommunications Account (ITA/Odyssey) FY2023 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 Requested 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
1201	H7Q3000	H7Q1111	Board of Podiatric Medicine	\$30,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$30,000

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Software: Click here to enter text. Training: Click here to enter text. State Staff: Click here to enter text. Professional/Technical: \$30,000	
Estimated Start Date: July 1, 2023	Requested Finish Date: June 30, 2027 Reason for End Date: To fully utilize the amount appropriated to complete the project.

Success Criteria	
How will this project benefit the business? These patches to the Pod Med ALIMS software will reduce staff time needed to process applications and complaints by automating tasks that are currently handled manually: allow temporary permits to make an initial application via the online web services portal, allow professional firms to register and renew online, allow public mailing lists to be ordered online, allow duplicate license cards to be ordered online, activate proration of fees for all types of licenses and registrations, fix titles for all professions, and make the recipient email field mandatory to fill for all verification letter requests.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Improve workflow by better 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.
The Board will be able to conduct its business in a more efficient and timely matter	Avoid the necessity of hiring an additional .5 to .75 FTE position.
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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 Bakken

Date: 4/17/2023

CBTO: Tim Ogg

Date: 4/17/2023

Name of person with delegated authority to sign the interagency agreement: Paul Bakken

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.

[Click here to enter text.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO: Board of School Administrators (BOSA) Click here to enter text.	Project Name: BOSA Move
Project Sponsor: Karen Schaub Contact Info: Karen.schaub@state.mn.us	
Budget Contact: Karen Schaub Contact Info: karen.schaub@state.mn	
Problem or Opportunity: (ex. There is a burning need to take action because of these negative impacts resulting from the current state: one, two, three) BOSA will be moving out of St. Paul College to the Anderson Building at Bethel, in Shoreview.	
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.) This project is part of our BOSA move and	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

moving technical needs. The money is available because we have had staff saving for the last two years.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) [Click here to enter text.](#)

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [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/Odyssey) FY2023 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 Requested 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	AppropriD	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	E3710000	E2700040	BB of School Administrators-this will be a FY2023 tranfer	\$8,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$8,000

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

Estimated Start Date: July 1, 2023

Requested Finish Date: July 30, 2023

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

	Reason for End Date: 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)
Work in the office.	Office works get done
Conduct BOSA Board Meetings	Board mtgs are successful implemented each month
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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: 5/17/2023
CBTO: Kimberly Maturo-Hilt Date: -5/17/2023
Name of person with delegated authority to sign the interagency agreement: Click here to enter text.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.
This project is only regarding tech needs for BOSA in the new offices. I was told the work could not be done by June 20 th .

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each initiative request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each request must be reviewed and approved by the sponsor and CBTO. **Handwritten and DocuSign signatures are not required.**
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
7. Contact Karl Nilsson with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use this legislative session for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
 - IT-related project-to-product transformation and work to address a given product backlog,
 - business process and service delivery transformation enabled via technology changes,
 - costs associated with cybersecurity projects/products,
 - ongoing software licensing and support costs for a specific technology product,
 - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

Type of Odyssey Initiative

Requesting Agency and CBTO: MDE-Kimberly Maturo Hilt	Name of initiative: BOSA Process Improvements
--	---

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

Initiative Sponsor: Karen Schaub Contact Info: karen.schaub@state.mn.us
Budget Contact: Stacey Narow Contact Info: Stacey.Narow@state.mn.us
Type of initiative: <input type="checkbox"/> IT project <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input checked="" type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input type="checkbox"/> Other (please describe) Click here to enter text.
Problem or Opportunity: (ex. There is a burning need to take action because of these negative impacts resulting from the current state) A survey was done of BOSA stakeholders (January 2023) Survey responses indicated a of awareness among School Administrators about what BOSA is and what the Annual Fee is for. The current payment system needs group payment improvements and integration to PELSB data. In addition the CEU Application approval process is administratively burdensome, resulting in slow turnaround times. Administrators struggle to find and manage CEU's, BOSA staff have a high administrative burden to maintain accurate records.
Brief Initiative Description: (ex. This 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.) Improve BOSA's value and Awareness among School Administrators by developing applications that enable School Administrators to easily manage their CEUs, Applications, Annual Fee payments, and receive timely updates from BOSA.
High-level Objective: (ex. To more efficiently store and retrieve data while adding process automation.) Provide both School Administrators and BOSA staff with an improved workflow process that improves external communications, reduces administrative burden and increases the value of service BOSA provides.
Initiative 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 <input type="checkbox"/> Operations ongoing funding, improvement, or efficiency

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

<input type="checkbox"/> Project-to-product transformation <input checked="" type="checkbox"/> Support for a product of service <input checked="" type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input type="checkbox"/> Accessibility
In which phase of the Modernization Playbook is this initiative? <input type="checkbox"/> Select <input type="checkbox"/> Plan <input checked="" type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
Has a detailed business case been developed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Is this initiative fully funded by the Odyssey funds requested? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If not, has ongoing funding been identified? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input checked="" type="checkbox"/> If checked, initiative name? BOSA System Updates	For an existing ITA initiative? Yes: <input checked="" type="checkbox"/> If checked, what is the ITA ID number (ex. ITA22.014)? ITA22.043

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.
<input checked="" type="checkbox"/> Children and Families. Click here to enter text. <input type="checkbox"/> Thriving Communities, Housing, and Workforce. Click here to enter text. <input type="checkbox"/> Healthy Minnesotans. Click here to enter text. <input type="checkbox"/> Equity and Inclusion. Click here to enter text. <input type="checkbox"/> Minnesota’s Environment. Click here to enter text.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

Fiscal Accountability, Customer Experience, and Measurable Results. Click here to enter text.

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative 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.

Run, Grow and Transform (RTG)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- Run** – Initiative is to Operate and maintain (Keep the lights on)
- Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

FY2023 Requested 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	E3710000	E370040	BB of School Administrators-this will be a FY2023 transfer	\$30,000

Estimated Project Financials for the Entire Project or Initiative (including IT) vs Odyssey Transfer Amount	
Estimated Budget (total expected project costs): \$50,000 Hardware: Click here to enter text. Software: \$20,000 Training: Click here to enter text. State Staff: 30,000 Professional/Technical:	
Estimated Start Date: 07/01/2023	Requested Finish Date: 06/30/2024 Reason for End Date: End of Fiscal/School year

Success Criteria	
How will this initiative benefit the business? (ex. automates a manual process, reduces downtime) Click here to enter text.	
What are the initiative’s success metrics?	How Measured?

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

(ex. Reduce downtime by 12%)	(Compare post-implementation uptime to baseline)
Approve CEU's within 3 days	Automated workflow/forms process implementation.
Provide Group (District) external payment reporting	Feature available on the BOSA website
Replace email submission of PDF applications	Self-service forms submittal on the BOSA web site
Reduced Record-Keeping errors	Automate data Integration with PELSB

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT ePMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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. 				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Agency CFO: Denise Anderson</td> <td style="width: 50%;">Date: 5/17/2023</td> </tr> <tr> <td>CBTO: Kimberly Maturo-Hilt</td> <td>Date: 5/17/2023</td> </tr> </table>	Agency CFO: Denise Anderson	Date: 5/17/2023	CBTO: Kimberly Maturo-Hilt	Date: 5/17/2023
Agency CFO: Denise Anderson	Date: 5/17/2023			
CBTO: Kimberly Maturo-Hilt	Date: 5/17/2023			
Name of person with delegated authority to sign the interagency agreement: Click here to enter text.				

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



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

BB of School Administrators

Project Name:

Website updates and reports completed

Project Sponsor: Karen Schaub
Contact Info: karen.schaub@state.mn.us
Budget Contact: Karen Schaub
Contact Info: karen.schaub@state.mn.us

Problem or Opportunity: (ex., There is a burning need to take action because of these negative impacts resulting from the current state: one, two, three)

A survey was done of BOSA stakeholders (January 2023); an area for improvement was the BOSA website. Over 60 % of the respondents reported that the website was somewhat difficult to difficult use. One of our participants wrote, " *I feel a redesign of the BOSA website and information for MN administrators is well overdue. The current site, I think, has what I need, but it is outdated and is not navigable as other websites are.*

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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.) MN Administrators are looking for ease in working with BOSA; our website does not easily allow administrators to find what they need without making a phone call. Since BOSA was not fully staffed, we were able to put money into Odyssey for this project.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) To more efficiently use some of the reports that have been recently added to our BOSA website. The new payment systems need small upgrades to be most effective for our department and the people we serve.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- 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.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- 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 Requested 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	AppropriD	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	E3710000	E370040	BB of School Administrators- tranfer FT 2023	\$70,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount
Estimated Budget (total expected project costs): \$70,000
Hardware: Click here to enter text.
Software: Click here to enter text.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Training: Click here to enter text. State Staff: Click here to enter text. Professional/Technical: Click here to enter text.	
Estimated Start Date: \$70,000	Requested Finish Date: TBD Reason for End Date: 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)
Report Information to MN Legislator	By phone calls and emails from Administrators who cannot find appropriate information on our website
Completing report systems that are not fully functioning	Reports are fully functioning
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

APPROVALS	
Agency CFO: Denise Anderson	Date: 5/17/2023
CBTO: Kimberly Maturo-Hilt	Date: 05/17/2023
Name of person with delegated authority to sign the interagency agreement: Click here to enter text.	

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.
BOSA already has a website upgrade request; I think if not, you have this request. We will take the website upgrades as far as the money will take us. Thank you!

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO. **Handwritten signatures are not required**, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO: MN Board of Social Work	Project Name: Jurisprudence Exam and Licensing Enhancement
Project Sponsor: Youa Yang Contact Info: youa.yang@state.mn.us	
Budget Contact: Connie Oberle Contact Info: connie.oberle@state.mn.us	
Problem or Opportunity: (ex. There is a burning need to take action because of these negative impacts resulting from the current state: one, two, three) There is a requirement for this project because of MN Statues 148E.080, Subdivision 4 (2) in August 2020.	
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.) BOSW (Board of Social Work) Jurisprudence exam was enacted into MN Statues 148E.080, Subdivision 4 (2) in August 2020 as a	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

requirement to reactivate a license from 1) temporary leave license status, and 2) emeritus inactive license status. The Jurisprudence Exam is intended to be free online services for licensees. It requires development in ALIMS to ensure BOSW can manage the exam as an online web base application. In addition, licensing enhancement is needed to reduce barriers for licensee to complete online licensing application process.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) Implementation of the jurisprudence exam enables BOSW to be in compliance with statutory requirements. The licensing enhancement will increase the efficiency with completing statutorily required documentation in the online licensing system.

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

Modernization Playbook
<p>In which phase of the Modernization Playbook is this project?</p> <p><input checked="" type="checkbox"/> Select <input type="checkbox"/> Plan <input type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable</p>
<p>Has a detailed business case been developed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable</p>
<p>Is this project fully funded by the Odyssey funds requested? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If not, has ongoing funding been identified? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

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

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 type="checkbox"/> Fortify the Value and Delivery of Projects and Initiatives. Click here to enter text.</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Promote People-centered Digital Government Services.** The completion of this effort will assist our licensees with better efficiency and useability for licensure applications and renewals.
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** The completion of this effort will assist our licensees with better efficiency and useability for licensure applications and renewals.

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/Odyssey) FY2023 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 Requested 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
1201	H7L1000	H7L1111	Operations	\$80,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$80,000

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Software: Click here to enter text. Training: Click here to enter text. State Staff: Click here to enter text. Professional/Technical: \$80,000	
Estimated Start Date: 07/01/2023	Requested Finish Date: 06/30/2027
Reason for End Date: Completion of project.	

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) BOSW will meet the statutory requirement with the implementation of the jurisprudence exam. In addition, the licensing system upgrade will ensure that licensee can seamlessly access and utilize the online licensing system.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Jurisprudence exam is accessible to licensees	Increase the number of licensees who can complete the jurisprudence exam
BOSW staff can track the number of licensees completing the exam	Report(s) can be produced to evaluate how many licensees completed the exam in specified period of time.
Enhance the licensing system	Reduce barriers to completing online licensing process and minimize the number of paper applications.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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: 4/17/023

CBTO: Tim Ogg

Date: 4/17/2023

Name of person with delegated authority to sign the interagency agreement: Youa Yang, Executive Director

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.

[Click here to enter text.](#)

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

BMS – John Rindal

Project Name:

BMS Caseload Enhancements/Upgrades and Support (revision 5/19/2023)

Project Sponsor: Todd Doncavage

Contact Info: 651-649-5431

Budget Contact: Todd Doncavage

Contact Info: 651-649-5431

Problem or Opportunity: Maintain and enhance BMS' main business application Caseload. Caseload (like SWIFT and SEMA4) requires ongoing application, process, and data changes to ensure it stays in-sync with business needs and technically up-to-date. History has shown at BMS with their old case management system that failure to keep the system technically updated and closely supporting the business area results in the need to fully replace the application, covert the data and retrain BMS staff. System replacement is far more expensive and impactful to daily agency operations.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Brief Project Description: Contract with application vendor for additional and changed business functionality, testing, end user training, implementation and operations along with any other IT needs. These funds may also be used (if appropriate and legal) for: business process and service-delivery transformation enabled via technology changes; and/or ongoing software licensing and support costs for technology products developed or utilized by this project.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) Keep BMS IT support structure up-to-date technically and ensure it continues to meet current and future business needs. If future Odyssey statute and rules allow for the payment of ongoing operational expenses (hosting, network, storage, security, IT staff, etc.) these funds would also be available for that.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- 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. Allow for better information sharing with the public and electronic data exchange with clients and stakeholders.**
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** Allow for better information sharing with the public and electronic data exchange with clients and stakeholders.

Application Development Cybersecurity Considerations

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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 Requested 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	G4533000	G453000	Representation/Mediation/LMC	\$250,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Budget (total expected project costs): \$250,000 Hardware: Click here to enter text. Software: \$75,000 Training: Click here to enter text. State Staff: Click here to enter text. Professional/Technical: \$175,000	
Estimated Start Date: 7/1/2024	Requested Finish Date: 6/30/2027 Reason for End Date: Expect necessary changes through FY27.

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Maintain technology environment that meets BMS' needs.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Caseload and other applications support business needs.	Accuracy of information and ease of data maintenance.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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: Misty Pellerin

Date: 04 17 2023

CBTO: John R Rindal

Date: 04 13 2023

Name of person with delegated authority to sign the interagency agreement: Todd Doncavage

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.

[Click here to enter text.](#)

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO: BMS – John Rindal	Project Name: BMS IT Relocation-Office Move (revision 5/19/2023)
Project Sponsor: Todd Doncavage Contact Info: 651-649-5431	
Budget Contact: Todd Doncavage Contact Info: 651-649-5431	
Problem or Opportunity: BMS moving physical office locations.	
Brief Project Description: BMS moving physical office locations requires IT infrastructure changes (wiring, networking, equipment) at the new location and relocation of existing IT assets (desktops/laptops, monitors, printers, conferencing equipment, electronic signage, phones) to the new location. This request will also cover any new technology or telecommunications needs related to the relocation such as equipping conference rooms and office spaces to accommodate a hybrid work environment post-COVID. These funds may also	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

be used (if appropriate and legal) for: business process and service-delivery transformation enabled via technology changes; and/or ongoing software licensing and support costs for technology products developed or utilized by this project.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) **Relocate BMS offices and have the IT support structure ready to go in the new location. If future Odyssey statute changes allow, these funds could also be used for ongoing operational support funding.**

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Promote People-centered Digital Government Services.** [Click here to enter text.](#)
- Elevate Minnesota's Digital Estate.** Allow current IT assets to continue functioning.
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** Allow current IT structure to continue to function.

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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- 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 Requested 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	AppropriD	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G4533000	G453000	Representation/Mediation/LMC	\$150,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$150,000

Hardware: \$50,000

Software: \$25,000

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Training: Click here to enter text. State Staff: \$25,000 Professional/Technical: \$50,000	
Estimated Start Date: 7/1/2023	Requested Finish Date: 6/30/2024 Reason for End Date: Expect relocation to be completed during FY24. IT investments may go into FY25 and beyond.

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Ensure IT support is available at new location.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Relocation successfully completed.	IT structure works in new location.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

APPROVALS	
Agency CFO: Misty Pellerin	Date: 04 17 2023
CBTO: John R Rindal	Date: 04 13 2023
Name of person with delegated authority to sign the interagency agreement: Todd Doncavage	

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.
Click here to enter text.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO: BMS-PERB – John Rindal	Project Name: BMS-PERB Agency IT Startup and Operations (revision 5/19/2023)
Project Sponsor: Todd Doncavage Contact Info: 651-649-5431	
Budget Contact: Todd Doncavage Contact Info: 651-649-5431	
Problem or Opportunity: PERB has been a partially funded and minimally functioning board for the last 5 plus years. It appears that the legislature will be funding PERB and staffing up a functioning board. It's also expected that PERB will need to relocate offices in the next few months.	
Brief Project Description: PERB becoming a fully operational board will require the necessary IT assets (equipment, applications, professional / technical support work) and support to perform their functions. It is envisioned that these funds could also be used to pay for	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

ongoing IT operating expenses if allowed by legislation. PERB moving physical office locations requires IT infrastructure changes (wiring, networking, equipment) at the new location and relocation of existing IT assets (desktops/laptops, monitors, printers, conferencing equipment, electronic signage, phones) to the new location. This request will also cover any new technology or telecommunications needs related to the relocation such as equipping conference rooms and office spaces to accommodate a hybrid work environment post-COVID. It is envisioned that these funds could also be used to pay for ongoing IT operating expenses if allowed by legislation. These funds may also be used (if appropriate and legal) for: business process and service-delivery transformation enabled via technology changes; and/or ongoing software licensing and support costs for technology products developed or utilized by this project.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) **Relocate PERB offices and have the IT support structure ready to go in the new location. Support from a technology stand-point a operational PERB. It is envisioned that these funds could also be used to pay for ongoing IT operating expenses if allowed by legislation.**

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.** Allow current IT assets to continue functioning.
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** Allow current IT structure to continue to function.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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>

FY2021 Requested 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	G4538000	G457000	Public Employment Relations Bd	\$160,000

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
Estimated Budget (total expected project costs): \$160,000 Hardware: \$85,000 Software: \$50,000 Training: Click here to enter text. State Staff: \$10,000 Professional/Technical: \$15,000	
Estimated Start Date: 7/1/2023	Requested Finish Date: 6/30/2027 Reason for End Date: Expect relocation to be completed during FY24. IT support functions will take longer to identify and deploy.

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Ensure IT support is available at new location.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Relocation successfully completed.	IT structure works in new location.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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: Misty Pellerin

Date: 04 17 2023

CBTO: John R Rindal

Date: 04 13 2023

Name of person with delegated authority to sign the interagency agreement: Todd Doncavage

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.

[Click here to enter text.](#)

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO: Capitol Area Architectural and Planning Board	Project Name: CAAPB website and e-doc filing
Project Sponsor: Merritt Clapp-Smith Contact Info: 651-529-5247	
Budget Contact: Carrie Stiles Contact Info: carrie.stiles@state.mn.us	
Problem or Opportunity: Need to update our agency website format and better organize our digital record keeping and search functions.	
Brief Project Description: Update our agency website to provide more intuitive user experience. And organize agency e-files to be easier to find and preserve. The funds weren't originally spent as intended due to salary savings.	
High-level Project Objective: Increase effectiveness and efficiency of agencies e-tools	

Information and Telecommunications Account (ITA/Odyssey) FY2023 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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** Click here to enter text.
- Thriving Communities, Housing, and Workforce.** Click here to enter text.
- Healthy Minnesotans.** Click here to enter text.
- Equity and Inclusion.** Click here to enter text.
- Minnesota's Environment.** Click here to enter text.
- Fiscal Accountability, Customer Experience, and Measurable Results.** 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/Odyssey) FY2023 Project Request

FY2021 Requested 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	G9X10000	G9X1100		\$10,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
Estimated Budget (total expected project costs): \$10,000 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: \$10,000	
Estimated Start Date: 10/1/23	Requested Finish Date: 6/1/24 Reason for End Date: estimate is what we think it will take, timewise

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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)
Website information re-organized	Did the information get re-organized to the Boards request?
Internal file storage/searching/review	Has the reduced time to look up files by 5%
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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: 4/17/23
CBTO: Tim Ogg Date: 4/17/23
Name of person with delegated authority to sign the interagency agreement: Click here to enter text.

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.
Click here to enter text.



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Comm

Instructions for This Document
<ol style="list-style-type: none"> 1. Please be sure to complete all fields to the best of your knowledge. 2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO. 3. Each project request must be reviewed and approved by the project sponsor and CBTO. Handwritten signatures are not required, which supports an all-electronic format. 4. Please spell out acronyms on first reference. 5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us. 6. May be submitted as a Word document or PDF. We cannot accept scanned documents. 7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief	
Requesting Agency and CBTO: Commerce / Brian Allie	Project Name: Commerce Data Warehouse
Project Sponsor: Hali Kolkind Contact Info: 651-539-1455	
Budget Contact: Tim Jahnke Contact Info: 651-539-1501	
Problem or Opportunity: Much of Commerce’s data collection, tracking and business functions take place on outdated, poorly maintained access databases and manual work arounds. This effort will seek the streamline business needs, processes, and collection and presentation of data in a modernized way. This will result in more efficiencies, common applications for cross-agency functions and better customer service to Minnesotans.	
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.) This project is part of an overarching	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

initiative to address technology obsolescence within our department's operations management system. This project will build out a data warehouse to serve as a central repository for storing and analyzing information to make better informed decisions around the agency's strategic priorities. Currently, Commerce's data is housed in over 50 different places, a majority of which are held by outside vendors, the Department cannot answer basic questions and the data collected is poor, inaccurate and not strategic. Commerce's data has the potential to be pulled into an environment that is organized for data analysis, however, that infrastructure needs to be create through this process. This project will ensure that Commerce is able to make data informed decisions, track trends and identify potential policy solutions. Funding is available because the department has had a difficult time filling some key positions which have been open for much of the last fiscal year.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) This project is to create a robust data warehouse for Commerce data. This data warehouse will be the central store of data for Commerce. It will comprise data from various sources such as internal databases and external sources and will be housed separately from production data. It will allow Commerce to have a single source of truth for reports and dashboards, have data available in one place, query data without affecting performance of software applications, aggregate and analyze data, measure performance of programs and see trends, exclude private and protected data and support data-driven decisions.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.** Organizing data into a modern data warehouse will allow for easier access and integration for other IT projects and initiatives
- Promote People-centered Digital Government Services.** A data warehouse will be used by agency staff to analyze data and produce statistics and reports without relying on IT staff
- Elevate Minnesota's Digital Estate.** Modernize data technologies
- Bolster Successful State Cybersecurity Efforts.** Increase security through reducing access to production systems and presenting data in a safe, secure environment

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** This will assist in Commerce fulfilling their mission to protect and assist consumers and businesses.
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Fiscal Accountability, Customer Experience, and Measurable Results.** This project will ensure that Commerce is able to make data based real-time informed financial and customer experience decisions, track trends, and identify potential policy solutions

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/Odyssey) FY2023 Project Request

FY2022 Requested 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	B1300000	B135000	Administrative Services	\$500,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
Estimated Budget (total expected project costs): \$500,000 Hardware: 0 Software: \$50,000 Training: \$25,000 State Staff: \$100,000 Professional/Technical: \$325,000	
Estimated Start Date: 9/1/2023	Requested Finish Date: 6/30/2025 Reason for End Date: End of biennium

Success Criteria
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Click here to enter text.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Robust, stable warehouse environment	Uptime of 99.9%
Access to external database by Tableau experts	Tableau and other reports and tools do not affect production data and systems
ETL tool in place	Increased ease of export, translation and loading data and data extraction and loading do not affect production data and systems
Data sets identified and created	Commerce has top priority data sets available for use
Training	MNIT and business staff trained on their respective responsibilities and documentation in place

REVIEW BY EXECUTIVE BUDGET OFFICER

Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).

Yes, FY2022 transfer amount information has been reviewed by our agency's EBO.

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: Amy Trumper

Date: 4/14/23

CBTO: Brian Allie

Date: 04/13/2023

Name of person with delegated authority to sign the interagency agreement: Tim Jahnke

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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

COMMENTS

The Minnesota Department of Commerce oversees more than 40 industries to protect consumer interests and ensure a fair and competitive marketplace in Minnesota. This oversight includes collecting and analyzing varied data from those industries. The data is from many disparate sources, and consists of both internal and external data.

Currently, Commerce's data is in over 60 separate software applications or data repositories. This makes it extremely difficult for Commerce to analyze data across system lines, search for patterns or identify trends or manage their data.

A data warehouse will store data from Commerce's operational databases as well as external sources. Data will be stored in an easier to use formats set up specifically for reporting purposes, making it easier for business leaders to analyze data. Data warehouses also allow reports to combine data from many disparate sources. A data warehouse will also allow Commerce to see its data in one place to get the big picture and allow for valuable insights across the entire agency. This will result in data-driven strategies and better business decisions based on facts. It would also provide the ability to evaluate initiatives that have been successful, or unsuccessful, in the past.

Commerce has also recently invested resources in acquiring Tableau software and creating a data analytics unit and retaining staff. This makes it an ideal time to move forward with a more robust data warehouse. Business Intelligence tools, like Tableau, can create dashboards or reports using a data warehouse. These tools can entail complex business logic, master detail, layouts and customized formatting. They make it easier to develop business queries, summary reports, drill down reports, detail views and graphic reports.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Comm

Instructions for This Document
<ol style="list-style-type: none"> 1. Please be sure to complete all fields to the best of your knowledge. 2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO. 3. Each project request must be reviewed and approved by the project sponsor and CBTO. Handwritten signatures are not required, which supports an all-electronic format. 4. Please spell out acronyms on first reference. 5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us. 6. May be submitted as a Word document or PDF. We cannot accept scanned documents. 7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief	
Requesting Agency and CBTO: Commerce / Brian Allie	Project Name: Commerce IT Modernization
Project Sponsor: Hali Kolkind Contact Info: 651-539-1455	
Budget Contact: Tim Jahnke Contact Info: 651-539-1501	
Problem or Opportunity: Much of Commerce’s data collection, tracking and business functions take place on outdated, poorly maintained, customized software and database systems and manual work arounds. This effort will seek the streamline business needs, processes, and collection and presentation of data in a modernized way. This will result in more efficiencies, common applications for cross-agency functions and better customer service to Minnesotans.	
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.) This project is part of an overarching	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

initiative to address technology obsolescence within our department's operations management system. This project will focus on replacing obsolete and unmaintainable Access systems that no longer meet business needs with modern solutions that are streamlined, efficient, secure and meet business needs. This project will also look to find modern solutions to automate manual processes. Currently, Commerce has 22 Access applications ranging from simple to quite complex in functionality, many of which are critical to business functions. There are also numerous manual paper processes used to track various aspects of Commerce business. Funds are available because the department has had a number of open positions over the last two years. The number of departures and retirements has allowed for salary savings. In addition, the department received some one-time funds for staffing and technology related projects which wasn't fully expended.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) The primary goal and objective of this project is to replace outdated Access systems with modern solutions and to automate manual processes so that they align with enterprise standards and improve efficiencies, data quality, security, transparency, accessibility, and supportability, and to ensure that they align with Commerce strategic goals

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.** Having modern technologies will allow Commerce to better meet their goal of protecting and assisting consumers and businesses
- Promote People-centered Digital Government Services.** Focus on business need while choosing solutions
- Elevate Minnesota's Digital Estate.** Modernize system technologies
- Bolster Successful State Cybersecurity Efforts.** Increase security by replacing outdated obsolete unmaintainable systems with modern, more secure solutions

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** This will assist in Commerce fulfilling their mission to protect and assist consumers and businesses.
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Fiscal Accountability, Customer Experience, and Measurable Results. This project will ensure that Commerce is able to track and report on their work and investments

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.

FY2022 Requested 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	B1300000	B135000	Administrative Services	\$1,500,000

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

1000	B1300000	B136000	Insurance	\$1,000,000
1000	B1300000	B132000	Energy Resources	\$350,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$2,850,000

Hardware: 0

Software: \$1,000,000

Training: \$150,000

State Staff: \$300,000

Professional/Technical: \$1,400,000

Estimated Start Date: 9/1/2023

Requested Finish Date: 6/30/2028

Reason for End Date: This is a large project involving multiple systems and will take a significant amount of time to complete

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)

New system in place

Number of new systems implemented successfully

Manual process automated

Number of manual processes successfully replaced

Training

MNIT and business staff trained on new systems and documentation in place

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

REVIEW BY EXECUTIVE BUDGET OFFICER
<p>Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).</p>
<p><input checked="" type="checkbox"/> Yes, FY2022 transfer amount information has been reviewed by our agency's EBO.</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: Amy Trumper Date: 4/14/23</p>
<p>CBTO: Brian Allie Date: 04/13/2023</p>
<p>Name of person with delegated authority to sign the interagency agreement: Tim Jahnke</p>

COMMENTS
<p>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.</p>
<p>The Minnesota Department of Commerce oversees more than 40 industries to protect consumer interests and ensure a fair and competitive marketplace in Minnesota. Commerce has many areas that depend heavily upon MS Access applications and data to do this work. Numerous manual processes also support this work.</p> <p>These systems and manual processes are obsolete, unmaintainable, and no longer meet business needs. MS Access needs to be removed entirely from the critical path of business at Commerce. MS Access is well known as a product that is both easy to configure and populate with data but difficult to support in a shared environment. MS Access solutions quickly become littered with left over unused temporary data sets, queries, and links to external data. MS Access also has the unfortunate feature that when a user enters a table, the application locks the table so that no one else can use it. This usually breaks the second user's user session. In addition, there are a lot of circular dependencies between Access databases that make maintenance a challenge. This happens as a side effect of MS Access being so easy to configure that anyone can and will do it.</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

COMMENTS
Commerce needs to replace outdated Access systems with modern solutions and automated processes so that they align with enterprise standards and improve efficiencies, data quality, security, transparency, accessibility, and maintainability, so that they support Commerce strategic goals

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

651

Instructions for This Document
<ol style="list-style-type: none"> 1. Please be sure to complete all fields to the best of your knowledge. 2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO. 3. Each project request must be reviewed and approved by the project sponsor and CBTO. Handwritten signatures are not required, which supports an all-electronic format. 4. Please spell out acronyms on first reference. 5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us. 6. May be submitted as a Word document or PDF. We cannot accept scanned documents. 7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief	
Requesting Agency and CBTO: Commerce Department / Financial Institutions Group / Securities Registration	Project Name: Commonline Enhancements
Project Sponsor: Amanda Kelting Contact Info: 651-539-1723	
Budget Contact: Amy Trumper Contact Info: 651-539-1517	
<p>Problem or Opportunity: (ex. There is a burning need to take action because of these negative impacts resulting from the current state: one, two, three)</p> <p>We need to leverage technology through Commonline enhancements to streamline processes and improve franchise filer experience. We are spending quite a bit of time on a cumbersome and disjointed process. Making these enhancements will allow us to focus on protecting consumers and engaging with our community.</p>	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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.) We currently leverage CommOnline as a way for franchise filers to submit documents to us electronically for processing. We utilize an outdated Access database and an excel file to help manage workflow and records. We have an opportunity to streamline and consolidate the process into one system with a series of enhancements made to CommOnline. The Securities Registration team has had quite a bit of turnover with staff and with the leadership role. This turnover has not allowed the team time to prioritize this project in the past and is why the funds are available.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) Manage internal workflow more efficiently, facilitate electronic payments and improve filer experience. These enhancements will allow us to spend more time on analysis vs. process.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** Transform the existing system into a system that meets business needs and initiatives
- Promote People-centered Digital Government Services.** Eliminate manual processes by replacing them with automated process using people for the more complex work
- Elevate Minnesota's Digital Estate.** Invest and enhance the existing system and increase the quality of Minnesota's digital estate
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** CommOnline helps facilitate the review of roughly 1,500 franchise registrations which employ a large amount of Minnesotans.
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [Click here to enter text.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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 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 Requested 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	B1333490	B131000	Financial Institutions GF	100,000

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
Estimated Budget (total expected project costs): Click here to enter text.	
Hardware: \$0	
Software: \$0	
Training: \$0	
State Staff: \$100,000	
Professional/Technical: \$0	
Estimated Start Date: 9/1/2023	Requested Finish Date: 12/31/2024 Reason for End Date: One resource will be assigned to this project part-time

Success Criteria	
How will this project benefit the business? Enhance the existing system to cover the full business need and eliminate manual processes through automation	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Reduce processing time	Reduce processing time by 20% or more
Automate manual processes	All significant manual processes are eliminated
Reduce duplication	Removes all duplicate data entry
Staff are familiar with and easily utilize enhanced system	Staff are using the system and documentation is available

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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: Amy Trumper	Date: 4/14/23
CBTO: Brian Allie	Date: 04/14/2023
Name of person with delegated authority to sign the interagency agreement: Tim Jahnke	

COMMENTS
<p>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.</p>
<p>As one of several states in the United States that requires registration of franchise offerings, the Minnesota Department of Commerce, Securities Division is responsible for overseeing and maintaining the integrity of the franchise community in the State of Minnesota, it performs its mission through the registration of franchisors who wish to market and sell franchises in the State. ComOnline is a critical system used for this work and is used for the electronic filing of franchise application documents. The Department anticipates these enhancements will reduce costs for filers and more efficiently process franchise applications, renewals, and amendments.</p>

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO: Council for Minnesotans of African Heritage	Project Name: CMAH Website Revamp
Project Sponsor: Linda Sloan Contact Info: 612-202-4422 linda.sloan1@state.mn.us	
Budget Contact: Linda Sloan Contact Info: 612-202-4422 linda.sloan1@state.mn.us	
Problem or Opportunity: Current website is unwieldy, difficult to manage and not user friendly	
Brief Project Description : This project has two main components: 1. Review website and streamline information offered. Revamp backend processes and layers to make revisions more manageable. 2. Create a repository that can house cultural documents of value to the African heritage community. This could include a black business directory, black non-profit directory, historical documents	
High-level Project Objective: This project is to simplify the website to provide ease of use to constituents as well as streamline the site for efficient management and maintenance. In addition, we	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

want to be a one stop shop for information regarding the African heritage community. We would like to be the initial landing place with links to various state agencies and community sites.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.** We want our website to be user friendly and accessible to the African heritage community
- Promote People-centered Digital Government Services.** We want people to see the state as an information resource for the African heritage community. A place in which they can participate in and benefit from the collection of African heritage data

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Elevate Minnesota's Digital Estate.** We want our website to be a destination spot for the African heritage community and allies.
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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 Requested 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	G9L31000	G9L11000		60,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

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

Professional/Technical: \$60,000

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Start Date: 9/1/2023	Requested Finish Date: 9/1/2024 Reason for End Date: estimate about 1 year

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)
Increase number of visitors and frequency of guests to website	Reach and frequency
Make historical documents available	Are the available via the website?
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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: Linda Sloan Date: 04/17/23
CBTO: Tim Ogg Date: 04/17/23



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

APPROVALS

Name of person with delegated authority to sign the interagency agreement: Linda Sloan

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.

Click here to enter text.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO. **Handwritten signatures are not required**, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO: MN Council on Latina Affairs	Project Name: Website Enhancement
Project Sponsor: Rosa Tock Contact Info: rosa.tock@state.mn.us	
Budget Contact: Rosa Tock Contact Info: rosa.tock@state.mn.us	
Problem or Opportunity: (ex. There is a burning need to take action because of these negative impacts resulting from the current state: one, two, three) Enhance the Councils Website.	
Brief Project Description: Enhance the Council's website address the need to update the information architecture and accessibility to provide a better website experience for the Councils customers.	
High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) Enhance the website, re-organize how information is structured and presented on the site. and seek to improve the accessibility of the site. Website content needs to be updated, removing	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

some pages and adding new pages, descriptions and visuals to better communicate with the Councils community.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** Click here to enter text.
- Thriving Communities, Housing, and Workforce.** Click here to enter text.
- Healthy Minnesotans.** Click here to enter text.
- Equity and Inclusion.** Click here to enter text.
- Minnesota's Environment.** Click here to enter text.
- Fiscal Accountability, Customer Experience, and Measurable Results.** 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/Odyssey) FY2023 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 Requested 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	G9M10000	G9M1100		\$30,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$20,000

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

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

Training: \$

State Staff: \$

Professional/Technical: \$30,000

Estimated Start Date: 07/01/2023

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

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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)
Reduce time to browse to needed content	10% reduction
Confirm/address accessibility	Website meets most accessibility standards
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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: Tracy Sigstad Date: 04/17/2023
CBTO: Tim Ogg Date: 04/17/2023
Name of person with delegated authority to sign the interagency agreement: Tracey Sigstad

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.
Click here to enter text.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document
<ol style="list-style-type: none"> 1. Please be sure to complete all fields to the best of your knowledge. 2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO. 3. Each project request must be reviewed and approved by the project sponsor and CBTO. Handwritten signatures are not required, which supports an all-electronic format. 4. Please spell out acronyms on first reference. 5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us. 6. May be submitted as a Word document or PDF. We cannot accept scanned documents. 7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief	
Requesting Agency and CBTO: Minnesota Department of Education – Early Learning Services	Project Name: Early Learning Data Infrastructure and Updates
Project Sponsor: Debbie Hewitt Contact Info: debbie.hewitt@state.mn.us	
Budget Sponsor: Andre' Prah Contact Info: andre.prahl@state.mn.us	
<p>Problem or Opportunity: In 2018, 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. Since that time, MDE has worked on building the data infrastructure necessary to collect, store, and integrate early childhood data from various programs. While MDE is making strides to build this data infrastructure, there are few consistent funding streams that can be utilized to support this work. At the same time, the last two years have also seen two additional developments in regards to the need to build a robust early learning data infrastructure: (A) continued interagency work through</p>	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

the federal Preschool Development Grant and (B) a great deal of interest in literacy and literacy data in the early grades.

Brief Project Description: Ways these funds could be utilized: (1) continued efforts to build out and enhance the Early Childhood Real-time Data Mart (ECRDM) which will likely include literacy data in the future (2) continued improvements to the functionality of the Early Childhood Education (ECE) Outcomes application (3) the data infrastructure necessary to support cross agency and program initiatives (for example, a coordinated intake process for prekindergarten and child care programs, a centralized universal developmental screening data system, or integrating Head Start data), and (4) developing additional reporting mechanisms for MDE early learning data for regularly requested data elements.

High-level Project Objective: This project will allow MDE data analysts to more efficiently retrieve and analyze data; ensure that data submission applications meet the needs of users (districts and staff), and ensure that data from new systems and supports – especially those that are cross agency – are integrated into the early learning system data infrastructure. Ensuring the early learning data infrastructure is inclusive and robust will allow MDE to use data to support continuous improvement efforts while providing critical information to policymakers and partners. (1) continued efforts to build out and enhance the Early Childhood Real-time Data Mart (ECRDM) which will likely include literacy data in the future (2) continued improvements to the functionality of the Early Childhood Education (ECE) Outcomes application (3) the data infrastructure necessary to support cross agency and program initiatives (for example, a coordinated intake process for prekindergarten and child care programs, a centralized universal developmental screening data system, or integrating Head Start data), and (4) developing additional reporting mechanisms for MDE early learning data for regularly requested data elements.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

Information and Telecommunications Account (ITA/Odyssey) FY2023 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)
<ul style="list-style-type: none"> <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 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 checked="" type="checkbox"/> Bolster Successful State Cybersecurity Efforts. Click here to enter text.

Support of One Minnesota Plan Priorities (check all that apply)
<p>Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Children and Families. Click here to enter text. <input type="checkbox"/> Thriving Communities, Housing, and Workforce. Click here to enter text. <input type="checkbox"/> Healthy Minnesotans. Click here to enter text. <input checked="" type="checkbox"/> Equity and Inclusion. Click here to enter text. <input type="checkbox"/> Minnesota’s Environment. Click here to enter text. <input checked="" type="checkbox"/> Fiscal Accountability, Customer Experience, and Measurable Results. Click here to enter text.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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 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 Requested 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	E373F130	E372300	Gen Ed funds set aside to support VPK/SRP	\$100,000



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

--	--	--	--	--

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
Estimated Budget (total expected project costs): \$100,000 Hardware: N/A Software: N/A Training: N/A State Staff: \$100,000 Professional/Technical: N/A	
Estimated Start Date: 7/1/2023	Requested Finish Date: 6/30/2025 Reason for End Date: End of the budget biennium.

Success Criteria	
<p>How will this project benefit the business? 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>, will allow MDE to be more responsive to data requests, and will allow MDE to include data from additional program types and learning domains. Each of these uses all relate to the VPK program in the following ways: The ECRDM was created to store/include VPK data, which it does. Because there are so many early learning programs, we often need to create new and different data elements – we want to ensure that these disparate data elements include VPK data. ECE Outcomes is how VPK programs submit their data to MDE (and then it is pulled into the ECRDM). To get complete and accurate data, MDE needs to ensure that the system works for users who submit the data. If there's a coordinated intake process for prekindergarten – that would include VPK. We anticipate numerous requests for VPK data and want to ensure that MDE has the ability to fulfill those requests in as efficient and timely a manner as possible.</p>	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Data across multiple early learning programs and sources is stored in single place can be more easily integrated and analyzed.	Allows MDE to both fulfill data requests and reduce the response time for data requests due to less time being spent integrating data from different sources.
Create reports and analytics for early learning funding streams and programs.	Ability to create reports and analyses that support continuous improvement efforts.
Reduces barriers to and simplifies the data submission process to MDE for programs submitting data.	More complete data, fewer data submission errors, and fewer Help Desk requests from those responsible for submitting data to MDE.
New data sources are integrated into the early learning data infrastructure.	New Data Marts are created so that the new data is accessible to MDE data analysts.

REVIEW BY EXECUTIVE BUDGET OFFICER

Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).

Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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: 4/20/2023

CBTO: Kimberly Maturo-Hilt

Date: 20 April 2023

Name of person with delegated authority to sign the interagency agreement: Andre' Prahl

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.

Click here to enter text.



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO: MDE – Kimberly Maturo-Hilt	Project Name: Modernizing MDE systems
Project Sponsor: Denise Anderson Contact Info: denise.anderson@state.mn.us	
Budget Contact: Andre' Prah Contact Info: andre.prah@state.mn.us	
Problem or Opportunity: Modernizing of the Minnesota Department of Educations (MDE) technology infrastructure and technology portfolio to increase efficiency and effectiveness for Minnesota's educators, schools, and students.	
Brief Project Description: This project is part of an upgrade plan to address technology obsolescence within our department's operations management system. This project will consist of a multifaceted effort to modernize and standardize MDE's applications and data with the business processes.	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

High-level Project Objective: To store and retrieve data while adding process automation more efficiently. To provide secure and reliable technology solutions that support every public school and district across the state; To consolidate, modernize and enhance MDE’s applications and associated data. The work will further enhance a common data source for MDE records and data, replace legacy in scope applications, improve data analytics capabilities, reduce data security risk profiles, and enhance applications to support business processes and functions. This funding request is a multifaceted request to help in updating many of the internal processes and systems at MDE. We want to become more automated in our way of working reducing email attachments, centralizing storage, and moving to eFile solutions, leveraging DocuSign, SharePoint, and Power BI. At the same time, we will close solutions and update processes, which are manual and outdated across the environment. By updating our internal systems and process we will reduce the burden on staff and leverage their abilities for more value-add work to support the children, schools, and communities of Minnesota. Implementation of solution to support new OIG division.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- 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.](#)

Support of One Minnesota Plan Priorities

(Check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [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

Information and Telecommunications Account (ITA/Odyssey) FY2023 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 act 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 Requested 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	various	E370010	Agency Operations	250,000.00

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): 250,000

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Software: 75,000 Training: 25,000 State Staff: 100,000 Professional/Technical: 50,000	
Estimated Start Date: Dec 2023	Requested Finish Date: June 2025 Reason for End Date: Ensure funds and work are completed by the end of the biennium cycle

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Modernizes MDE systems and improves potential security risks	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Elimination of Crystal Reports	Successful removal of CR from environment
MS Power BI	Successful deployment, training, and use of PowerBI
Manual processes converted to electronic	# Of process converted to automated process (requisitions, HR forms, funding request)
Reduction on paper usage	Implementation of eFile solution

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

APPROVALS	
<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: 04/20/2023
CBTO: Kimberly Maturo-Hilt	Date: 20 April 2023
Name of person with delegated authority to sign the interagency agreement: Andre' Prah, MDE	

COMMENTS
<p>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.</p>
<p>This funding request is a multifaceted request to help in updating many of the internal processes and systems at MDE. We want to become more automated in our way of working reducing email attachments, centralizing storage, and moving to eFile solutions, leveraging DocuSign, SharePoint, and Power BI. At the same time, we will close solutions and update processes, which are manual and outdated across the environment. By updating our internal systems and process we will reduce the burden on staff and leverage their abilities for more value-add work to support the children, schools, and communities of Minnesota. Implementation of solution to support new OIG division.</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

MDE – Kimberly Maturo-Hilt

Project Name:

Technology Support for MDE Legal and OIG activities

Project Sponsor: [Click here to enter text.](#)
Contact Info: [Click here to enter text.](#)
Budget Contact: Andre' Prah

Contact Info: andre.prahl@state.mn.us

Problem or Opportunity: Technology support necessary for the successful implementation of MDE's Office of General Counsel or element of the new OIG where directly related to legal.

Brief Project Description: This project is part of an upgrade plan to address technology obsolescence within our department's operations management system. This project will consist of a multifaceted effort to design and implement legal and investigatory applications and data that support Office of the General Counsel and data/system needs within in the new division, OIG, as it pertains to legal requirements.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

High-level Project Objective: To store and retrieve data while adding process automation more efficiently. To provide secure and reliable technology solutions that support every aspect of the legal activities of the department.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** Click here to enter text.
- Thriving Communities, Housing, and Workforce.** Click here to enter text.
- Healthy Minnesotans.** Click here to enter text.
- Equity and Inclusion.** Click here to enter text.
- Minnesota's Environment.** Click here to enter text.
- Fiscal Accountability, Customer Experience, and Measurable Results.** 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 act 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/Odyssey) FY2023 Project Request

FY2021 Requested 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	various	E372460	Legal Costs	Up to \$400,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
Estimated Budget (total expected project costs): 400,000 Hardware: Click here to enter text. Software: 150,000 Training: 10,000 State Staff: 40,000 Professional/Technical: 200,000	
Estimated Start Date: Sept 2023	Requested Finish Date: June 2025 Reason for End Date: Complete before end of biennium

Success Criteria
How will this project benefit the business? (ex. automates manual process, reduces downtime)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Provides needed technology that supports the implementation of the critical offices of OAG and general counsel.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Reduction of manual processes	We will conduct pre and post benchmark
Reduce use of paper in processes; support environment	Will reduce file storage; increase e-file storage
Implementation of identified solution	Confirmed implementation and use of new solution

REVIEW BY EXECUTIVE BUDGET OFFICER

Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).

Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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: 04/20/2023

CBTO: Kimberly Maturo-Hilt

Date: 20 April 2023

Name of person with delegated authority to sign the interagency agreement: Andre' Prah

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.

We will be looking to provide solutions like case management, eFile and other data requirements to support the general counsel and aspects of the OIG as it pertains to legal.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

EMSRB (H7S) Tim Ogg

Project Name:

Enhancements to ImageTrend Systems

Project Sponsor: Dylan Ferguson
Contact Info: Dylan.ferguson@state.mn.us
Budget Contact: Jana Carr-Weerts
Contact Info: jana.s.carr-weerts@state.mn.us

Problem or Opportunity: The Emergency Medical Services Regulatory Board (EMSRB) received two separate performance audits from the Office of the Legislative Auditor, one program audit and another financial audit. Within those audits there were findings that can be resolved or improved upon by making enhancements and upgrades to various systems used by the EMSRB, while at the same time making processes more efficient and user friendly to the Emergency Medical Services (EMS) community.

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

brief statement of why the funds are available for Odyssey.) This project is part of an upgrade plan to modernize processes along with creating efficiencies in providing services to EMS providers and ambulance services across the State of Minnesota. This will be done by upgrading and enhancing the ability to submit and report additional pieces of information within our ImageTrend systems. These funds are available due to rent savings realized by the agency due to lease noncompliance by landlord.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) To improve record keeping and reporting capabilities.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Promote People-centered Digital Government Services.** Focus on making ImageTrend systems more useful and friendly to end users and to provide additional information and context to our other governmental stakeholders.
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** Multiple objectives of this planned project address findings from a financial audit from the State's Legislative Auditor and seek to improve our EMS communities' experience.

Application Development Cybersecurity Considerations

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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 Requested 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	H7S3000	H7S1111	EMSRB Operations	\$40,600 (Includes 1.5% \$600 admin surcharge for MNIT management)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
<p>Estimated Budget (total expected project costs): 40,600 (includes MNIT 1.5% administrative charge)</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: \$40,000</p>	
<p>Estimated Start Date: 07/01/2023</p>	<p>Requested Finish Date: 06/30/2025</p> <p>Reason for End Date: Allows for adequate testing of different phases to ensure that project is not rushed.</p>

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) This project will automate processes that are currently a manual process, and will address findings from recent audits from the Office of the Legislative Auditor.</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 the time needed to process volunteer education reimbursements by 15%</p>	<p>Compare time needed to complete monthly reimbursement process. Presently the monthly average is approximately 15 hours and requires three separate people to complete.</p>
<p>Resolve finding from OLA audits</p>	<p>Compare how many relevant findings were open prior to the project and on project completion.</p>
<p>Click here to enter text.</p>	<p>Click here to enter text.</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

REVIEW BY EXECUTIVE BUDGET OFFICER

Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).

- Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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: 4/17/2023

CBTO: Tim Ogg

Date: 4/17/2023

Name of person with delegated authority to sign the interagency agreement: Dylan Ferguson Executive Director

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.

EMSRB has received high level estimates from our anticipated vendor and serve as the planning basis for the submission of this request.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Department of Employment and Economic Development (DEED) and Brian Allie

Project Name:

DEED Digital Operations Initiatives

Project Sponsor: Evan Rowe, DEED Deputy Commissioner & Chief Operations Officer

Contact Info: (651)259-7230, evan.rowe@state.mn.us

Budget Contact: Julie Freeman, DEED Chief Financial Officer

Contact Info: (651)259-7085, Julie.freeman@state.mn.us

Problem or Opportunity: (ex. There is a burning need to take action because of these negative impacts resulting from the current state: one, two, three)

Since the Coronavirus Pandemic, DEED's divisions have realized a greater need for digital business processes and digital IT solutions – both internal to the work that DEED staff do and external to reach and engage with the citizens of Minnesota that DEED serves. We need to improve, optimize, and

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

digitize our internal processes and how we use our IT products to provide support to Minnesotans. The processes and IT solutions must be accessible to all users as well as secure. Current staff working remotely embrace digital work processes to do their day-to-day work. They are looking for ways to replace manual processes, decrease repetitive processes, streamline processes, decrease staff time, and make interactions with internal and external customers more effective and efficient. They have identified solutions in the digital technologies they use in their daily lives. However, they are caught up in the day-to-day work of the agency and don't have a lot of time to devote to process improvement. Resources, time, and funding are needed to elicit requirements, design, and build process solutions that leverage or enhance existing IT solutions and, where existing solutions fall short, purchase new ones. Our processes need to consider diversity and equity. They must be innovative, inclusive, human-centered, and agile.

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.) DEED does not have a large general fund budget and has had to rely on cost savings based on sound financial management to update, replace or fund modernization initiatives. Given the timing of when the available general funds are known, DEED does not have sufficient time to execute the system changes needed before state fiscal yearend (June 30). The Odyssey Fund is an opportunity to still provide operational dollars to meet these critical needs, while at the same time providing good stewardship of the taxpayer dollars and governance. Digital Operations Initiatives includes funding to elicit requirements, design and build digital process workflows that will improve the agency's business processes. It will fund efforts to innovatively explore and build digital solutions. It will be used to build digital workflows and implement communication and reporting vehicles across DEED divisions to track and report on business interactions.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) DEED's programs and business operations continue to move away from paper-based work to digital business processes. The pandemic encouraged this process but required that the shift to digital be done quickly in response to an emergency. Now, we need to keep up the digital process improvement. We endeavor to innovate, optimize, streamline, replace, or automate our processes. We will explore and leverage the existing IT tools and solutions we have at hand and also find new IT solutions to fill gaps or to optimize or improve upon our processes. We have experienced some of the benefits of digital documents and processes and know we can improve even further. Objectives include: move to unified and standardized business processes that share efficiencies and make automation easier to implement, implement shared communication and reporting, create common frameworks to track and manage the work of the agency, establish and follow best practices, and leverage and integrate with existing and future IT products (e.g., Customer Relationship Management; Electronic Document Management; Loan, Grant, and Financial Management; systems and processes). The goal is to break down silos and "one-time" development costs and work towards integrated processes and systems that assist the work of the agency. We want to work more efficiently and effectively so we can "pay forward" the time-savings to our internal and external customers – the people of Minnesota.

Project Deliverable Categories:

New application or system

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** Click here to enter text.
- Thriving Communities, Housing, and Workforce.** Click here to enter text.
- Healthy Minnesotans.** Click here to enter text.
- Equity and Inclusion.** Click here to enter text.
- Minnesota's Environment.** Click here to enter text.
- Fiscal Accountability, Customer Experience, and Measurable Results.** 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/Odyssey) FY2023 Project Request

FY2021 Requested 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	B2210000	B224907	DEED Operating Adjustment	\$800,000
1000	B2210000	B221095	BCD Business Development	\$200,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
<p>Estimated Budget (total expected project costs): \$1,000,000</p> <p>Hardware: Click here to enter text.</p> <p>Software: \$400,000</p> <p>Training: Click here to enter text.</p> <p>State Staff: \$300,000</p> <p>Professional/Technical: \$300,000</p>	
<p>Estimated Start Date: 7/1/2023</p>	<p>Requested Finish Date: 6/30/2025</p> <p>Reason for End Date: The projects are complex and will require sufficient time and resources for project completion.</p>

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) Internal application systems are outdated, inefficient, and need to be streamlined and digitized.</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>
Automate and digitize manual processes	Measure reduction in processing time
Rebuild/replace inefficient internal processes	Measure staff touchpoints and wait periods

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Improved reporting and performance metrics	Net new number of reporting/performance metrics available
--	---

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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. 		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Agency CFO: Julie Freeman</td> <td style="width: 50%;">Date: 4/12/2023</td> </tr> </table>	Agency CFO: Julie Freeman	Date: 4/12/2023
Agency CFO: Julie Freeman	Date: 4/12/2023	
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">CBTO: Brian Allie</td> <td style="width: 50%;">Date: 04/12/2023</td> </tr> </table>	CBTO: Brian Allie	Date: 04/12/2023
CBTO: Brian Allie	Date: 04/12/2023	
Name of person with delegated authority to sign the interagency agreement: Julie Freeman		

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.
Click here to enter text.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document
<ol style="list-style-type: none"> 1. Please be sure to complete all fields to the best of your knowledge. 2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO. 3. Each project request must be reviewed and approved by the project sponsor and CBTO. Handwritten signatures are not required, which supports an all-electronic format. 4. Please spell out acronyms on first reference. 5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us. 6. May be submitted as a Word document or PDF. We cannot accept scanned documents. 7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief	
Requesting Agency and CBTO: Gambling Control Board Tim Ogg Click here to enter text.	Project Name: GCB Website
Project Sponsor: Tim Mahoney Contact Info: 651-539-1900	
Budget Contact: Sam Hodges Contact Info: 651-539-1900	
Problem or Opportunity: Current agency webpage is insufficient to meet the needs of clientele and general public on education, informational and licensing requirements. Webpage is being designed to work in concert with agency online application system and serve as an information dissemination point for clientele and public	
Brief Project Description: This project is an upgrade of the state agency webpage www.mn.gov/gcb . It being designed to allow clientele and public easier and more complete access to all services of the	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Minnesota Gambling Control Board. Users will be able to get up to date information on important information, statistics on operations, educational links and access to online GCB licensing portal.

High-level Project Objective: Interactive website to disseminate information and provide thorough information for individuals about lawful gambling in Minnesota.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

Requested Information Specific to ITA Projects

For an existing project? If checked, project name?

GCB Website

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [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/Odyssey) FY2023 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 Requested 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
2000	G0910000	G090006		150000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
Estimated Budget (total expected project costs): 150000	
Hardware: 0	
Software: 75000	
Training: 25000	
State Staff: 25000	
Professional/Technical: 25000	
Estimated Start Date: 05/01/2023	Requested Finish Date: 10/01/2023

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

	Reason for End Date: Need to implement
--	---

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) <small>Click here to enter text.</small>	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Increased Usage of website for information	Number of downloads and visits
Reduced staff time on phone calls	Number of phone calls received
Increased compliance	Reduced correction reports and enforcement needs

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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: Tim Mahoney Date: 4/17/23
CBTO: Tim Ogg Date: 4/17/23
Name of person with delegated authority to sign the interagency agreement: Tim Mahoney

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.
Click here to enter text.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO. **Handwritten signatures are not required**, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Health/Robert Maki

Project Name:

 Follow Along Program Data System Update
(Developmental Screening with Follow-Up Data System)

Project Sponsor: Kathy Wick

Contact Info: Kathy.wick@state.mn.us
Budget Contact: Nicole Brown

Contact Info: Nicole.brown@state.mn.us

Problem or Opportunity: The Follow Along Program's (FAP) current data structure is outdated and inefficient and is increasingly more costly to maintain and support. The structure includes a set of platforms that must be accessed to implement the program, including: 1) an online enrollment system, 2) a FAP software platform developed in the 1990s that provider agencies must download onto individual computers, and 3) an online screening portal. None of these platforms communicate with another or produce reports or extract files that can easily be transferred between one another; staff administering the program are required to manually enter

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

all data into the desktop application, making the data collection and management process vulnerable to user error at many different points. It is critical that we have a data system that is efficient and reduces the risk of user error – this will help to better ensure children and families are receiving needed screenings and supports.

Brief Project Description: Our project will replace an outdated and inefficient assortment of platforms currently used to implement the FAP (a developmental screening with follow-up program available for families with young children) with an effective, integrated data collection and management system. The project will create a new comprehensive system that is web/cloud-based and able to securely exchange data without manual intervention from program staff. The goal is to develop a cohesive structure that could be interoperable with other electronic health record tools used at the local level. We would like to modernize the current system including integrating an electronic screening platform.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) Replace outdated and inefficient software with a more effective data collection and management platform, more aligned with existing public health informatics.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

Requested Information Specific to ITA Projects

For an existing project? If checked, project name?
P-1426 Follow Along Program (FAP) Data System
(3GA2Y) Sciforma = LG1C4DYB

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 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 FAP's current software, developed in the 1990s, is inefficient and outdated. The software was developed by an external agency, MNIT does not have access to the programming coding for the software to be able to provide any technical support. In addition, it is becoming increasingly costly to keep the software running and MDH would need to purchase significant updates to be able to better implement the program. Even if we could get these updates, the platform lacks essential capabilities for program function. We need to modernize the current application to increase functionality for our users and MDH staff.
- Promote People-centered Digital Government Services.** The existing FAP software system requires program staff to manually enter data and utilize multiple add-on programs to complete basic tasks. Upgrading the FAP data system would streamline these functions for local public health staff across all 87 counties. Additionally, it would facilitate the expansion of electronic screening for families – a considerable improvement in family experience over completing paper copies and returning them to counties via mail.
- Elevate Minnesota's Digital Estate.** The existing system requires program staff to manually upload the software onto their individual computers/servers and run county-level exports that need to be sent to MDH to be able to compile any state-level data on the FAP. A modernized application would promote better data sharing and collaboration within the program and with other early childhood programs.
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** The Follow Along Program (FAP) is administered out of the Children and Youth with Special Health Needs Section within MDH. The FAP identifies developmental and social-emotional concerns in young children, connects them with needed services as early as possible, and continues to support them in their development through early childhood. The FAP serves children who are most at risk for having special health needs or adverse childhood experiences identified in their first five years – this includes children who are not receiving screening through traditional methods (primary care); those experiencing factors such as low birth weight, premature birth, birth complications, congenital infections, certain inherited conditions, serious maternal illness, or certain birth defects; and those experiencing poverty and other socio-economic barriers. In 2021, the FAP served 16,341 children and provided 17,891 screenings.
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Healthy Minnesotans. Click here to enter text.

Equity and Inclusion. FAP is a free program for families in the state to monitor their child's development and receive resources to help their child grow and learn. While available to all families within participating counties, providers target outreach to those most at-risk of adverse developmental outcomes. The screening program is also important as disparities in screening and early intervention exist for BIPOC populations in MN. FAP is an essential method for the early identification of children with special health needs and provides a pathway to referral for early intervention services. Early enrollment in these services, which are also free to families, is critical in promoting long-term benefits for a child's health and educational outcomes, especially those from marginalized populations.

Minnesota's Environment. Click here to enter text.

Fiscal Accountability, Customer Experience, and Measurable Results. The current FAP data collection and management system is outdated, and the upkeep and technical assistance needed to run the system are expensive. Additionally, the existing platform lacks the capabilities to easily query data or produce basic reports to monitor program implementation and measure results. Updating the platform would lead to more efficient use of resources and facilitate more agile data collection and analysis for continuous quality improvement.

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 Requested 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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	H1236267	H12001A	Birth Defects Info Systems	\$450,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$550,000

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

Software: \$50,000

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

State Staff: \$500,000

Professional/Technical: [Click here to enter text.](#)

Estimated Start Date: 04/03/2023

Requested Finish Date: 07/25/2025

Reason for End Date: Need to gather requirements, define success, select solution, implement solution

Success Criteria

How will this project benefit the business? (ex. automates a manual process, reduces downtime)

Streamlines data entry; Replaces outdated/difficult-to-maintain software; reduces programmatic duplication

What are the project's success metrics?
(ex. Reduce downtime by 12%)

How Measured?
(Compare post-implementation uptime to baseline)

Reduce number of enrollments to FAP that are entered manually by 50%.

Track number of enrollments into FAP that are manually entered vs. automatically transferred from enrollment form. Track via survey of FAP staff and/or using software.

Increase number of screens being completed electronically by 50% from baseline.

Baseline will be number of electronic screens in FY2023. Local FAP programs are currently reporting the number of

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

	screens conducted via paper and electronically in their semi-annual reports. Will be able to track this automatically using newly developed platform.
Within 6 months of implementation, all local public health agencies participating in the FAP will be utilizing the new system.	Count number of counties using new platform at 6 months of implementation.

REVIEW BY EXECUTIVE BUDGET OFFICER

Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).

Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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: April 14, 2023

CBTO: *Robert Maki*

Date: 04/17/2023 Click here to enter text.

Name of person with delegated authority to sign the interagency agreement: Joshua Bunker

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.

Click here to enter text.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

 Health/Robert Maki [Click here to enter text.](#)
Project Name:

Help Me Connect: Enhancements

Project Sponsor: Shawn Holmes
Contact Info: shawn.holmes@state.mn.us
Budget Contact: Kathy Wick
Contact Info: Kathy.Wick@state.mn.us

Problem or Opportunity: (ex. There is a burning need to take action because of these negative impacts resulting from the current state: one, two, three) [Formal needs assessment recommendations from local and state partners and families, along with the results of a 2018 audit by the Office of Legislative Auditor, identified the need for a centralized system for resource navigation and a program referral and follow-through mechanism to support providers and families with children \(prenatal – 8 years\). MN Help Me Connect launched in May 2021, giving providers and families a place to explore](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

different types of services available closest to their homes (food, education, dental care, mental health, etc.). The site currently holds over 12,000 listings of programs and services around MN. The site is in need of new enhancements and modernization to fully implement high priority recommendations that support ease of use by families, and care coordination activities for professionals serving families.

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.) High priority recommendations that will be the focus of this project include the need to improve the current application by modernizing it and increasing the functionality of the current system by introducing referral capabilities for providers to help connect families to services. Help Me Connect was originally developed by an external vendor that MNIT has inherited. MNIT and MDH program staff have identified several inefficiencies and functionality investments that will be addressed during this project that will support cost-effective sustainability and improved user interface.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) Increase functionality and improve the performance of the application, including a professional referral form and coordination system, and modernization of the platform to allow for efficient ongoing maintenance and future enhancements.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

Requested Information Specific to ITA Projects

For an existing project? If checked, project name?
P-1427 Help Me Connect Enhancements (3GA2Z) Sciforma = LG1CFJEC

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.** [Provide increased functionality by providing a way to connect families and resources by introducing a referral form.](#)
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Modernize the current system to take advantage of new technologies, increasing our system security.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Help Me Connect is designed to support expectant families and those with young children birth – 8 years of age in accessing local community organizations that provide early childhood and family support services, such as mental health, basic needs, home visiting, parenting support, education, child care, etc.](#)
- Thriving Communities, Housing, and Workforce.** [Themes from the current user analytics show that most users of Help Me Connect are looking for support in finding housing and other economic supportive services \(job placement, energy assistance, rental assistance, food support\). The site is improved based on these analytics to include new topics and expanded search results.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Healthy Minnesotans.** Help Me Connect provides information on a variety of topics and local contact information to support next steps for health and dental care, vaccinations, mental health, reproductive and pregnancy support, health insurance, and more.
- Equity and Inclusion.** Help Me Connect has a priority mission of supporting families that are experiencing the worst inequities, such as families of color, American Indian families, those impacted by geographic access issues, children with special health needs, single parents and extended family caregivers, etc. Ongoing community engagement and evaluation efforts include direct outreach with many of these communities.
- Minnesota's Environment.** Click here to enter text.
- Fiscal Accountability, Customer Experience, and Measurable Results.** The desire to address efficient sustainability and improved customer experience is critical to this project. Evaluation efforts to date have continued to support the initial recommendations for enhancements and improved functionality that will improve the customer's experience and long-term maintenance funding needed.

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/Odyssey) FY2023 Project Request

FY2021 Requested 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	H1236001	H12001A	Child and Family Health Management	\$400,000
1000	H1236101	H12001A	Maternal and Child Health	\$127,000
1000	H1236445	H12001A	Home Visiting	\$393,000
			Total	\$920,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
<p>Estimated Budget (total expected project costs): \$999,870</p> <p>Hardware: Click here to enter text.</p> <p>Software: \$59,000</p> <p>Training: n/a</p> <p>State Staff: \$490,870 <i>Developers, Project Manager, BA, Testing, Security, DBA and Accessibility staff</i></p> <p>Professional/Technical: \$450,000</p>	
<p>Estimated Start Date: January 1, 2024</p>	<p>Requested Finish Date: 01/31/2026</p> <p>Reason for End Date: Requirements, design, building and implementation</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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)
Providers are able to create new accounts, generate referrals and receive follow up status reports.	Successful account development and report creation
Programs listed in Help Me Connect are able to receive referrals and confirm with referring providers the status of their referrals and work.	Monitoring of successful referral creation and work flow.
The number of accounts for referring providers and programs accepting referrals grow by 15% in 6 months	Reports to verify increased referrals.
MDH program staff have access to reports that show the types of referrals being made, successful referral numbers, and potential gaps in referral needs and available services.	System-level reports are available to the MDH Administrator.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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: Joshua Bunker Date: April 14, 2023

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

APPROVALS	
CBTO: Robert Maki <small>Click here to enter text.</small>	Date: 04/17/2023 <small>Click here to enter text.</small>
Name of person with delegated authority to sign the interagency agreement: Joshua Bunker	

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.
<small>Click here to enter text.</small>

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Health/Robert Maki

Project Name:

HEP Data Systems Enhancements

Project Sponsor: Cara Bailey
Contact Info: cara.l.bailey@state.mn.us
Budget Contact: Barbara Miller
Contact Info: barbara.e.miller@state.mn.us

Problem or Opportunity: The Health Economics Program sees an opportunity to improve its ability to collect, store, retrieve, and share data, as appropriate, with the community through web-based platforms and the use of interactive data visualization and dashboards. Currently, the application data (FOSC, DI) is being submitted via emails. However, we would prefer to submit the data through a portal. Other data, including HPFSR administrative cost data and MNHA/HSRT survey data, is not easily accessed by public users and HEP wants to publish using data visualization dashboards.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Brief Project Description: This project addresses technological obsolescence within the Health Economics Program’s data management and data sharing operations systems that makes data difficult to submit to MDH when required to do so and less accessible to Minnesota communities when they seek data for the purpose of improving health care outcomes, access, cost, and quality. The current email-based system and processes are out of date and inefficient. Significant staff hours are required to either process incoming data or pull and edit the data requested. This project will develop requirements for moving data reporting and data access to web-based platforms that enable users to submit data more easily and securely as well as access public data and data visualization related to health care access, cost, and quality. Enhancements will allow the program to efficiently collect, store, and retrieve data while adding process automation for accepting incoming data and presenting data to the public across a select number of program data sets.

High-level Project Objective: To collect, store, and retrieve data more efficiently while adding process automation to enable users to submit data more easily and securely as well as access public data and data visualization related to health care access, cost, and quality.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Cultivate a Holistic and Connected Culture of Work.** [Click here to enter text.](#)
- Fortify the Value and Delivery of Projects and Initiatives.** Enhances data collection processes to provide for more efficient and secure data upload.
- Promote People-centered Digital Government Services.** Provides user-friendly access to data intended for public use. Also, provides users information based on data analysis via data visualization and dashboards.
- Elevate Minnesota's Digital Estate.** This project will enhance the value of the digital, web-based information provided to the public.
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** Improves community access to health care system data and information.
- Equity and Inclusion.** Improves community access to health care system data and information.
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [Click here to enter text.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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 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>

FY2023 Requested 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
2360	H1239151	H12192J	Data Resource Management	\$239,000
2360	H1239163	H12192J	Health Care Transformation	\$384,000

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
Enhanced efficiency in processing data will save hours of staff time	
Estimated Budget (total expected project costs): \$623,000.00 Hardware: Click here to enter text. Software: 40,000 Training: Click here to enter text. State Staff: \$323,000 Professional/Technical: \$260,000	
Estimated Start Date: September 1, 2023	Requested Finish Date: June 30, 2027 Reason for End Date: Assumes the use of a contractor that would be on board and ready to start as of January 1, 2024. Based on quantity of work and competing priorities, we estimate three years is required.

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)
Enhanced efficiency in processing data will save hours of staff time	Time spent using the new solution measured against time using the legacy process
Increase public use of data and information provided on website by 15%	Conduct pre- and post- implementation survey of stakeholders that assess frequency of access to data on web page and assesses the effectiveness of

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

	agency's ability to communicate data to community stakeholders
Updated data security that adheres to current MNIT and State data security standards	Adherence to current MNIT and State security standards confirmed by routine security audit results

REVIEW BY EXECUTIVE BUDGET OFFICER

Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).

Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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: April 14, 2023

CBTO: *Robert Maki*

Date: 04/17/2023

Name of person with delegated authority to sign the interagency agreement: Joshua Bunker

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.

[Click here to enter text.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

300

Instructions for This Document
<ol style="list-style-type: none"> 1. Please be sure to complete all fields to the best of your knowledge. 2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO. 3. Each project request must be reviewed and approved by the project sponsor and CBTO. Handwritten signatures are not required, which supports an all-electronic format. 4. Please spell out acronyms on first reference. 5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us. 6. May be submitted as a Word document or PDF. We cannot accept scanned documents. 7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief	
Requesting Agency and CBTO: Health/Robert Maki	Project Name: HRM Performance Management System
Project Sponsor: Mel Gresczyk	Contact Info: mel.gresczyk@state.mn.us
Budget Contact: Brian Awsumb	Contact Info: Brian.Awsumb@state.mn.us
<p>Problem or Opportunity: (ex. There is a burning need to take action because of these negative impacts resulting from the current state: one, two, three)</p> <ol style="list-style-type: none"> 1. The HRM System needs enhancements to streamline the current workflow 2. We need a solution to track team's performance and engagement 3. We need a solution to store HRM paper files 4. We need a solution for records retention 5. We need records for an employee consolidated and accessible from a single point of truth 	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- 6. We need to increase automation of repetitive tasks to take the burden off of the already strained staff.
- 7. We need to find ways to make appropriate personnel records readily available and easily accessible to Managers/Supervisors and decision makers.

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.)

This project will include modernizing and adding enhancements to the HRM Portal System. The current system does not fully meet the need for the business team today. Updating and enhancing the system will streamline their current processes and lead to the consolidation of records on employees in one system. This project will include an interface where appropriate personnel records are made readily accessible for Supervisors/Managers/HR and Decision makers through a document management system. This project will also include a new software to track and manage team performances. Lastly, effort will empower the enforcement of records retention.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.)

To enhance the HRM Systems to efficiently update and retrieve data, maximize team performances, as well as the implementation of a document management system to store records on employees for access by authorized persons such as Supervisors/Managers and Decision Makers. Consolidation of records will lead to ease of aggregate reporting for workforce trends and metrics as well as the ability to reliably enforce record retention.

- 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

Modernization Playbook

In which phase of the Modernization Playbook is this project?
 Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? P-1390 Document Management System for MDH Operations (3GA1J) Sciforma=K9BTN2EL	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 checked="" type="checkbox"/> Cultivate a Holistic and Connected Culture of Work. By improving the HRM Performance Management System, employees will be better informed to perform their daily tasks.
<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 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.

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.
<input type="checkbox"/> Children and Families. Click here to enter text.
<input type="checkbox"/> Thriving Communities, Housing, and Workforce. Click here to enter text.
<input type="checkbox"/> Healthy Minnesotans. Click here to enter text.
<input type="checkbox"/> Equity and Inclusion. Click here to enter text.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Minnesota’s Environment.** Click here to enter text.
- Fiscal Accountability, Customer Experience, and Measurable Results.** The HRM Performance Management System is the primary tool for this division.

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 Requested 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
------	---------------------------	----------	---	---------------------

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

1000	H1230100	H12004Y	Executive Office	\$300,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$300,000.00

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

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

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

State Staff: \$100,000.00

Professional/Technical: \$200,000.00

Estimated Start Date: April 22, 2022

Requested Finish Date: June 30, 2025

Reason for End Date: Need to gather requirements, identify product, may need RFP

Success Criteria

How will this project benefit the business? (ex. automates a manual process, reduces downtime)
Updating the HRM Performance Management System will allow for staff to update records and request in a timely matter. By implementing electronic forms and a document management system, the agency can move away from paper-based forms and eliminate the need for paper storage.

What are the project's success metrics?
(ex. Reduce downtime by 12%)

How Measured?
(Compare post-implementation uptime to baseline)

Updated system is in place

Staff can access and update records and requests

Reduce physical storage space

Paper files are converted into electronic files / PDFs and stored into a document management system

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Forms are delivered electronically	Paper forms are decreased

REVIEW BY EXECUTIVE BUDGET OFFICER

Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).

Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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: April 14, 2023

CBTO: *Robert Maki* Click here to enter text.

Date: *04/17/2023* Click here to enter text.

Name of person with delegated authority to sign the interagency agreement: Joshua Bunker

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.

[Click here to enter text.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Health/Robert Maki

Project Name:

Hybrid Meeting Room Tech Upgrades

Project Sponsor: Michelle Larson
Contact Info: michelle.l.larson@state.mn.us
Budget Contact: Brian Awsumb
Contact Info: brian.awsumb@state.mn.us

Problem or Opportunity: (ex. There is a burning need to take action because of these negative impacts resulting from the current state: one, two, three).

This opportunity looks at equipping MDH for a long term hybrid outlook. Meeting rooms are inadequately set up for remote participants. Distributed teams and external guests increasingly expect and need remote attendance capability with tools that optimize user experience and engagement. Many rooms have no technology installed, and others have equipment that is past end

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

of life and/or non-functional. This makes hosting meetings with remote participants extremely difficult or impossible. Furthermore, existing equipment has security vulnerabilities.

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.)

Seek to solicit vendor recommendations for room buildouts for OLF, PHL, and district offices. Select solutions, plan for deployment, and implementation of selected technology. [Click here to enter text.](#)

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) [New state of the art hybrid-capable meeting technology installed in meeting rooms across MDH.](#)

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

Requested Information Specific to ITA Projects

For an existing project? If checked, project name?
P-1373 Space planning and hybrid technology
(3GA82) Sciforma = JM9NA1G5

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)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Cultivate a Holistic and Connected Culture of Work.** [By upgrading meeting rooms this allows for a more connected MDH workforce in order to better serve Minnesotans.](#)
- 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.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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 Requested 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	H1230100	H12004Y	Executive Office	\$1,000,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$1,000,000

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Hardware: \$700,000 Software: \$50,000 Training: \$50,000 State Staff: \$100,000 Professional/Technical: \$100,000	
Estimated Start Date: 5/1/23	Requested Finish Date: 9/30/25 Reason for End Date: It takes about this much time for selection, procurement, and implementation. Some rooms may need construction/remodeling.

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) It allows the MDH workforce to be more connected with each other and with external partners. It enables greater efficiency of the buildings because otherwise the rooms rarely get used.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Meeting participants can easily join meetings	Reduction of video-conference tickets
Greater utilization of meeting rooms	Total room bookings increase
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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: April 14, 2023
CBTO: <i>Robert Maki</i>	Date: <i>04/17/2023</i>
Name of person with delegated authority to sign the interagency agreement: Joshua Bunker	

COMMENTS
<p>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.</p>
<p>Click here to enter text.</p>

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document
<ol style="list-style-type: none"> 1. Please be sure to complete all fields to the best of your knowledge. 2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO. 3. Each project request must be reviewed and approved by the project sponsor and CBTO. Handwritten signatures are not required, which supports an all-electronic format. 4. Please spell out acronyms on first reference. 5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us. 6. May be submitted as a Word document or PDF. We cannot accept scanned documents. 7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief	
Requesting Agency and CBTO: Health/Robert Maki	Overall improvements to Health Regulation Division (HRD) systems
Project Sponsor: Maria King Contact Info: maria.king@state.mn.us	
Budget Contact: Hardi Wangsabesari Contact Info: hardi.wangsabesari@state.mn.us	
Problem or Opportunity: Need to improve and replace legacy systems that use old technologies. Replace manual data capturing systems.	
Brief Project Description: This project is part of an upgrade plan to address technology obsolescence within our division’s operation management systems. HRD will advance the replacement of outdated, inefficient systems and manual processes with effective, integrated data collection and management systems. This would help to securely and	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

efficiently store, retrieve, analyze, and report data while adding process automation. This project would entail building systems to add functionality that is currently in outdated legacy systems or work that is currently being done manually. This project would also enable integration between various HRD systems. Staff hiring was difficult over the past two years due to the pandemic response, so HRD was unable to advance this work.

High-level Project Objective: The goal is to modernize processes and systems to enable efficient storage, retrieval and analysis of data through the addition of process automation. HRD needs to ensure we have programs modernized and replace manual and/or paper processes. This will enhance data security and integrity through access controls and systems. Standardized data collection processes would provide better consistency across the division. In addition, HRD cannot continue to be reliant on old and obsolete technology. Access to standardized data in a control system will enhance quality assurance processes. This will help ensure timely, accurate and complete reporting responses, for external and internal stakeholders. In addition, the project aims to modernize and improve the exam and process for the Mortuary Science certification. The current exam is fifteen + years old, and no longer reflects all components of statute or current industry practice. Stakeholders have asked MDH to upgrade the content of the exam to remove ambiguities and increase the overall fairness of the exam. MDH is also looking to make the exam process more current and efficient. This will result in reducing barriers to entry for the profession, and will focus testing of minimum competencies in current best practices, laws, and regulations.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Is this project fully funded by the Odyssey funds requested? Yes No
 If not, has ongoing funding been identified? Yes No

Requested Information Specific to ITA Projects

For an existing project? If checked, project name?
 P-1329 Modernize HRD Systems (3GA38)
 Sciforma = LG6TVMAC

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.** Enhanced collaboration across the division, to ensure consistency and transparent. Access to data will better support decision making.
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** Engaging with external partners to enhance processes.
- Elevate Minnesota's Digital Estate.** Establishing opportunities for constituents to submit information electronically will help with accuracy, ease and customer service.
- Bolster Successful State Cybersecurity Efforts.** Efforts will be established to ensure secure of data.

Support of One Minnesota Plan Priorities

(check all that apply)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** Click here to enter text.
- Thriving Communities, Housing, and Workforce.** Click here to enter text.
- Healthy Minnesotans.** Ensure consistency of licensure information.
- Equity and Inclusion.** Ensure consistent collection of data in a user friendly manner.
- Minnesota's Environment.** Click here to enter text.
- Fiscal Accountability, Customer Experience, and Measurable Results.** Provide easier access to licensure and information submission electronically will help with accuracy, ease and customer service

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/Odyssey) FY2023 Project Request

FY2021 Requested 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	H1233009	H12002H	Regulatory Improvement	500,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
Estimated Budget (total expected project costs): 600,000 Hardware: Click here to enter text. Software: Click here to enter text. Training: Click here to enter text. State Staff: 300,000 Professional/Technical: 300,000	
Estimated Start Date: 5/1/2023	Requested Finish Date: 8/1/2025 Reason for End Date: We need to do planning, gather requirements and ensure SME are available.

How will this project benefit the business? (ex. automates a manual process, reduces downtime)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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 manual processes by 50%	Compare manual processes post implementation.
Use of Excel Spreadsheets to collect and store data decreases by 75%	Compare with the number of processes using Excel Spreadsheets to collect data.
Data is easily available for analysis and reporting	Time spent for responding to data requests is reduced.
Raising the confidence in reports and analysis by ensuring adequate data governance and quality assurance measures	This can reduce negative outcomes by informing processes to ensure timely and appropriate response.

REVIEW BY EXECUTIVE BUDGET OFFICER

Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).

Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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: April 14, 2023

CBTO: *Robert Maki*

Date: 04/17/2023

Name of person with delegated authority to sign the interagency agreement: Joshua Bunker

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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

COMMENTS
<p>Click here to enter text.</p>

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Health/Robert Maki

Project Name:

Laboratory Information System (LIS) Evaluation

Project Sponsor: Myra Kunas
Contact Info: myra.kunas@state.mn.us
Budget Contact: Myra Kunas
Contact Info: myra.kunas@state.mn.us

Problem or Opportunity: The Public Health Laboratory (PHL) Infectious Disease (ID) Section replaced their core laboratory information system (LIS) at the end of March 2020 after 2.5-3 years of RFP, contract negotiation and implementation. An LIS or laboratory information management system (LIMS) is a critical database for the section as it tracks samples from receipt to final report out plus manages all laboratory data in between. The fall of 2021 through late spring 2022 while going through a typical contract extension our current vendor did not want to renew their human rights and equal pay licenses with the state of MN. These are both requirements for any vendor to do business with the State of MN. Over the course of many months and significant effort by 4 Commissioners, multiple

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Assistant Commissioners, Directors and Managers the vendor reluctantly moved forward with the required human rights and equal pay licenses. Due to the significant risk to public health if we are not able to process and report samples to our state and federal partners, we need to move forward with evaluation of either replacement or significant contract adjustments so that we have another database option if our current vendor no longer chooses to work for the state of MN.

Brief Project Description: Evaluation implementation of another LIS/LIMS to ensure long term success of the PHL Infectious Disease testing. Due to significant COVID-19 testing and funding, federal funds have been utilized significantly over the last 3 years. While general funds have still been used to support the PHL, there is an opportunity to utilize Odyssey to solidify a long-term solution before it becomes another emergency situation. Due to the high cost of these systems, it is not possible to save sufficient funds during a normal two-year budget cycle to be able to cover the purchase and implementation of the system.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) Evaluate, select, and begin implementation of LIS replacement opportunities that will meet the current and future needs of the PHL-ID Section.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

Requested Information Specific to ITA Projects

For an existing project? If checked, project name?
 P-1430 PHL IDL LIMS Replacement (3GA3C)
 Sciforma = LGAU6IEN

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 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 will remove the paper submission forms currently being used for placing patient orders into the PHL ID Section and provide an electronic solution that is readily accessible to submitters to access their results.
- Bolster Successful State Cybersecurity Efforts.** The system needs to be secure because private health information is maintained in the database. The current database needs do not allow migration to the main state data centers, requiring duplicate cybersecurity and infrastructure efforts.

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Fiscal Accountability, Customer Experience, and Measurable Results. This reduces the need for manual data entry and permits electronic access to results, providing timely availability of laboratory results that can improve patient care.

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.

FY2023 Requested 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
------	---------------------------	----------	---	---------------------

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

1000	H1234201	H120003S		\$545,000
1000	H1234001	H120003S		\$145,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
<p>Estimated Budget (total expected project costs): 1,000,000</p> <p>Hardware: Click here to enter text.</p> <p>Software: 700,000</p> <p>Training: Click here to enter text.</p> <p>State Staff: 200,000</p> <p>Professional/Technical: 100,000</p>	
<p>Estimated Start Date: 05/15/2023</p>	<p>Requested Finish Date: 09/01/2025</p> <p>Reason for End Date: We know that the RFP will take time and this is a complex implementation with more than 40 instruments to connect to the system.</p>

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) Reduces risk of losing access to electronic sample processing.</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>
Remove using paper sample request forms	No longer receive paper forms.
Patient results delivery time will be reduced	No longer using faxes and submitters are receiving results using electronic means.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Staff duties can be appropriately assigned based on expected testing volumes.	Testing turnaround time reduced.
---	----------------------------------

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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. 		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Agency CFO: Joshua Bunker</td> <td style="width: 50%; border: none;">Date: April 14, 2023</td> </tr> </table>	Agency CFO: Joshua Bunker	Date: April 14, 2023
Agency CFO: Joshua Bunker	Date: April 14, 2023	
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">CBTO: <i>Robert Maki</i></td> <td style="width: 50%; border: none;">Date: 04/17/2023</td> </tr> </table>	CBTO: <i>Robert Maki</i>	Date: 04/17/2023
CBTO: <i>Robert Maki</i>	Date: 04/17/2023	
Name of person with delegated authority to sign the interagency agreement: Joshua Bunker		

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.
Click here to enter text.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document
<ol style="list-style-type: none"> 1. Please be sure to complete all fields to the best of your knowledge. 2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO. 3. Each project request must be reviewed and approved by the project sponsor and CBTO. Handwritten signatures are not required, which supports an all-electronic format. 4. Please spell out acronyms on first reference. 5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us. 6. May be submitted as a Word document or PDF. We cannot accept scanned documents. 7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief	
Requesting Agency and CBTO: Health/Robert Maki	Project Name: Managed Care systems improvement and modernization
Project Sponsor: Julie Erickson Contact Info: julie.a.erickson@state.mn.us	
Budget Contact: Barbara Fischer Contact Info: barbara.fischer@state.mn.us	
<p>Problem or Opportunity: As regulators of HMOs, the Managed Care Systems (MCS) section receives significant amounts of data that need to be retained, tracked, and acted upon. Without the support of an electronic system, there is danger of work not being done and deadlines being missed. Creating an electronic system will immediately help MCS with information management and gives the opportunity for proactive regulatory action. Additionally, the systems that are in place are outdated and unsupported. For example, the Network Adequacy Portal that health plans use to submit their provider files to MCS frequently crashes, does not have approval or communication capabilities, requires MCS staff to issue user passwords, and the application is unsupported by IT vendors The project gives an</p>	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

opportunity to have a stable application, allowing MCS to continue their work and freeing MNIT staff from having to bring the system back up. It is also an opportunity to comply with latest MNIT and MDH security policies, and to streamline communication with our health plan partners.

Brief Project Description: This project will create and maintain systems That will allow MCS to manage its workload (applications, provider files, reports, complaints, appeals, quality assurance audit results, etc.) and trace actions with external business partners/vendors. To address the challenges with information management, MCS needs to create a storage vault application that can organize and sort data by specified categories. This vault application will ensure data and security compliance by implementing secure logins and access controls to protect data elements. It will provide a user-friendly, searchable interface to generate and deliver published reports via secure channels such as websites or reports. This project will also upgrade the network adequacy portal that health plans use to submit their provider files to MCS for network reviews by improving the approvals/rejection process, adding the ability to communicate with the plans, enhance user management, upgrade security, and eliminate system crashes.

High-level Project Objective: To efficiently store and easily access data while adding automation for business processes that are currently manual and time-consuming. By leveraging cutting-edge technologies and data management strategies, the aim is to establish streamlined workflows that enable MCS to derive actionable insights from its data while minimizing operational overheads. Through these efforts, MCS will enhance productivity, reduce errors, and improve overall business performance while building bridges from MCS to business partners, stakeholder, and consumers. The project will also allow MCS to more efficiently receive and store provider data files while adding more automation and security to network adequacy portal.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

Requested Information Specific to ITA Projects

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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)
<ul style="list-style-type: none"> <li style="margin-bottom: 10px;"> <input checked="" type="checkbox"/> Cultivate a Holistic and Connected Culture of Work. This project will improve business relationship with MDH’s external business partners. <li style="margin-bottom: 10px;"> <input type="checkbox"/> Fortify the Value and Delivery of Projects and Initiatives. Click here to enter text. <li style="margin-bottom: 10px;"> <input checked="" type="checkbox"/> Promote People-centered Digital Government Services. This project will allow outside business partners to submit their complaints digitally by uploading different types of documents resulting into better bridge building effort with communities across MN. <li style="margin-bottom: 10px;"> <input checked="" type="checkbox"/> Elevate Minnesota’s Digital Estate. The new system will replace old-fashioned manual ways of doing business tasks with better digital methods of collecting information. <li style="margin-bottom: 10px;"> <input checked="" type="checkbox"/> Bolster Successful State Cybersecurity Efforts. Because this is a new project, we will be using the latest technologies and learning new ways to solve problems. This will not only help MCS, but also other parts of MDH for future projects with similar problems.

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Children and Families.** Click here to enter text.
- Thriving Communities, Housing, and Workforce.** Click here to enter text.
- Healthy Minnesotans.** Click here to enter text.
- Equity and Inclusion.** Click here to enter text.
- Minnesota's Environment.** Click here to enter text.
- Fiscal Accountability, Customer Experience, and Measurable Results.** 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 Requested 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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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
1200	H1239401	H12172J	Managed Care Systems	\$400,000.00

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$400,000.00

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

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

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

State Staff:

Professional/Technical: \$ 400,000.00

Estimated Start Date: October 1, 2023

Requested Finish Date: June 30, 2027

Reason for End Date: Need to gather requirements, identify product, may need RFP

Success Criteria

How will this project benefit the business? This project will save MCS time and create efficiencies by consolidating data into one searchable electronic system. Staff currently need to search through

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

paper and electronic files to find information. Automated processes will allow MCS to be more efficient and accurate in their work.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Manual workflow automation	The new digital transformation will use the latest technology-based solutions to replace manual past business processes/workflows.
Business productivity efficiencies	This will enable MCS to focus on problem-solving rather than spending time on old-fashioned manually methods.
Reduce system downtime for the network adequacy portal	Compare number of system downtimes post-implementation to historical data.

REVIEW BY EXECUTIVE BUDGET OFFICER

Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).

Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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: Click here to enter text.

CBTO: *Robert Maki* text.

Date: 04/17/2023 enter text.

Name of person with delegated authority to sign the interagency agreement: Joshua Bunker

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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

COMMENTS
<p>Click here to enter text.</p>

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Health/Robert Maki

Project Name:

MDH Financial System Improvements

Project Sponsor: Martina Cameron Contact Info: Martina.Cameron@state.mn.us
Budget Contact: Brian Awsumb Contact Info: brian.awsumb@state.mn.us

Problem or Opportunity: Lack of electronic business processes and reporting for financial activities, results in inefficiencies and longer turnaround times and insufficient data for accurate and timely reporting.

Brief Project Description: Minnesota Department of Health financial operations – handle, process, and file hundreds of thousands of physical pieces of paper each year. Processes such as invoice management, contracts and grant agreements, are being moved to electronic systems, and along with that comes the need for improved document management and electronic workflow design to reduce errors and create efficiencies. While paper-based processes and record keeping have been a known

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

area for improvement, it has suddenly been made more acute due to the mass shift to telework because of the COVID-19 pandemic. Department operations have had to improvise and cobble together ways to continue critical business services remotely through email and network file storage. This project will build on previous document management projects to achieve the following: index other financial document types, create workflows for the processing of these electronic documents, and develop reports. By implementing the solution document storage is secure and follows record retention policies.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) To continue to build out electronic document management and work flows, and to develop reports and dashboards for financial activities.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

Requested Information Specific to ITA Projects

For an existing project? If checked, project name?
P-1390 Document Management System for MDH Operations (3GA1J) Sciforma = K9BTN2EL

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)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- 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 continued migration of electronic and paper records into a centralized document repository for all financial transactions will elevate MDH's digital estate and significantly contribute to the MNIT strategic goal of elevating Minnesota's digital estate.
- Bolster Successful State Cybersecurity Efforts.** Providing secure access thru workflows, access rights, and reporting depending on the user's role. Enabling document retention to ensure state records are kept according to the data retention policy.

1

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** This project will make MDH financial processes and activities more transparent, efficient, and timely to MDH divisions and agency partners.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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. The reporting scope of the project will enable the transparency to the MDH divisions and enable the data needed to measure performance and financial results.

FY2021 Requested 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	H12004Y	H1230100	Health Operations	\$100,000.00

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

--	--	--	--	--

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
<p>Estimated Budget (total expected project costs): \$150,000.00</p> <p>Hardware: Click here to enter text.</p> <p>Software: \$50,000.00</p> <p>Training: Click here to enter text.</p> <p>State Staff: \$100,000.00</p> <p>Professional/Technical: Click here to enter text.</p>	
<p>Estimated Start Date: 04/20/2020</p>	<p>Requested Finish Date: 10/01/2025</p> <p>Reason for End Date: Working with the subject matter experts in MDH Finance needs to be managed around peak work periods such as fiscal year end and beginning of fiscal years.</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>
<p>Continued migration of electronic and paper records into a centralized document repository for all financial transactions.</p>	<p>Reduction of paper records by 50%.</p>
<p>Security is set at the drawer level to ensure that all people only staff that need access can access documents.</p>	<p>Security is implemented and can generate reports per audit standards.</p>
<p>Data retention is enabled per the document retention schedule.</p>	<p>Each document type's documentation is implemented per retention schedule.</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Training on how to use the software is completed for impacted users.	Training is conducted and recorded for all users. Recorded trainings are provided to new hires to ensure all staff are trained and not just during the project.
--	---

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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. 				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Agency CFO: Joshua Bunker</td> <td style="width: 50%; border: none;">Date: April 14, 2023</td> </tr> <tr> <td style="border: none;">CBTO: <i>Robert Maki</i></td> <td style="border: none;">Date: 04/17/2023 <small>enter text.</small></td> </tr> </table>	Agency CFO: Joshua Bunker	Date: April 14, 2023	CBTO: <i>Robert Maki</i>	Date: 04/17/2023 <small>enter text.</small>
Agency CFO: Joshua Bunker	Date: April 14, 2023			
CBTO: <i>Robert Maki</i>	Date: 04/17/2023 <small>enter text.</small>			
Name of person with delegated authority to sign the interagency agreement: Joshua Bunker				

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.
Click here to enter text.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Health/Robert Maki

Project Name:

Medical Education and Research Costs portal enhancements

Project Sponsor: Zora Radosevich **Contact Info:** 651-201-3859; Zora.Radosevich@state.mn.us

Budget Contact: Barb Fischer **Contact Info:** 651-201-5134; Barbara.Fischer@state.mn.us

Problem or Opportunity: This project completes functionality that the original conversion to an online portal wasn't able to include and will ease user functionality.

Brief Project Description: The project will add the ability to reference historic documents, enhance information screens to assist applicants, provide additional fields for needed information, and make reports available to users. Funds are available due to staff vacancy and difficulty in hiring during this past fiscal year

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) The project will enhance user experience, allow access to past year information and expand reporting capabilities.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.** Continue to automate the application and administration of the MERC grant. To enhance communication via digital methods, this will streamline the external partner's experience.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** Automate and enhance customer experience and reporting mechanisms.

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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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 Requested 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
1100	H1239896	H12569J	MERC Administration	\$116,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$116,000

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

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

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

State Staff: \$116,000

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Professional/Technical: Click here to enter text.	
Estimated Start Date: 7/10/2023	Requested Finish Date: 10/31/2024 Reason for End Date: Need to gather requirements and make modifications

Success Criteria	
<p>How will this project benefit the business? When we automated the MERC application process, we developed a new online portal. Cost overruns occurred, so MN.IT was only able to complete the minimal design that made the application functional, but did not allow for those items that enhanced user functionality and would save user and MDH staff time annually by making reports available within the portal.</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>
Will allow users access to historic reports	Will save user time and MDH program and MNIT staff from having to recreate when needed.
Access to additional data elements	Added accountability for users, easing ability to compare year-to-year data for anomalies.
Enhanced user experience	Expanded functionality based on user input

REVIEW BY EXECUTIVE BUDGET OFFICER
<p>Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).</p>
<p><input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.</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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

APPROVALS	
Agency CFO: Joshua Bunker	Date: April 14, 2023
CBTO: <i>Robert Maki</i>	Date: 04/17/2023
Name of person with delegated authority to sign the interagency agreement: Joshua Bunker	

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.
The online portal greatly increased the ease of applicants by shifting from a paper-based process; these enhancements will allow users and MDH staff to make better use of the data being submitted and further ease the application process. While the estimated budget for the listed items exceeds available resources, MN.IT staff agrees they may be able to accomplish more as they develop experience with the portal. In addition, if necessary, we will prioritize the work and complete the most important enhancements first.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Health/Robert Maki

Project Name:

MIIC Modernization

**Project Sponsor: Margaret Roddy
651.201.5545**
Contact Info: Margaret.rodny@state.mn.us,
Budget Contact: Emily Emerson
Contact Info: Emily.emerson@state.mn.us, 651.201.5546

Problem or Opportunity: The Minnesota Immunization Information Connection (MIIC) is Minnesota's current confidential, computerized, population-based immunization information system (IIS) that collects, stores, and consolidates electronic immunization records/data/information from vaccine providers and other authorized users. The system allows users to share immunization data more effectively, efficiently, and securely. It also plays a critical role in maintaining and improving vaccination coverage and reducing vaccine preventable diseases. MIIC was developed over 20 years ago in 2002 with federal funds. The actual code for MIIC was developed in 1999. Given the age of the application, a new IIS that meets security standards is needed to ensure we can continue this service into the future.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Brief Project Description: The department is proposing adoption of a new IIS application to replace MIIC. A new, modern system will be easier to update and less costly to maintain; it will not be reliant on costly software licenses; it will incorporate national standards for data exchange more strictly (to reduce the burden and cost of onboarding new partners – internal or external); it will be based on modern coding and technical architecture best practices; and it will better meet security and accessibility standards.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) MIIC needs substantial technical upgrades in order to meet modern security and technical standards. Therefore, we propose a new application.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

Requested Information Specific to ITA Projects

For an existing project? If checked, project name?

P-1429 MIIC (3GA3B) Sciforma = LG70K2EX

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** Create a GUI that is based on person-centered input
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** New application will meet security standards

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** Minnesota's IIS allows for continuity of care for children and families. It ensures providers have access to a consolidated immunization history, regardless of where the individual received their vaccinations. Receiving the full complement of recommended vaccines at the recommended times is one of the best ways to get a child off to a healthy start, beginning with maternal vaccinations that protect an infant's fragile immune system. MIIC data informs outreach and education that improves maternal vaccination rates and prenatal care quality. It continues after birth by ensuring that babies and toddlers get their required vaccinations at the correct intervals. Healthy kids make better learners and immunizations help keep children healthy in their child care and early educational experiences. Therefore, it is crucial that individuals have confidence in the IIS so they will not opt-out of having their records in it. Ensuring that Minnesota's IIS is up to date and secure will increase this confidence.
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** MIIC is also used in health equity work, such as monitoring of immunization rates by race/ethnicity, Medicaid status, and maternal country of origin. Moreover, all Indian Health Service (IHS) and Tribal Health clinics in Minnesota use MIIC, and it is crucial in helping tribal nations ensure their members, including members not living on the reservations, are vaccinated. The data we derive from MIIC drives health equity efforts throughout the department and keeps us accountable to the public on our determination to continually address health equity issues.
- Minnesota's Environment.** [Click here to enter text.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Fiscal Accountability, Customer Experience, and Measurable Results. [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 Requested 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	H1235001	H12003R	IDEPC Operations	\$500,000

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
<p>Estimated Budget (total expected project costs): \$500,000</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: \$250,000</p> <p>Professional/Technical: \$250,000</p>	
<p>Estimated Start Date: 8/1/2023</p>	<p>Requested Finish Date: 6/30/2027</p> <p>Reason for End Date: Need to gather requirements, identify product, may need RFP</p>

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) Since we are requesting a complete overhaul of the system, we do not have comparable baseline data for these measures.</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>Implement modern coding and technical architecture best practices, including improved system logging capabilities.</p>	<p>New application is implemented</p>
<p>Implement an IIS that better meets MN.IT security and accessibility standards.</p>	<p>New application meets security and accessibility standards</p>
<p>Click here to enter text.</p>	<p>Click here to enter text.</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

REVIEW BY EXECUTIVE BUDGET OFFICER
<p>Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).</p>
<p><input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.</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 Date: April 14, 2023</p>
<p>CBTO: <i>Robert Maki</i> Date: 04/17/2023</p>
<p>Name of person with delegated authority to sign the interagency agreement: Joshua Bunker</p>

COMMENTS
<p>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.</p>
<p>Click here to enter text.</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO: 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	
Brief Project Description: This project is part of an upgrade plan to address the current IT gaps in the ability to support business processes and the system architecture of the Office of Medical Cannabis (OMC) patient registry.	
High-level Project Objective: To comply with state law, serve program stakeholders, and inform the public regarding program participation and perceptions of benefit and harm.	
Project Deliverable Categories:	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

<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	

Modernization Playbook	
In which phase of the Modernization Playbook is this project? <input type="checkbox"/> Select <input checked="" type="checkbox"/> Plan <input checked="" type="checkbox"/> Do <input checked="" type="checkbox"/> Run <input type="checkbox"/> Not applicable	
Has a detailed business case been developed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	
Is this project fully funded by the Odyssey funds requested? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If not, has ongoing funding been identified? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? P-1362 OMC Registry 2.0 (3GA77) Sciforma = 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. Provide key digital document processing capability	
<input checked="" type="checkbox"/> Elevate Minnesota's Digital Estate. Provide key digital automation	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Bolster Successful State Cybersecurity Efforts.** Provide secure and safe digital OMC registration system by following and implementing MNIT security policies such as password protection, username validation and hosting on cloud (AWS).

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** Click here to enter text.
- Thriving Communities, Housing, and Workforce.** Click here to enter text.
- Healthy Minnesotans.** Click here to enter text.
- Equity and Inclusion.** Click here to enter text.
- Minnesota's Environment.** Click here to enter text.
- Fiscal Accountability, Customer Experience, and Measurable Results.** 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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.

FY2023 Requested 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
1200	H1230502	H12181M		1,140,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): 1,140,000.00

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

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

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

State Staff: **\$801,000.00**

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Professional/Technical: \$339,000.00	
Estimated Start Date: 07/01/2023	Requested Finish Date: 12/31/2024 Reason for End Date: : Due to OMC seasonal call volumes and other initiatives in plan for this program, there may be pauses in the project activities based on staff availability. To account for adding new medical conditions, re-enrollment, and other planned initiatives.

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)
Click here to enter text.	Click here to enter text.
Greater efficiencies in business processes, reduction in rework and manual work	Processes currently done manually outside of the registry will be integrated and automated saving staff time
Improved user experience	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.	As the userbase increases there is no requirement to deploy on new hardware nor does the increase in volume cause a degradation in system performance. The amount of time required of OMC personnel to test the software will also diminish.
Better data analysis	More robust reporting will be available to both meet the needs of OMC as well as complying with state laws.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

REVIEW BY EXECUTIVE BUDGET OFFICER
<p>Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).</p>
<p><input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.</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 Date: April 14, 2023</p>
<p>CBTO: <i>Robert Maki</i> Date: 04/17/2023</p>
<p>Name of person with delegated authority to sign the interagency agreement: Joshua Bunker</p>

COMMENTS
<p>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.</p>
<p>Click here to enter text.</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document
<ol style="list-style-type: none"> 1. Please be sure to complete all fields to the best of your knowledge. 2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO. 3. Each project request must be reviewed and approved by the project sponsor and CBTO. Handwritten signatures are not required, which supports an all-electronic format. 4. Please spell out acronyms on first reference. 5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us. 6. May be submitted as a Word document or PDF. We cannot accept scanned documents. 7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief	
Requesting Agency and CBTO: Health/Robert Maki	Project Name: Sage Modernization Phases II & III
Project Sponsor: Chuck Stroebel Contact Info: chuck.stroebel@state.mn.us	
Budget Contact: Sarah Diaz Contact Info: sarah.diaz@state.mn.us	
Problem or Opportunity: The Minnesota Department of Health’s Sage Screening Program is dependent on a legacy, custom built database that requires multiple paper forms, faxing, and manual data entry to support a network of over 480 health clinics statewide. These paper and manual processes place a significant burden on clinics, patients, and MDH staff. This network provides a critical service to low-income women at-risk for cancer and hypertension to prevent disease and death, and an opportunity to advance health equity for Minnesota.	
Brief Project Description:	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

The Sage Modernization project builds on the foundation of detailed requirements documentation to inform a new IT project (phase III) aimed at implementation of a solution for clinics, patients, and MDH. The Sage Program completed a discovery phase IT project (P-1409) in March 2022 and will complete phase II of IT project (P-1424) in February 2024. In P-1409, the Program engaged with subject matter experts and MNIT to document high-level business requirements, and also engaged with a small number of clinics to identify common pain points.

Phase II (P-1424) is underway and focuses on gathering more detailed information from partner clinics, other state breast and cervical cancer screening programs and MDH staff to develop detailed requirements. In this phase, we will evaluate the Sage Integrated Database (SID) to determine whether it will be replaced or enhanced and/or whether we will issue an RFP for an off-the-shelf solution(s). If an RFP is issued, this phase will include execution of the contract and development of a Statement of Work for the solution. Alternatively, if we decide to enhance SID, this phase will include a high-level work plan for SID enhancements. For a hybrid solution it may include both activities. Phase III will include implementation of a solution.

With the COVID Response, the Sage Program was not able to fill vacant positions due to the state agency hiring freeze. We are using those funds for this Odyssey proposal.

High-level Project Objective: To improve efficiencies, modernize a client interface, and improve security for patient and clinic processes, including data collection, analysis, and reporting. To assist MDH with data collection and evaluation, as well as reporting required by the US Centers for Disease Control and Prevention (a primary funding source for screening)

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? P-1424 Sage Modernization II (3GA2V) Sciforma = L7KHOHKR	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 type="checkbox"/> Cultivate a Holistic and Connected Culture of Work. Click here to enter text.</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. We are modernizing Sage applications to make them more efficient for the users as well as provide better usability for MDH and clinics.</p> <p><input type="checkbox"/> Elevate Minnesota’s Digital Estate.</p> <p><input checked="" type="checkbox"/> Bolster Successful State Cybersecurity Efforts. By modernizing Sage applications, we will take advantage of new, more secure technology solutions. Sage business processes and applications include handling individual patient-level data.</p>

Support of One Minnesota Plan Priorities (check all that apply)
<p>Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.</p> <p><input type="checkbox"/> Children and Families. Click here to enter text.</p> <p><input type="checkbox"/> Thriving Communities, Housing, and Workforce. Click here to enter text.</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Healthy Minnesotans.** This project focuses on the One Minnesota Plan to improve the lives of all Minnesotans
- Equity and Inclusion.** This project focuses on eliminating disparities and advancing equity for women at-risk of breast and cervical cancer (and cardiovascular disease) throughout the state of MN.
- Minnesota's Environment.** Click here to enter text.
- Fiscal Accountability, Customer Experience, and Measurable Results.** A primary objective of this initiative is to improve efficiencies, modernize a client interface, and improve security for patient and clinic processes, including data collection, analysis, and reporting.

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/Odyssey) FY2023 Project Request

FY2021 Requested 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	H1238001	H12001B	GF HPCD Management	\$178,000
1000	H1238310	H12001B	GF Sage Programs	\$75,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
Estimated Budget (total expected project costs): \$445,000 Hardware: \$0 Software: \$180,000 Training: \$10,000 State Staff: \$255,000 Professional/Technical: \$0	
Estimated Start Date: 7/6/2022	Requested Finish Date: 07/25/2025 Reason for End Date: Solution, selection, and implementation - phases I-III complete.

Success Criteria

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

How will this project benefit the business? Avoids duplicate data entry by clinics and MDH; automates manual processes; improves the patient experience and participation in the program	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Documented MDH business process pain points & refining requirements to support future state planning for health screening programs	Detailed requirements for the RFP, including the ability to exchange data (API, secure portal)
Documented clinic partner process pain points to support future state planning for the programs and partner needs	Detailed requirements for the RFP, including the ability to exchange data (API, secure portal)
A design build solution proposal from MNIT MDH to modernize SID or rebuild as appropriate based on skill set and functional requirements.	Selection and implementation of a solution that meets the documented requirements
RFP process conducted (proposal, demos, scoring, interviews, contract)	Selection and implementation of a solution that meets the documented requirements
Implementation of a solution	Documented project proposal, detailed roll-out plan and confirmation of data exchanges

REVIEW BY EXECUTIVE BUDGET OFFICER

Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).

Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

APPROVALS	
Agency CFO: Joshua Bunker	Date: April 14, 2023
CBTO: <i>Robert Maki</i>	Date: 04/17/2023
Name of person with delegated authority to sign the interagency agreement: Joshua Bunker	

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.
Click here to enter text.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Health/Robert Maki

Project Name:

Web Modernization Project Phase 3

Project Sponsor: Michael Schommer

Contact Info: Michael.schommer@state.mn.us
Budget Contact: Kate Awsumb

Contact Info: kate.awsumb@state.mn.us

Problem or Opportunity: (ex. There is a burning need to take action because of these negative impacts resulting from the current state: one, two, three)

1. The current version of the MDH intranet needs to be moved into a different system due to security concerns with the current system.
2. We need a solution for records retention for web content.
3. We need to increase our ability for citizen engagement.
4. We need to expand our capability to provide online forms for citizens.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

<p>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.)</p> <p>This project is a new phase of an existing project to modernize the MDH website. We are nearing completion of the second phase of the project. We have redesigned the site and moved it into a content management system. We would like to add another phase to expand the project to include the MDH intranet and add enhancements to the external website.</p>
<p>High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) To add more citizen interaction with the MDH website to increase accessibility, engagement and functionality to the MDH website. Also to improve the security and functionality of the MDH intranet.</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 checked="" type="checkbox"/> Enhancement to existing application or system</p> <p><input type="checkbox"/> Upgrade of an existing application or system</p>

Modernization Playbook	
<p>In which phase of the Modernization Playbook is this project?</p> <p><input type="checkbox"/> Select <input type="checkbox"/> Plan <input checked="" type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable</p>	
<p>Has a detailed business case been developed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable</p>	
<p>Is this project fully funded by the Odyssey funds requested? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>If not, has ongoing funding been identified? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	

Requested Information Specific to ITA Projects	
<p>For an existing project? <input checked="" type="checkbox"/> If checked, project name?</p> <p>P-1311 MDH External Website Modernization (3GA17), Sciforma = 1AS4S5B</p>	<p>For an existing ITA project? Yes: <input type="checkbox"/> If checked, what is the ITA ID number?</p>

MNIT Strategic Goals Supported and How They are Supported

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

(check all that apply)

- Cultivate a Holistic and Connected Culture of Work.** By improving the MDH intranet, employees will feel more connected, be better informed and operational programs will be in a better position to update content.
- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** By adding citizen engagement efforts on our external website, we will be better able to address citizen concerns and provide direct service to citizens.
- Elevate Minnesota's Digital Estate.** Improve collaboration and communication within Minnesota's public health system.
- Bolster Successful State Cybersecurity Efforts.** Our current intranet site needs to be upgraded or moved to a new system due to security concerns.

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** The MDH external website is the primary communication, collaboration and data exchange tool.
- Thriving Communities, Housing, and Workforce.** The MDH external website is the primary communication, collaboration and data exchange tool.
- Healthy Minnesotans.** The MDH external website is the primary communication, collaboration and data exchange tool.
- Equity and Inclusion.** The MDH external website is the primary communication, collaboration and data exchange tool.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Minnesota’s Environment.** The MDH external website is the primary communication, collaboration and data exchange tool.
- Fiscal Accountability, Customer Experience, and Measurable Results.** The MDH external website is the primary communication, collaboration and data exchange tool.

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 Requested 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	H1230100	H12004Y	Health Operations	\$1,400,000

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
Estimated Budget (total expected project costs): \$1.4M Hardware: Click here to enter text. Software: Click here to enter text. Training: Click here to enter text. State Staff: \$1.0M Professional/Technical: \$400,000	
Estimated Start Date: July 27, 2015	Requested Finish Date: June 30, 2027 Reason for End Date: Next phase requirements development, design, building and implementation.

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Having the intranet in a new system will allow for staff to manage content more easily. It will allow for timely information to be communicated to staff. By adding feedback mechanisms for citizen engagement on the external website, we can better meet the needs of our customers.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
New system for intranet is in place.	Content is being delivered and staff are able to update content.
Modules are in place on the external website that allow the ability to gather citizen feedback.	Citizen feedback can be used to evaluate website and communication performance and preferences.
Forms and surveys are delivered using Drupal instead of other tools.	The amount of PDF and paper forms are decreased.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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: April 14, 2023
CBTO: <i>Robert Maki</i> ext.	Date: 04/17/2023 enter text.
Name of person with delegated authority to sign the interagency agreement: Joshua Bunker	

COMMENTS
<p>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.</p>
<p>Click here to enter text.</p>

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO. **Handwritten signatures are not required**, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO: Minnesota Department of Human Rights (MDHR) / G Bruce Yurich	Project Name: OnBase Upgrade and Enhancements
Project Sponsor: Irina Vaynerman Contact Info: Irina.Vaynerman@state.mn.us	
Budget Contact: Taylor Putz Contact Info: Taylor.Putz@state.mn.us	
Problem or Opportunity: This project will use available funds to upgrade and enhance the core system used by almost every employee at the Minnesota Department of Human Rights to make agency operations more efficient and effective by enhancing user interface and overall ease of use and to reduce dual entry of data.	
Brief Project Description: This project will upgrade the software and enhance functionality for the Minnesota Department of Human Rights' primary workflow and data management system, OnBase.	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

This system is used by investigative, equity and inclusion, legal, and administrative staff. In other words, it is used by almost every employee at the agency. This will result in more effective and efficient operations. Importantly, it means the agency will be better able to deliver procedural justice to Minnesotans. 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 continually improve OnBase functionality and reliability for users by keeping the software current, updating and enhancing fields and workflows, improving reporting functions, and other enhancements to make Minnesota Department of Human Rights operations more efficient and effective.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- 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.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** This effort will ensure the systems that manage the civil rights enforcement work of the Department of Human Rights are sustained and user friendly for both the staff and public. This means the agency will be better able to deliver procedural justice to Minnesotans.
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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.

FY2023 Requested 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	G1710000	G175000	Operations	\$300,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Budget (total expected project costs): \$300,000 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: 300,000	
Estimated Start Date: 7/1/2023	Requested Finish Date: 6/30/2027 Reason for End Date: Multiple initiatives are involved in this project work so the maximum time available for ITA funds will be necessary to complete.

Success Criteria	
How will this project benefit the business? This project will upgrade and enhance the core system used by almost every employee at the Minnesota Department of Human Rights to make agency operations more efficient and effective by enhancing user interface and overall ease of use and to reduce dual entry of data.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Fix issues and bugs to increase the effectiveness and efficiency of OnBase for investigators from time of screening through the completion of an investigation.	Increased user experience scores among investigators.
Update Equity and Inclusion processes in OnBase to align with the goals and outcomes of strategic compliance.	New processes are developed in OnBase that support the work of strategic compliance.
Enhance OnBase so that reports produce reliable data.	Reduced time spent fixing bad data in reports.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

REVIEW BY EXECUTIVE BUDGET OFFICER
<p>Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).</p>
<p><input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.</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: Taylor Putz Date: 4/12/2023</p>
<p>CBTO: G. Bruce Yurich Date: 4/12/2023</p>
<p>Name of person with delegated authority to sign the interagency agreement: Taylor Putz, Chief of Staff for Communications and Planning</p>

COMMENTS
<p>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.</p>
<p>OnBase is the backbone of the Minnesota Department of Human Rights. The agency could not do its work without it and the database continues to require updates and enhancements to ensure the work at the Minnesota Department of Human Rights is as efficient and efficient as possible. This means that the agency will be better able to deliver procedural justice to Minnesotans.</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document
<ol style="list-style-type: none"> 1. Please be sure to complete all fields to the best of your knowledge. 2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO. 3. Each project request must be reviewed and approved by the project sponsor and CBTO. Handwritten signatures are not required, which supports an all-electronic format. 4. Please spell out acronyms on first reference. 5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us. 6. May be submitted as a Word document or PDF. We cannot accept scanned documents. 7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief	
Requesting Agency and CBTO: MNIT / Assistant Commissioner Zarina Baber	Project Name: MNIT Office of Transformation and Strategy Agency Technology Modernization Road-mapping
Project Sponsor: Zarina Baber Contact Info: zarina.baber@state.mn.us	
Budget Contact: Deborah Reynolds Contact Info: debi.reynolds@state.mn.us	
Problem or Opportunity: MNIT's current development/delivery frameworks are not conducive to enabling customer-centric business and products operating models. The frameworks in use today are built on antiquated project management methodologies utilizing outdated processes and project tools that risk the successful delivery of business and MNIT strategic objectives and customer outcomes.	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Brief Project Description:

This is a direct continuation of work done under ITS22.066.

Here's a high-level description of the work the Office of Transformation and Strategy Delivery will conduct:

This investment will support MNIT to implement a "Cost Neutral" approach to the investment in new Product Processes and Strategic Portfolio Management Tools to ensure the barrier of adoption, typically, agency budget constraints, is mitigated.

MNIT will continue to engage a professional services firm with expertise in best practices for success factors defined in the Technology Advisory Council modernization playbook recommendation to provide immediate capability, a State capacity-building plan, and toolkits for MNIT and State agencies. The Odyssey funds will help enable the State to deliver value more quickly and it will ensure that MNIT and our State agency business partners are developing effective business and IT solutions and maximizing the value of their IT project investments. Odyssey funds will also further the recommendations that bolster modernization outcomes through investments and activities that will do the following:

1) Improve project delivery by:

- a. Training project sponsors, key stakeholders, project managers, business analysts, and quality-assurance analysts to better clarify their roles and responsibilities, to inform project teams of project management policies and standards, and to share industry-accepted best practices.
- b. Formalizing organizational change management processes and growing this discipline to guide the transformation to an agile and results-focused organization.

2) Deliver measurably improved project tracking and executive reporting of leading indicators for improving decision support for agency and MNIT leadership. This would be done by:

- a. Providing MNIT executives and other key stakeholders with real-time access to project and portfolio management reporting to improve decision-making abilities,
- b. More fully controlling the Information Telecommunications Account funding program—based on Legislative Auditor findings, and
- c. Implementing an action plan to improve the identification and mitigation of project risks, and to ensure that IT project proposals include quantifiable performance and success criteria against a set of tangible and measurable business outcomes.

3) Strengthen oversight of enterprise-wide project portfolio management to ensure that:

- a. Key projects are regularly reviewed to head off potential risks as early as possible,
- b. Project-risk assessments and audits are more uniformly conducted, and that findings are addressed according to Minnesota statutory and other oversight body requirements,
- c. Project sponsors and project team members are working in an environment with clear project-management policies and standards, common project-management tools, and best practices consistent across agencies,
- d. Needed processes are in place to monitor and measure enterprise-wide compliance to State statutes and MNIT project-management policies and standards.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

4) Assess and verify delivered project benefits to:

- a. Ensure that projects are not started without clear benefit and success criteria as part of the overall project plan,
- b. Measure and monitor project progress against specified success criteria to ensure that projects are on target to deliver the promised benefits to stakeholders, and
- c. Validate project outcomes to accurately report on delivered benefits and missed opportunities.

5) These Odyssey funds also directly support the Governor’s One Minnesota Plan priority of focusing on customer experience—in this case, done through a Product Managed operating model.

- a. This model will advance customer-experience-focused work, as recommended by the Technology Advisory Council.

This request also includes an investment in software tools necessary to enable the modernization of and greater consistency in project and portfolio management practices across the Executive Branch. These include software to fulfill needs identified during a gap analysis assessment to help with business intelligence and analytics, requirements management, portfolio management and quality assurance.

High-level Project Objective:

The June 2020 BRC and January 2023 TAC reports recommend MNIT establish technology investment transparency to all stakeholders through real time access to project and portfolio health; and move from a Project mindset to a Product Managed operating model to enable the development and delivery of efficient and customer-centric products and services to Minnesotans. The goal is to enable the Product Management mindset for both IT and the Business. In addition, the new customer-centric Product Managed operating model will support and advance the objectives of One MN Plan’s Customer Experience priority.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Requested Information Specific to ITA Projects	
For an existing project? <input checked="" type="checkbox"/> If checked, project name? Ongoing work with of the Office of Transformation and the project-to-product teams and Planview implementation.	For an existing ITA project? Yes: <input checked="" type="checkbox"/> If checked, what is the ITA ID number? <div style="text-align: right; padding-right: 20px;">ITA22.066</div>

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 checked="" type="checkbox"/> Elevate Minnesota’s Digital Estate. Click here to enter text.
<input checked="" type="checkbox"/> Bolster Successful State Cybersecurity Efforts. Click here to enter text.

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.
<input type="checkbox"/> Children and Families. Click here to enter text.
<input type="checkbox"/> Thriving Communities, Housing, and Workforce. Click here to enter text.
<input type="checkbox"/> Healthy Minnesotans. Click here to enter text.
<input type="checkbox"/> Equity and Inclusion. Click here to enter text.
<input type="checkbox"/> Minnesota’s Environment. Click here to enter text.
<input checked="" type="checkbox"/> Fiscal Accountability, Customer Experience, and Measurable Results. Click here to enter text.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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>

FY2023 Requested 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	G6731123	G67TB21	Tax Bill Laws 2021 (DOR)	\$1.475M
1000	G6731123	G676200	Administration of State Taxes (DOR)	\$1.225M
1000	G4635105	G465005	Transformation Office	\$250,000

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
Estimated Budget (total expected project costs): \$2.95M (FY24 and FY25) Hardware: Click here to enter text. Software: \$527,000 Training: \$63,000 State Staff: \$310,000 Professional/Technical: \$2,050,000	
Estimated Start Date: 7/1/2023	Requested Finish Date: 6/30/2025 Reason for End Date: This is a long-term effort.

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"> • Engaging with the project-to-product transformation teams at agencies (PACE) • Developing templates, processes, and tools, such as project intake forms, business cases, project ranking tools, project governance charters, models for effective decision-making; • Delivering training and ongoing support for the above items; <ul style="list-style-type: none"> ○ Coaching and mentoring, as requested, and ○ Assistance with documenting actions and monitoring progress. • Implementing a new strategic PPM tool will enable MNIT and agencies to better plan portfolio-related work and will provide significant real-time data on projects and initiatives. 	
What are the project’s success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Number of personas created and interviewed.	Count of created personas.
Number of experienced/qualified enterprise product & Agile adoption resources.	Count of these resources.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Number of true agile teams stood up who meet the min standard (survey) to qualify as an agile team.	Count of agile teams stood up.
Number of agencies using Planview.	Count of agencies who have adopted Planview
Number of Planview users using the tool to manage project or submit monthly project information.	Count of the number of users.
Number of executive-level reports developed through the Planview tool or a data lake.	Count of reports developed and socialized.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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: Tu Tong Date: 4/17/2023</p>
<p>CBTO: Zarina Baber Date: 4/10/2023</p>
<p>Name of person with delegated authority to sign the interagency agreement: Click here to enter text.</p>

COMMENTS
<p>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.</p>
<p>Click here to enter text.</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each initiative request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each request must be reviewed and approved by the sponsor and CBTO. **Handwritten and DocuSign signatures are not required.**
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
7. Contact Karl Nilsson with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use this legislative session for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
 - IT-related project-to-product transformation and work to address a given product backlog,
 - business process and service delivery transformation enabled via technology changes,
 - costs associated with cybersecurity projects/products,
 - ongoing software licensing and support costs for a specific technology product,
 - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

Type of Odyssey Initiative

Requesting Agency and CBTO:

MNIT, Jon Eichten--Deputy Commissioner

Name of initiative:

MNIT organizational assessment by Gartner.

Initiative Sponsor: Deputy Commissioner Jon Eichten
Contact Info: Click here to enter text.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

Budget Contact: CFO Tu Tong Contact Info: Click here to enter text.
Type of initiative: <input type="checkbox"/> IT project <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input checked="" type="checkbox"/> Other (please describe) Strategic project to assess MNIT's strengths and its organizational structure.
Problem or Opportunity: In light of increased spending by agencies and anticipated increased demand for IT services, MNIT wants to ensure it is structured to deliver optimum and efficient services for the upcoming fiscal years.
Brief Initiative Description: Leveraging Gartner's Operating Model Framework as a foundation, Gartner proposes analyzing MNIT's current capabilities, along with how they are being orchestrated within the current IT organizational structure, and comparing that against leadership's IT strategic goals and objectives, as well as customer demand/needs of IT. Project work will involve Gartner's deep engagement with MNIT's key stakeholders.
High-level Objective: Specific objectives include: <ul style="list-style-type: none"> - Acquire IT leadership's strategic direction and IT customers' demands and priorities - Identify and assess the maturity of current IT capabilities and analyze MNIT's current organizational structure against leadership's strategic direction, customers' demand and best practices - Identify gaps in MNIT's operating model patterns, capabilities, and org structure and develop both immediate and long term recommendations for improvement and optimization - Develop prioritized transition roadmaps to enable IT to highlight starting points and interdependencies in implementing recommendations
Initiative Deliverable Categories: <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

<input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system <input checked="" type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input checked="" type="checkbox"/> Project-to-product transformation <input type="checkbox"/> Support for a product of service <input checked="" type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input type="checkbox"/> Accessibility
In which phase of the Modernization Playbook is this initiative? <input type="checkbox"/> Select <input type="checkbox"/> Plan <input type="checkbox"/> Do <input type="checkbox"/> Run <input checked="" type="checkbox"/> Not applicable
Has a detailed business case been developed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not applicable
Is this initiative fully funded by the Odyssey funds requested? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If not, has ongoing funding been identified? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input type="checkbox"/> If checked, initiative name? Click here to enter text.	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA22.014)? Click here to enter text.

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.
<input type="checkbox"/> Children and Families. Click here to enter text.
<input type="checkbox"/> Thriving Communities, Housing, and Workforce. Click here to enter text.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

- Healthy Minnesotans.** Click here to enter text.
- Equity and Inclusion.** Click here to enter text.
- Minnesota's Environment.** Click here to enter text.
- Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative 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.

Run, Grow and Transform (RTG)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- Run** – Initiative is to Operate and maintain (Keep the lights on)
- Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

Transform – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

FY2023 Requested 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	G4635101	G465000	State CIO – MNIT Services	525,000

Estimated Project Financials for the Entire Project or Initiative (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$525,000

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

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

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

State Staff: \$25,000

Professional/Technical: \$500,000

Estimated Start Date: 7/1/2023

Requested Finish Date: 3/31/2024

Reason for End Date: Length of the Gartner engagement.

Success Criteria

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

How will this initiative benefit the business? (ex. automates a manual process, reduces downtime) Click here to enter text.	
What are the initiative's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Gartner's report and recommendations on MNIT's organizational structure, including information on these operating components: 1) Ways of Working, 2) Decision Rights, 3) Performance and 4) Organizational Design	Comprehensive report and recommendations delivered to MNIT leadership, along with implementation strategies
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT ePMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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: Tu Tong Date: 5/25/2023
CBTO: Jon Eichten Date: 5/25/2023
Name of person with delegated authority to sign the interagency agreement: Click here to enter text.

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

COMMENTS
Click here to enter text.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each initiative request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each request must be reviewed and approved by the sponsor and CBTO. **Handwritten and DocuSign signatures are not required.**
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
7. Contact Karl Nilsson with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use this legislative session for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
 - IT-related project-to-product transformation and work to address a given product backlog,
 - business process and service delivery transformation enabled via technology changes,
 - costs associated with cybersecurity projects/products,
 - ongoing software licensing and support costs for a specific technology product,
 - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

Type of Odyssey Initiative

Requesting Agency and CBTO: Minnesota Judicial Branch	Name of initiative: EP302 – Digital Exhibit Management System
---	---

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

Initiative Sponsor: Carla Heyl Contact Info: Carla.heyl@courts.state.mn.us
Budget Contact: Dan Ostdiek Contact Info: dan.ostdiek@courts.state.mn.us
<p>Type of initiative:</p> <p><input checked="" type="checkbox"/> IT project</p> <p><input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog</p> <p><input type="checkbox"/> Business process and service delivery transformation enabled via technology changes</p> <p><input type="checkbox"/> Costs associated with cybersecurity projects/products</p> <p><input checked="" type="checkbox"/> Ongoing software licensing and support costs for a specific technology product</p> <p><input type="checkbox"/> Costs associated with participation in newly established enterprise services</p> <p><input type="checkbox"/> Other (please describe) Click here to enter text.</p>
<p>Problem or Opportunity: (ex. There is a burning need to take action because of these negative impacts resulting from the current state) To provide an application for users to submit, view and manage various means of documentation (video, audio and physical) exhibits.</p>
<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. This is a 4 year project.</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

<p>High-level Objective: (ex. To more efficiently store and retrieve data while adding process automation.) 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>Initiative 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 <input type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input type="checkbox"/> Project-to-product transformation <input type="checkbox"/> Support for a product of service <input type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input type="checkbox"/> Accessibility
<p>In which phase of the Modernization Playbook is this initiative?</p> <p><input type="checkbox"/> Select <input type="checkbox"/> Plan <input checked="" type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable</p>
<p>Has a detailed business case been developed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable</p>
<p>Is this initiative fully funded by the Odyssey funds requested? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>If not, has ongoing funding been identified? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

Requested Information Specific to ITA Projects or Initiatives	
<p>For an existing initiative? <input type="checkbox"/> If checked, initiative name? EP302 – Digital Exhibit Management System</p>	<p>For an existing ITA initiative? Yes: <input checked="" type="checkbox"/> If checked, what is the ITA ID number (ex. ITA22.014)? Click here to enter text.</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** Click here to enter text.
- Thriving Communities, Housing, and Workforce.** Click here to enter text.
- Healthy Minnesotans.** Click here to enter text.
- Equity and Inclusion.** Click here to enter text.
- Minnesota's Environment.** Click here to enter text.
- Fiscal Accountability, Customer Experience, and Measurable Results.** Customer Efficiency

Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative 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.

Run, Grow and Transform (RTG)

(Check all that apply)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- Run – Initiative is to Operate and maintain (Keep the lights on)
- Grow – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- Transform – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

FY2023 Requested 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	J3310000	J330DIS	Trail Courts	\$754,000

Estimated Project Financials for the Entire Project or Initiative (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$754,000 for software maintenance.

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

Software: Click here to enter text. Training: Click here to enter text. State Staff: Click here to enter text. Professional/Technical: Click here to enter text.	
Estimated Start Date: Click here to enter text.	Requested Finish Date: Click here to enter text. Reason for End Date: Click here to enter text.

Success Criteria	
How will this initiative benefit the business? (ex. automates a manual process, reduces downtime) Click here to enter text.	
What are the initiative’s success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT ePMO, it must be reviewed by your agency’s Executive Budget Officer (EBO).
<input type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency’s EBO.

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: Click here to enter text. Date: Click here to enter text.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project or Initiative Request

APPROVALS	
CBTO: Click here to enter text.	Date: Click here to enter text.
Name of person with delegated authority to sign the interagency agreement: Click here to enter text.	

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

- end of document -



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO. **Handwritten signatures are not required**, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Labor and Industry Tyrone Spratt

Prevailing Wage Modernization

Project Sponsor: Kristy Swanson Contact Info: Kristy.swanson@state.mn.us

Budget Contact: Jacob Gaub Contact Info: Jacob.gaub@state.mn.us

Problem or Opportunity: (ex. There is a burning need to take action because of these negative impacts resulting from the current state: one, two, three) The current information systems used by the Labor Standards Prevailing Wage unit, which was migrated from the previous MAPPER legacy systems, is not meeting the program needs and has outgrown its capacity and functionality. The division would like to have them replaced with a modernized system that can stand-alone yet share information where business functions intersect with other DLI units as well as various other State Agencies that utilize the data collected and certified wages in their processes.



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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.) This project is part of the Department of Labor and Industry (DLI) Modernization strategy for all system currently on the legacy Informix/Powerbuilder platform. This platform is being retired due to the limitations with current functionality as well as an ongoing inability to hire and retain resources to support the technology. The prevailing wage application is the only remaining production application that does not have a project underway to achieve modernization.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) Retire a legacy platform and increase efficiency in the collection of data and use of algorithms to calculate the prevailing wages required by law.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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)



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- 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.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** Minnesota's Prevailing Wage ensures that employees working on State Funded projects are being paid according to State law.
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** Promote equity in pay for employees who are working on State funded projects throughout Minnesota.
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** Modernization will provide timely and accurate reporting of the required prevailing wage and allow easier access by stakeholders to enter and retrieve the data.



Information and Telecommunications Account (ITA/Odyssey) FY2023 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 Requested 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	B4210000	B423300	Labor Standards Division	\$500,000



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
<p>Estimated Budget (total expected project costs): \$1,000,000.00</p> <p>Hardware: Click here to enter text.</p> <p>Software: \$500,000.00</p> <p>Training: Click here to enter text.</p> <p>State Staff: Click here to enter text.</p> <p>Professional/Technical: \$500,000.00</p>	
<p>Estimated Start Date: 07/01/2023</p>	<p>Requested Finish Date: 06/30/2026</p> <p>Reason for End Date: Start and end dates are dependent on procurement, MNIT resource availability and project sequencing within the PMO Portfolio Click here to enter text.</p>

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) Improves data collection process, stakeholder ability to report and retrieve information, and performs the complex calculations needed to identify the annual prevailing wage.</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>
Expanded batch entry process for stakeholders	95% of all information is provided electronically
Provide date specific certification online for stakeholders	No longer require DLI intervention to provide data request manually.
Reduce manual intervention and review of submitted wages, benefits and contracts	80% of submitted information correctly calculates all collected data to accurately certify the prevailing wage



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

REVIEW BY EXECUTIVE BUDGET OFFICER

Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).

Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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: Kristy Swanson DocuSigned by: Kristy Swanson **Date:** 4/1/2023 4/12/2023

CBTO: Tyronne Spratt DocuSigned by: Tyronne Spratt **Date:** 4/12/2023 Click here to enter text.

Name of person with delegated authority to sign the interagency agreement: Kristy Swanson 4/12/2023

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.

Click here to enter text.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO. **Handwritten signatures are not required**, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

MMB, G Bruce Yurich

Project Name:

Budget Systems Enhancements

Project Sponsor: Ahna Minge, State Budget Director Contact Info: ahna.minge@state.mn.us
Budget Contact: Ronika Rampadarat, CFO Contact Info: ronika.rampadarat@state.mn.us

Problem or Opportunity: The funding will address two budget systems' needs (1) Capital Budget System (CBS) - Portal outside of the State of Minnesota firewall for the over 200 local government CBS users to be able to access the system to enter and submit project requests for the capital budget process. Currently we are requesting IP addresses from local government users (employees) and MNIT is allowing these IP addresses through the State network firewall for them to access the system. The change will benefit MMB Budget staff, MNIT Central and SEMA4 Security staff, and local government entities that use the Capital Budget System. CBS users will be able to submit their project requests securely without the frustration of navigating an opaque multi-step process to access the State network. MMB Budget staff time will be freed up to assist local governments in preparing and

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

submitting their capital budget requests instead of helping them find their IP address and troubleshoot firewall access issues. MNIT security requirements will be met without manual intervention that poses undue administrative burden and possible security risks. (2) A separate budget system developed to support the executive branch legislative initiative (policy proposals) and pre-enrolled bill review process, which will address the technology needs necessary to support the work agencies, Governor’s Office and MMB do to support policy and budget development and management as required by M.S.16A. The executive branch legislative initiative review process is currently a labor intensive, manual process.

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.) Enhance current budget systems’ functionality and more efficient and effective budget processes.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) To automate processes for a streamlined budget development process and tracking.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 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 new local government data portal will streamline the process for local governments to access the capital budget system (CBS) for entering their capital budget requests. The new legislative initiative system will streamline a manual, labor intensive process for reviewing executive branch policy proposals and pre-enrolled bills.
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** Changing the method in which local governments access the capital budget system to enter their requests from allowing IP addresses through the State network firewall to a data portal with multifactor authentication.

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** The new local government data portal will streamline the process for local governments to access the capital budget system (CBS) for entering their capital budget requests. The new legislative initiative system will streamline a manual, labor intensive process for reviewing executive branch policy proposals and pre-enrolled bills.

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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- 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.

FY2023 Requested 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
		G100004	MMB	250,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$250,000

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: \$250,000

Estimated Start Date: 7/1/2023

Requested Finish Date: 6/30/2027

Reason for End Date: Potential competing priorities and available resources.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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)
Reduced time to manage users in CBS	Staff time tracking
Improved security using MFA for CBS	No security incidents involving the system
Reduced time and resources necessary to manage policy proposals.	Staff time tracking

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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: Ronika Rampadarat Date: 5/24/2023
CBTO: G Bruce Yurich Date: 5/24/2023
Name of person with delegated authority to sign the interagency agreement: Ronika Rampadarat

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.
Click here to enter text.



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

MMB G. Bruce Yurich

Project Name:

MMB Website Redesign and Replatform

Project Sponsor: Melissa Lam Young
Contact Info: Melissa.LamYoung@state.mn.us
Budget Contact: Ronika Rampadarat
Contact Info: Ronika.Rampadarat@state.mn.us

Problem or Opportunity: MMB's websites have aged and need significant redesign to meet the needs of State Agencies and Minnesotans. Over time, the sites and subsites have increased and expanded largely on an ad hoc basis, resulting in navigation challenges and difficulty for users in finding the information they need. The websites are also in need of replatforming to a newer technology that is easier to manage and can deliver more sophisticated tools and methods of content delivery.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Brief Project Description: This project would bring on staff augmentation resources with the necessary skills to design and build modern, functional, websites for MMB using future-focused tools that allow for next-generation content delivery.

High-level Project Objective: Redesign and replatform MMB's websites to prepare for future needs of website delivery and to better serve the State Agencies and the public.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.

FY2023 Requested 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
		G100004	MMB	250,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$250,000

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Professional/Technical: \$250,000	
Estimated Start Date: 7/1/2023	Requested Finish Date: 6/30/2027 Reason for End Date: Potential competing priorities of required resources.

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) <small>Click here to enter text.</small>	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Increased user satisfaction of website visitors	User satisfaction surveys
Reduced staff time required to manage the site	Staff time tracking
Ability to hire staff with skills to manage the website content platform	No vacant positions responsible for website management.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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: Ronika Rampadarat Date: 5/24/2023
CBTO: G Bruce Yurich Date: 5/24/2023

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

APPROVALS

Name of person with delegated authority to sign the interagency agreement: Ronika Rampadarat

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.

Click here to enter text.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

MMB / G Bruce Yurich

Project Name:

Statewide Manager's Information System

Project Sponsor: Britta Reitan
Contact Info: Britta.Reitan@state.mn.us
Budget Contact: Ronika Rampadarat
Contact Info: Ronika.Rampadarat@state.mn.us

Problem or Opportunity: State agencies do not have standardized tools to help them plan for and manage state financial, staff, and procurement resources. This results in each agency developing and managing their own tools or operating without tools altogether. Centralizing these types of tools will allow state agencies to focus on their core mission and have these types of tools available and managed by one central agency.

Brief Project Description: Research, procure, and implement scalable modules or tools to augment the State's ERP systems in the areas of human resources; financial management, planning, and

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

reporting; and procurement to help agencies manage and run their internal business operations more efficiently.

High-level Project Objective: Use the investments to provide much needed tools for State Agency leadership and managers to better manage and fiscally plan for their business operations that they are responsible and to create a better user experience.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [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/Odyssey) FY2023 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.

FY2023 Requested 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
TBD	TBD	B224900* As of April 19, this AppropID does not have this amount of funding available, but DEED expects to move additional funding into the AppropID once end-of-year financial reconciliation work is completed.	DEED	1,000,000
		G676400	Revenue	1,500,000
		G100004	MMB	1,000,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): 3,500,000

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Software: 1,200,000 Training: 50,000 State Staff: 500,000 Professional/Technical: 1,750,000	
Estimated Start Date: 7/1/2023	Requested Finish Date: 6/30/2027 Reason for End Date: Multiple initiatives are involved in this project work so the maximum time available for ITA funds will be necessary to complete.

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)
Reduced time to request, approve, and process HR and Fiscal transactions	Agencies see improvements in operational efficiencies in HR and fiscal management of state resources
Increased employee satisfaction and usability of fiscal and HR reporting by agency managers	User satisfaction surveys measure improvements in usability of reporting and planning tools
Number of agencies running separate planning systems is reduced	Count of separate systems at agencies for these purposes is reduced
Greater compliance with state law, process, and procedures	Number of fiscal and HR operational compliance issues by agencies is reduced

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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: Ronika R. Rampadarat

Date: 04/20/23

CBTO: Bruce Yurich

Date: 4/19/2023

Name of person with delegated authority to sign the interagency agreement: [Click here to enter text.](#)

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.

[Click here to enter text.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

MN State Academies; Kimberly Maturo-Hilt

Project Name:

IT Switch Closet Move

Project Sponsor: Amber Miller
Contact Info: amber.miller@msa.state.mn.us
Budget Contact: Amber Miller
Contact Info: amber.miller@msa.state.mn.us

Problem or Opportunity: There is a network rack in the student computer lab that contains 2 switches, patch panel and fiber. We would like to move this large rack to the room next door to the computer lab which is the server room where the other Network rack is. This other room is cooled as well, the current location in the computer lab is causing unnecessary heat, noise for the students who use this computer lab for learning.

Brief Project Description: There is a network rack in the student computer lab that contains 2 switches, patch panel and fiber. We would like to move this large rack to the room next door to the computer lab which is the server room where the other Network rack is. This other room is cooled as

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

well, the current location in the computer lab is causing unnecessary heat and noise for the students who use this computer lab for learning. We would need to add extensions to the fiber, as well as Cat Cables by installing a Hub in a smaller wall mounted cabinet as well as running new cable and fiber to the new location next room over through a drop-down ceiling. These funds are available for Odyssey due to vacant staffing positions/salary savings. These positions been posted but not filled due to lack of applicants this year. They will be posted again next fiscal year.

High-level Project Objective: Secure Network Rack in cooled, Secure, Technology area.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** Placing Network equipment in a secure location
Lowers the risk of Security incidents to our network.

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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 Requested 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	E4431510	E447103	MSA Fiscal Services	50,000.00

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): 50,000 (still in planning phase so not sure how the breakdown will be)

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Professional/Technical: Click here to enter text.	
Estimated Start Date: 12/22/23	Requested Finish Date: TBD Reason for End Date: TBD

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Reduced Heat, Noise, to the students who use the computer lab, as well protects the states network equipment from Individuals/ heat.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Secure network equipment	Visually be able to inspect that server hardware is in new location (nothing remains in old space)
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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: Amber Miller Date: April 20, 2023
CBTO: Kimberly A Maturo-Hilt Date: 21 April 2023

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

APPROVALS

Name of person with delegated authority to sign the interagency agreement: Amber Miller

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.

This switch rack is located in our MSAB computer lab and our visually impaired students and teacher that use this classroom have a high sensitivity to noise levels and this rack at times can be so noisy that the students and teacher are unable to focus and concentrate. The heat level that this rack produces also cause issues to the classroom temperature and the fans that are brought in to cool it become a distraction and disrupt their learning experience.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

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
Budget Contact: Linda Kelly

Contact Info: linda.kelly@state.mn.us

Problem or Opportunity: Upgrade and replace outdated technology with a newer COTS system to provide a better end-user experience and improve security.

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

entities who issue licenses. This request is to secure funds for MNIT project management and business analyst needs for the planning and RFP, development, and implementation phases of an anticipated three (4) year project effort. The ELS system supports recreation vehicle registrations and the funds identified to support this request come from recreational vehicle registrations. Therefore, these funds are appropriately supporting this multi-year project.

High-level Project Objective: To leverage MNIT expertise in project management and business analysis skills to implement a modernized ELS solution with a selected vendor, 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.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

Requested Information Specific to ITA Projects

For an existing project? If checked, project name?
Electronic Licensing System (ELS)

For an existing ITA project? Yes: If checked, what is the ITA ID number?
ITA22.024

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

☒ **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.

☒ **Fortify the Value and Delivery of Projects and Initiatives.** There will be a minimum of three (3) project managers for this effort with three (3) business analysts. Staff assigned will engage their expertise, talents, and best management practices to deliver a product Minnesotans come to expect.

☒ **Promote People-centered Digital Government Services.** DNR has developed a stakeholder engagement plan that includes 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.

☒ **Elevate Minnesota's Digital Estate.** An RFP was issued in May 2021, we are in the process of selecting the vendor for contract signoff in the spring of 2023. We will 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.

☒ **Bolster Successful State Cybersecurity Efforts.** Recommendations by the Technology Advisory 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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** Modernizing the ELS positively affect children and families by providing them the resources and opportunities to learn and engage in natural resource and outdoor recreation opportunities.
- Thriving Communities, Housing, and Workforce.** Click here to enter text.
- Healthy Minnesotans.** Click here to enter text.
- Equity and Inclusion.** This supports all Minnesotans with opportunities to learn and engage in natural resource and outdoor recreation opportunities.
- Minnesota's Environment.** Click here to enter text.
- Fiscal Accountability, Customer Experience, and Measurable Results.** A modernized ELS provides an enhanced customer experience where users can easily buy licenses online, from a license agent or deputy registrar; easily register harvested animals; easily register for skills training; DNR staff can access information for enforcement and management purposes; business processes are improved for agents, registrars, and DNR staff.

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/Odyssey) FY2023 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.

FY2023 Requested 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
2100	R2910000	R296001	FAW Fish Management WRA	\$300,000
2102	R2910000	R297003	ENF ATV	\$150,000
2104	R2910000	R297005	ENF ORV	\$150,000
2107	R2910000	R294009	PAT State Park Oper Lottery (PO 3-226401)	\$100,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$2,978,410 4 years

Hardware: \$0 (no upfront development costs)

Software: \$300,000 for upfront development costs for Enforcement mobile app

Training: \$0 (no upfront development costs)

State Staff: \$1,384,810 (2 MNIT) over 4 years via MNIT DNR Professional Service Rates

Professional/Technical: \$1,293,600 – 3 contract staff for 2 years

Estimated Start Date: April 16, 2021

Requested Finish Date: June 30, 2025

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

	Reason for End Date: Est. Go-live March 1, 2025
--	--

Success Criteria	
How will this project benefit the business? The partnership between MNIT and DNR results in a unified and collaborative effort that benefits both agencies.	
What are the project's success metrics?	How Measured?
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

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

APPROVALS	
<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: 4/11/2023
CBTO: Jenna Covey	Date: 4/11/2023
Name of person with delegated authority to sign the interagency agreement: Click here to enter text.	

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.
Click here to enter text.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document
<ol style="list-style-type: none"> 1. Please be sure to complete all fields to the best of your knowledge. 2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO. 3. Each project request must be reviewed and approved by the project sponsor and CBTO. Handwritten signatures are not required, which supports an all-electronic format. 4. Please spell out acronyms on first reference. 5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us. 6. May be submitted as a Word document or PDF. We cannot accept scanned documents. 7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

Project Brief		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Requesting Agency and CBTO: Department of Natural Resources – Jenna Covey</td> <td style="width: 50%; padding: 5px;">Project Name: NextGen Forestry Management System</td> </tr> </table>	Requesting Agency and CBTO: Department of Natural Resources – Jenna Covey	Project Name: NextGen Forestry Management System
Requesting Agency and CBTO: Department of Natural Resources – Jenna Covey	Project Name: NextGen Forestry Management System	
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Project Sponsor: Patty Thielen</td> <td style="width: 50%; padding: 5px;">Contact Info: patty.thielen@state.mn.us</td> </tr> </table>	Project Sponsor: Patty Thielen	Contact Info: patty.thielen@state.mn.us
Project Sponsor: Patty Thielen	Contact Info: patty.thielen@state.mn.us	
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Budget Contact: Samantha Grover</td> <td style="width: 50%; padding: 5px;">Contact Info: samantha.grover@state.mn.us</td> </tr> </table>	Budget Contact: Samantha Grover	Contact Info: samantha.grover@state.mn.us
Budget Contact: Samantha Grover	Contact Info: samantha.grover@state.mn.us	
<p>Problem or Opportunity:</p> <p>A modern forestry management system will:</p> <ul style="list-style-type: none"> • Reduce data capture time and the need to rekey data by using mobile devices. In addition, it will increase the accuracy of captured data • Standardize appraisal methods across all Forestry Areas • Allow Forestry to monitor and increase timber appraisal accuracy over time and develop better growth and yield models • Provide faster access to information across multiple programs to make better management decisions using queries, dashboards, and reports • Provide more statistically accurate inventory data through better modelling and use of PBI integrated data to other DNR divisions • Allow the ability to capture, track and report, annual accomplishments for the inventory, appraisal, and planning programs • Allow Forestry to retire four aging systems that are close to end of life and are no longer be supported by the vendor 		
Brief Project Description:		

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

In 2017, Forestry received 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 new system, 4Trees, will replace the division's forest Inventory, Planning, Timber Appraisal, Silviculture, Invasives, and Road management software with an integrated system enabled by mobile device use for capturing field data. The project is broken down into eight modules. The Inventory module and the Mobile application for Mobile Observations have been implemented and are being used by Forestry staff. The development phase is underway for Inventory mobile apps and the Planning and Appraisal modules. The funds identified to support this project come from the Forestry Management Investment Account (FMIA) which supports forestry management. This multi-phase modernization effort requires additional funding to support the remaining module of development.

High-level Project Objective:

To manage Minnesota forests more effectively for the purposes of economic, conservation, and recreational uses by:

- modernizing aging, soon to be obsolete Forest Management Systems
- increasing operational efficiency
- improving data accuracy
- providing an integrated view of forestry activities by standardizing data capture activities using mobile devices
- improving statistical accuracy of captured data, and
- creating a single integrated database and dashboards to monitor key performance objectives.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

Requested Information Specific to ITA Projects

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

For an existing project? <input checked="" type="checkbox"/> If checked, project name? NextGen Forestry Management System	For an existing ITA project? Yes: <input checked="" type="checkbox"/> If checked, what is the ITA ID number? ITA22-027
--	---

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** Click here to enter text.
- Thriving Communities, Housing, and Workforce.** Forest management is an important part of Minnesota's economy. Forest industry is the 5th largest manufacturing sector in Minnesota by payroll employment. These are particularly important jobs in rural Minnesota that support small communities across the forested portion of the state. 4TREES will enable more efficient and effective forest management that will support current industry and attract new businesses.
- Healthy Minnesotans.** Click here to enter text.
- Equity and Inclusion.** Click here to enter text.
- Minnesota's Environment.** 4Trees will enable more effective forest management and forest sustainability. In addition, working together with other DNR divisions including Fish and Wildlife along with Ecological and Water Resources facilities consideration of other natural resources.
- Fiscal Accountability, Customer Experience, and Measurable Results.** Use of mobile data collection will increase efficiency by automating the capture and use of the data that allows the Forestry division to make better forest management decisions.

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/Odyssey) FY2023 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.

FY2023 Requested 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
2113	R2933799	R2930001	FOR Forest Mgmt Investment Act	1,300,000 (pending review)

CAVEAT: We anticipate that as we learn more about the available money in our transfer account, these figures may change

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$10,800,000

Hardware: \$900,000

Software: \$600,000

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Training: NA State Staff: \$5,700,000 Professional/Technical: \$3,600,000	
Estimated Start Date: July 1, 2023	Requested Finish Date: June 30, 2027 Reason for End Date: Completion of Project

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)
Forester use of mobile devices	95% field use by field foresters
Reduce data capture time, rekeying of data, and accuracy of captured data	Compare time to capture data with paper green sheets, re-enter it, and review for errors to new process using mobile devices
Standardization of Appraisal methods	Reduce the number of appraisal methods by 50%
Increase timber appraisal accuracy by 25%	Monitor the 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 to gather data for reporting by utilizing new dashboards
Business process consistency	Reduction in methods to create contracts and associated PO's

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

REVIEW BY EXECUTIVE BUDGET OFFICER
<p>Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).</p>
<p><input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.</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: Mary Robison Date: 4/10/23</p>
<p>CBTO: Jenna Covey Date: 4/3/2023</p>
<p>Name of person with delegated authority to sign the interagency agreement: Click here to enter text.</p>

COMMENTS
<p>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.</p>
<p>Completed project phases include RFP Creation, Vendor Evaluation/Selection, Contract Negotiation, Situation Assessment, Detailed Design, and Project Risk Assessment. Development and implementation of the Inventory module and the MOR mobile application occurred in July 2022. Development continues for Inventory mobile apps and implementation is scheduled for summer 2023. Development is underway on the Planning and Appraisal modules. Future development of the Silviculture, Invasives and Roads modules will complete the project.</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Jenna Covey, MNIT Partnering with DNR

Project Name:

Park Reservation/Point of Sale System
RFP/Implementation

Project Sponsor: Ann Pierce

Ann.Pierce@state.mn.us, 651-259-5605

Contact Info: Director, Division of Parks and Trails,
Budget Contact: Linda Erickson-Eastwood

eastwood@state.mn.us, 651-259-5589

Contact Info: linda.erickson-

Problem or Opportunity: The Parks and Trails Reservation and Point-of-Sale (RES/POS) project is an effort to upgrade the existing platform to the latest technical capabilities and improve the customer experience. The vision for the project is to provide a State Park reservation and retail system which allows visitors to easily find and book accommodations while fostering a welcoming and inclusive travel experience and provides staff the tools to ensure that our customers have an unforgettable experience.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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. Implementation of this 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 Phase 2 to procure a vendor contract. We will then move to Phase 3 to implement an improved State Park Reservation and Point of Sale (POS) system. The funding identified for this effort is from the State Parks account, which is dedicated funding to support park operations.

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.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

Requested Information Specific to ITA Projects

For an existing project? If checked, project name?
Parks and Trails Reservation & Point-of-Sale System Enhancement

For an existing ITA project? Yes: If checked, what is the ITA ID number?
ITA22.030

MNIT Strategic Goals Supported and How They are Supported

(check all that apply)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- 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.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Children and Families.** The system opens opportunities for families to access state parks, trails, and programs.
- Thriving Communities, Housing, and Workforce.** Click here to enter text.
- Healthy Minnesotans.** The system is a key tool that provides access to enrich public outdoor recreational opportunities.
- Equity and Inclusion.** The system enhances the ability to promote information about accessible DNR managed spaces and opening the outdoors to all people.
- Minnesota's Environment.** The system is a tool that helps facilitate public access to Minnesota's great outdoors.
- Fiscal Accountability, Customer Experience, and Measurable Results.** The system includes adherence to State accounting guidelines, promotes advancements in tool experience and includes reports for monitoring park use and finding improvement opportunities.

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/Odyssey) FY2023 Project Request

FY2023 Requested 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
2106	R2934791	R294007	State Parks Account – Parks and Trails Management SPA	\$150,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
<p>Estimated Budget (total expected project costs): \$150,000 (not the total cost of project)</p> <p>Hardware: : It is anticipated that there will be no hardware costs</p> <p>Software: \$0.00</p> <p>Training: \$0.00</p> <p>State Staff: \$765,500 via MNIT Professional Services rates</p> <p>Professional/Technical: Click here to enter text.</p>	
<p>Estimated Start Date: July 1, 2023</p>	<p>Requested Finish Date: June 30, 2025</p> <p>Reason for End Date: Anticipated implementation completion date</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) 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.

REVIEW BY EXECUTIVE BUDGET OFFICER
<p>Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).</p>
<p><input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.</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: Mary Robison Date: 4/11/23</p>
<p>CBTO: Jenna Covey Date: 3/30/2023</p>
<p>Name of person with delegated authority to sign the interagency agreement: Linda Erickson-Eastwood</p>
<p> </p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.

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.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

MN DNR – Jenna Covey

Project Name:

State Forest Nursery Sales and Inventory Mgmt

Project Sponsor: Doug Tillma
Contact Info: 651-259-5278 / doug.tillma@state.mn.us
Budget Contact: Samantha Grover **Contact Info: 651-259-5254 / Samantha.grover@state.mn.us**

Problem or Opportunity: Due to the absence of an integrated point of sale and inventory management solution, the current demands on Nursery staff outweigh their ability to support the needs of their customers. These challenges are soon to be compounded given the recent legislative interest in increasing seedling production from 3-5 million seedlings per year to 8-10 million. The Nursery needs an end-to-end system to handle this increase in production and sales.

Brief Project Description: The purpose of this project is to implement solutions required to establish an end-to-end point of sale and inventory management system scaled to meet the needs of the State Forestry Nursery. The funds are available for Odyssey due to a one-time appropriation that was

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

budgeted for state nursery capacity building. As part of that effort, an IT modernization effort was scoped, however the IT project will not be completed before the appropriation expires.

High-level Project Objective: To serve the State Forest Nursery customers more efficiently with an integrated point of sale and inventory management system that will automate several of the Nursery's processes and allow customers to place and pay for their orders online. This will provide more efficient processing of seedling orders and payments as well as improving the process of fulfilling the seedling orders. The automation and resulting efficiencies will provide higher customer satisfaction with the process and will minimize, if not eliminate, the need for supplemental staff to assist the nursery in processing orders and payments during the busy part of the ordering season.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Promote People-centered Digital Government Services.** The new system will allow customers real-time visibility of available inventory for planning their orders, the ability to place and modify orders online and pay online, and visibility of their submitted orders and relevant order information such as anticipated shipping or pick-up dates.
- Elevate Minnesota's Digital Estate.** The new system will provide accurate analytics for trending abilities to make more informed decisions on Nursery Operations in the future.
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** Will promote the increase of seedling sales to help reforest areas of Minnesota.
- Fiscal Accountability, Customer Experience, and Measurable Results.** Will increase financial reporting accuracy and will provide an efficient and easy to use process for placing orders for private customers.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.

FY2024 Requested 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	R2933739	R293056	FOR Accelerated Tree Planting	\$300,000

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
Estimated Budget (total expected project costs): \$937,000 Hardware: Click here to enter text. Software: \$425,000 Training: Included in Software estimate State Staff: Click here to enter text. Professional/Technical: \$512,000	
Estimated Start Date: 07/01/2023	Requested Finish Date: 08/2/2024 Reason for End Date: Click here to enter text.

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) This project will automate several manual processes, provide a consistent and secure method for customers to place and pay for seedling orders, and improve reporting and planning processes within the State Forest Nursery.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Reduce duplicate and manual entry of orders from private customers by 90%.	Compare post-implementation orders to the FY23 baseline using the "created by" field to determine who entered the order.
Reduce manual processing of seedling order payments by 90%.	Compare post-implementation orders to the FY23 baseline using the payment method to determine the method used to pay for the order (credit card, eCheck, paper check, invoice, etc.)
Click here to enter text.	Click here to enter text.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

REVIEW BY EXECUTIVE BUDGET OFFICER

Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).

- Yes, FY2024 transfer amount information has been reviewed by our agency's EBO.

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: 4/11/2023

CBTO: Jenna Covey

Date: 4/4/2023

Name of person with delegated authority to sign the interagency agreement: [Click here to enter text.](#)

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.

[Click here to enter text.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Department of Natural Resources, Jenna Covey

Project Name:

Water Monitoring and Surveys Web Enhancements

Project Sponsor: Jeremy Rivord
Contact Info: jeremy.rivord@state.mn.us
Budget Contact: Jason Moeckel
Contact Info: jason.moeckel@state.mn.us
Problem or Opportunity:

Web applications developed by the Department of Natural Resources (DNR) to support the presentation and delivery of surface water, groundwater, and climate data were developed independently over time and differ in their style and functionality. This project intends to update the applications together so customers will have a similar experience interacting with each one. It will also increase data availability, add user-requested functionality, and ensure each application is built on supported software architectures.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Brief Project Description: The DNR Water Monitoring and Surveys unit (WMS) of the Division of Ecological and Water Resources (EWR) manages multiple, public-facing web applications and associated databases that serve surface water, groundwater, water quality, soil temperature, and climate data collected by State, Federal, and local partners. The applications include: [Cooperative Stream Gaging](#), [Cooperative Groundwater Monitoring](#), [Ecological and Water Resources Mesonet](#), and water levels on DNR [LakeFinder](#). These web applications were developed at different times and on different underlying software architectures. They provide varying functionality and user interfaces and do not provide a common experience for the customer. This project will ensure all applications are built on the same software architecture that meets current security and accessibility standards. This project will enable the delivery of data not currently available to external partners and the public, including data identified in inter-agency agreements and statutory requirements for climate data. Increasing data availability and expanding self-service options will reduce staff time spent responding to basic data requests. Other enhancements will improve data visualization, mapping tools, and data summary reports to allow greater access to data and improve the end-user experience. This project will address growing customer demand for additional data and tools that provide them with the functionality they've come to expect on other modern commercial and government websites. Standardizing the applications on a common architecture will enable DNR to respond to our customers (public, external partners, The State Legislature) more efficiently while allowing our technical staff to apply any change consistently across all WMS applications. The funds identified for this proposal are appropriated for water management purposes. The funding expires at the end of this fiscal year (FY23).

High-level Project Objective: To provide access to hydrologic and climatic monitoring data for the public and project partners on a modern and secure web platform as specified in statute and inter-agency agreements.

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

Modernization Playbook

In which phase of the [Modernization Playbook](#) is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

Information and Telecommunications Account (ITA/Odyssey) FY2023 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. The enhancements proposed in this project will contribute to increased collaboration and cooperation with multiple state agencies that collaborate with DNR, including Minnesota Pollution Control Agency and Minnesota Department of Agriculture. Other enhancements will develop technologies that will assist state water planners, natural resource professionals, and climatologists with data interpretation and visualization for regulatory and conservation efforts.</p> <p><input checked="" type="checkbox"/> Fortify the Value and Delivery of Projects and Initiatives. These web enhancements will further connect the various hydrologic monitoring efforts across the state into a cohesive source for hydrologic data-driven decision-making. The project will also better demonstrate work and results to our partners which can help to foster trust and accountability to the projects that DNR manages.</p> <p><input checked="" type="checkbox"/> Promote People-centered Digital Government Services. This project is aimed at making the end-user experience much more efficient and accessible to the users.</p> <p><input checked="" type="checkbox"/> Elevate Minnesota's Digital Estate. This project will improve collaboration, data sharing, and data analysis between our project partners of MPCA and MDA</p> <p><input type="checkbox"/> Bolster Successful State Cybersecurity Efforts. Enhancements in this project include aligning web applications on a common framework built on a secure and supported platform.</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** Click here to enter text.
- Thriving Communities, Housing, and Workforce.** Click here to enter text.
- Healthy Minnesotans.** Click here to enter text.
- Equity and Inclusion.** Click here to enter text.
- Minnesota's Environment.** Enabling and improving the delivery of water resources and climate data will enable natural resources professionals to use those data to inform decision makers in developing policies and best practices for protecting and enriching Minnesota's environment.
- Fiscal Accountability, Customer Experience, and Measurable Results.** Modernizing the WMS web applications will greatly improve customer experience by improving self-service data options, adding content to available data stores, and upgrade and enhance the user interface design to develop a cohesive and understandable experience. Results will be measurable by the additional content availability and reduced staff time responding to data requests.

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/Odyssey) FY2023 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.

FY2023 Requested 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	R2932730	R292015	EWR Water Monitoring General NEW	\$300,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$300,000

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: \$300,000

Estimated Start Date: 7/1/23

Requested Finish Date: 6/30/2027

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

	Reason for End Date: End of term for Odyssey funds.
--	--

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) This project will consolidate several different websites into one application that can provide all available hydrologic data collected by DNR EWR through a modern web application on supported architecture.</p>	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
All data that is collected by the Water Monitoring and Surveys unit is delivered cohesively over one website	Total number of monitoring stations on the website
Climate mesonet station data are publicly available	Total number of climate monitoring stations on the website
Monitoring partners are able to deliver their data over the website	Agency ability to review, approve, and deliver partner data
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

APPROVALS	
Agency CFO: Mary Robison	Date: 4/11//2023
CBTO: Jenna Covey	Date: 4/5/2023
Name of person with delegated authority to sign the interagency agreement: Click here to enter text.	

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.
Click here to enter text.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Office of Higher Education – Brenda Gabriel

Project Name:

OHE Technology Modernization

Project Sponsor: Thomas Sanford
Contact Info: thomas.sanford@state.mn.us
Budget Contact: Poa Yang
Contact Info: Poawit.yang@state.mn.us

Problem or Opportunity: OHE has numerous programs that are running on outdated technology or excel sheets. The opportunity is to modernization projects/programs into modern technologies and service delivery of the new technology solutions and existing IT platforms/tools.

Brief Project Description: This project represents the continued modernization of multiple platforms, systems, and applications used by OHE to run its core business functions. OHE has numerous programs that are running on outdated technology or excel sheets. Over the past few years, OHE has been significantly and strategically investing in modernizing its core delivery systems. Unfortunately, because OHE has so many needs, the agency is not able to get all the projects started during the

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

same biennial windows. This project continues this previous work and spans multiple divisions across the agency: including both financial aid divisions, the grants division, financial services, communications, audit, research, and licensing & registration. The scope of the modernization project includes, but is not limited to:

- A new grant management solution that handles grants from RFP through end state monitoring and reconciliation.
- Additional expansion of the new Licensing & Registration system to incorporate registered schools, online payments, reconciliation, and reporting.
- Additional programs being added to MNAid (OHE new Financial Aid administration system). Each new program added requires new customization.
- New accessible and secure web platform that will expand 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.

The request will also be used for service delivery of OHE's new technologies/platforms/tools, and OHE's existing technologies/platforms/tools.

High-level Project Objective: To more efficiently store and retrieve data while adding process automation. To provide a comprehensive tool for grants management and reporting. To add additional programs new applications/systems to a modern solution. To provide an accessible, modern website.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

Requested Information Specific to ITA Projects

For an existing project? If checked, project name?

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

	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.** OHE has been significantly and strategically investing in modernizing its core delivery systems. These projects will allow OHE to continue to modernize its core delivery systems.
- Promote People-centered Digital Government Services.** [Click here to enter text.](#)
- Elevate Minnesota's Digital Estate.** A new accessible and secure web platform that will expand 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.
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Healthy Minnesotans.** Click here to enter text.
- Equity and Inclusion.** Click here to enter text.
- Minnesota's Environment.** Click here to enter text.
- Fiscal Accountability, Customer Experience, and Measurable Results.** 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.

FY2023 Requested 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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	E6031000	E601000	Agency Administration GEN	\$1,365,000
1000	E6031735	E601735	ALS Research	\$300,000
1000	E6031418	E601417	SAEP Admin	\$3,400
1000	E6031432	E601431	Student Teachers in Shortage Area Admin	\$6,900
1000	E6031710	E601727	Grants to Underrepresented Student Teacher Admin	\$16,000
1000	E6031733	E601733	Fostering Independence Grant Admin	\$109,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): 2,000,000.00

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

Software: \$819,000

Training: \$100,000

State Staff: \$300,000

Professional/Technical: \$781,000

Estimated Start Date: 8/1/2023

Requested Finish Date: 12/31/2027

Reason for End Date: Need to gather requirements, need an RFP, need to research and identify products.

Success Criteria

How will this project benefit the business? (ex. automates a manual process, reduces downtime)

These projects help to automate manual processes, streamline data collection and reporting, reduce staff workload and provide supportable infrastructure.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Solution built, additional functionality, reduce spreadsheets	Solution implemented and tested
New website designed and built	Solution implemented, tested, metrics are being gathered regarding usage, feedback collected

REVIEW BY EXECUTIVE BUDGET OFFICER

Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).

Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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: Poawit Yang

Date: 05/22/2023

CBTO: Brenda Gabriel

Date: 05/22/2023

Name of person with delegated authority to sign the interagency agreement: Poawit Yang

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.

[Click here to enter text.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Office of Higher Education (OHE) – Brenda Gabriel

Project Name:

P20W Infrastructure and training upgrade

Project Sponsor: Nora Morris
Contact Info: Nora.Morris@state.mn.us
Budget Contact: Poawit Yang
Contact Info: Poawit.yang@state.mn.us

Problem or Opportunity: This IT project entails upgrading the P20W (SLEDS) infrastructure and reporting layers. 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 and reports when engaging schools, colleges, and community organizations.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Brief Project Description: This project will modernize the reporting infrastructure used by P20 to run its core functions. This project builds upon our cloud migration work and impacts all P20 public and secure reporting.

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 (in the cloud). These Odyssey funds would be a dedicated funding source for this project to support the P20W System storage and reporting needs and extend its life and productivity.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.

FY2023 Requested 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	E6031606	E601606	Statewide Longitudinal Data	\$185,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$185,000

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

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

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

State Staff: \$50,000



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Professional/Technical: \$135,000	
Estimated Start Date: 12/1/23	Requested Finish Date: 12/31/2026 Reason for End Date: Need to gather requirement, research and identify solution

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)
Solution built and implemented	Solution implemented, tested and online
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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: 04/17/2023
CBTO: <i>Brenda Gabriel</i>	Date: 4/17/2023
Name of person with delegated authority to sign the interagency agreement: Poawit Yang	

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.
Click here to enter text.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Office of Ombudsman for Mental Health and Developmental Disabilities.

Tim Ogg, CBTO.

Project Name:

Case Management System Improvements

Project Sponsor: Lisa Harrison-Hadler, Deputy Ombudsman

Contact Info: lisa.harrison-hadler@state.mn.us; 651-757-1809

Budget Contact: Lisa Harrison-Hadler
651-757-1809

Contact Info: lisa.harrison-hadler@state.mn.us;

Problem or Opportunity: OMHDD's current case management system possesses numerous data entry inefficiencies and duplication. Moreover, the current system has limited data reporting capacity. Additions and customization to the system require lengthy and expensive work being completed by the vendor, creating challenges to identify and track new or emerging trends in real time. Given the critical nature of our work and its impact to the health, safety, and well-being of our clients, OMHDD needs

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

improved data reporting and customization capacity to support timely recommendations for service system improvements.

Brief Project Description:

This project is part of an upgrade plan to address the limitations of OMHDD's current case management system. The project will result in increased reporting capacity and timeliness, improving data entry efficiency by streamlining the data entry process and removing duplication, and maximizing accessibility. OMHDD department supervisors will participate in the planning, development, and deployment phases of the project to ensure the improvements meet all agency needs as envisioned. Funds are available largely due to position vacancies over the course of the biennium.

High-level Project Objective: Improve case management system functionality to better meet the needs of OMHDD staff, clients, and stakeholders

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- 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.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** Improvements to case management system will better equip OMHDD staff delivering services that protect and promote the health and wellness of our clients with disabilities.
- Equity and Inclusion.** Improvements that maximize accessibility for users with disabilities are critical components of equity and inclusion
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** Improved data reporting capacity will allow OMHDD to better represent measurable results, identify and monitor trends, and inform agency recommendations for service system improvements.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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 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 Requested 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	H9G30000	H9G0000	Operations	\$200,000

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
Estimated Budget (total expected project costs): \$200,000 Hardware: Click here to enter text. Software: \$200,000 Training: Click here to enter text. State Staff: Click here to enter text. Professional/Technical: Click here to enter text.	
Estimated Start Date: 07/17/2023	Requested Finish Date: 6/30/2025 Reason for End Date: Click here to enter text.

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Increased data reporting capacity, reduce inefficiencies in data entry, and maximize accessibility	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Improve data reporting capacity	Increased ability to aggregate and report data collected
Reduce data entry inefficiencies and duplication	Administrative time to enter cases into the system will be reduced
Maximize accessibility	System will not only meet minimum accessibility requirements but maximize accessibility for all users.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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: 4/17/2023

CBTO: Tim Ogg

Date: 4/17/2023

Name of person with delegated authority to sign the interagency agreement: Lisa Harrison-Hadler

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.

[Click here to enter text.](#)

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO: Office of Ombudsperson for American Indian Families (OAIF)	Project Name: OAIF Modernization
Project Sponsor: Jill Esch Contact Info: MS Teams	
Budget Contact: Jill Esch Contact Info: MS Teams	
Problem or Opportunity: OAIF is a very new organization with a limited budget and limited technology solutions in place. We would like to explore finding some IT solutions that will help manage our case loads and improve connectivity with our communities and stakeholders.	
Brief Project Description: OAIF will explore technology improvements for our operations, including upgrading our conference-room connectivity and implementing a much-needed case-management system. We may have to engage a consultant to guide us on the best path forward, given our limited budget. The conference-room upgrade would possibly include engaging an A/V professional to	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

implement hardware and software to complete the upgrade. We may also need to engage a consultant to help us determine the best case-management system for our needs and budget.

High-level Project Objective: To improve OAIF operations and connectivity through executing a case-management solution project and a conference-room technology project, which may include consultative services and some hardware and software implementations. More detail about the case management system: 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:

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

Modernization Playbook
<p>In which phase of the Modernization Playbook is this project?</p> <p><input checked="" type="checkbox"/> Select <input type="checkbox"/> Plan <input type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable</p>
<p>Has a detailed business case been developed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not applicable</p>
<p>Is this project fully funded by the Odyssey funds requested? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If not, has ongoing funding been identified? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

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

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/Odyssey) FY2023 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.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.

FY2023 Requested 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	G9330000	G931111	Operations	\$50,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$50,000

Hardware: \$10,000

Software: \$30,000

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

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Professional/Technical: \$10,000	
Estimated Start Date: 7/1/2023	Requested Finish Date: 6/30/2025 Reason for End Date: It may take some time to gather all necessary funds and implement the work.

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) We need to better communicate with our community members and stakeholders—better communications equipment in our conference rooms will better enable that. The agency director must often travel for work, and a remote-access case management system would better enable working from the road while creating increased efficiencies when working in the office. If an additional staff member is added, it would also facilitate work-load sharing.</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>
Implement a case management system.	Implemented or not.
Better communications from OAIF conference room facilities.	Implemented or not.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency’s Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency’s EBO.

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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

APPROVALS	
Agency CFO: Tracey Sigstad	Date: 4/14/23
CBTO: Tim Ogg	Date: 4/14/2023
Name of person with delegated authority to sign the interagency agreement: Jill Esch	

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.
Click here to enter text.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO. **Handwritten signatures are not required**, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO: Minnesota, Office of Ombudsperson for Families	Project Name: Conference Room Equipment Enhancement/Upgrade
Project Sponsor: Minnesota, Office of Ombudsperson for Families	
Contact Info: Manuel B. Zuniga, Jr. – manuel.b.zuniga@state.mn.us	
Budget Contact: Tracey Sigstad	Contact Info: tracey.sigstad@state.mn.us
Problem or Opportunity: The Office of Ombudsperson for Families video conferencing room equipment cannot expand remote work collaboration abilities to its staff, board members, and stakeholders.	
Brief Project Description: The Office of Ombudsperson for Families seeks to purchase video conferencing equipment/accessories that will allow the agency to expand onsite and offsite work capability and partnership with its board members and stakeholders.	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

High-level Project Objective: To efficiently expand video conferencing ability to staff, board members and stakeholder who are onsite and offsite.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** Click here to enter text.
- Thriving Communities, Housing, and Workforce.** Click here to enter text.
- Healthy Minnesotans.** Click here to enter text.
- Equity and Inclusion.** Click here to enter text.
- Minnesota's Environment.** Click here to enter text.
- Fiscal Accountability, Customer Experience, and Measurable Results.** 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/Odyssey) FY2023 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 Requested 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	G9231000	G921100		\$20,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$20,000

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: \$20,000

Estimated Start Date: 07/01/2023

Requested Finish Date: 3/31/2027

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Success Criteria	
How will this project benefit the business? This project will allow the Office of Ombudsperson for Families to successfully conduct business onsite and offsite.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Allow hybrid meets	Can OBFF conduct hybrid meetings (attendees both on and off-site)
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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. Date: 4/11/2023</p>
<p>CBTO: Tim Ogg. Date: 04/17/2023</p>
<p>Name of person with delegated authority to sign the interagency agreement: Manuel B. Zuniga, Jr.</p>

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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

COMMENTS
<p>Click here to enter text.</p>

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO: OBFF	Project Name: MGA Integration—Case Management
Project Sponsor: Manuel Zuniga, Jr. Contact Info: ManuelB.Zuniga@state.mn.us	
Budget Contact: Manuel Zuniga, Jr. Contact Info: ManuelB.Zuniga@state.mn.us	
Problem or Opportunity: Enhance the Case Management system to improve efficiency of business processes.	
Brief Project Description: .) Enhance the Case Management system to add features left out of initial implementation project. As an example integration with MN Judicial Branch MGA system, and DHS SSIS. These funds are available due to salary savings.	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

<p>High-level Project Objective: Integrate data in external system with the case management system, and add additional case management features to support additional business requirements</p>
<p>Project Deliverable Categories: This system can provide the agency seamless integration of sensitive data for case summaries, client case analysis, and case tracking.</p> <p> <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 </p>

Modernization Playbook
<p>In which phase of the Modernization Playbook is this project?</p> <p> <input type="checkbox"/> Select <input type="checkbox"/> Plan <input checked="" type="checkbox"/> Do <input checked="" type="checkbox"/> Run <input type="checkbox"/> Not applicable </p>
<p>Has a detailed business case been developed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable</p>
<p>Is this project fully funded by the Odyssey funds requested? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If not, has ongoing funding been identified? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

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

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> <p><input checked="" type="checkbox"/> Promote People-centered Digital Government Services. Click here to enter text.</p> <p><input checked="" type="checkbox"/> Elevate Minnesota’s Digital Estate. Click here to enter text.</p> <p><input checked="" type="checkbox"/> Bolster Successful State Cybersecurity Efforts. Click here to enter text.</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** Click here to enter text.
- Thriving Communities, Housing, and Workforce.** Click here to enter text.
- Healthy Minnesotans.** Click here to enter text.
- Equity and Inclusion.** Click here to enter text.
- Minnesota's Environment.** Click here to enter text.
- Fiscal Accountability, Customer Experience, and Measurable Results.** 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/Odyssey) FY2023 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 Requested 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	G9231000	G921100		\$380,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): 380,000

Hardware:

Software:

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

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

Professional/Technical: Vendor, consultant \$380,000

Estimated Start Date: July 10, 2023

Requested Finish Date: 8/21/2026

Reason for End Date: how long we think it will take

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) This project expands the depth and breadth of OBFF's case system's reporting by minimizing the number of data applications used to build a case file.</p>	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Reduce time spent per file	Reduce time by 10%
Reduce application screen toggles	Is the information available without toggling to another screen
Reduce errors in data collected	Reduce errors by 10%

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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 Date: 4/17/23</p>
<p>CBTO: Tim Ogg Date: 4/17/23</p>
<p>Name of person with delegated authority to sign the interagency agreement: Tracey Sigstad</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.
Click here to enter text.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO: Office of the Ombuds for Corrections (OBFC) - CBTO Bill Pal-Freeman	Project Name: Data Base and Website Upgrades
Project Sponsor: Margaret Zadra Contact Info: margaret.zadra@state.mn.us	
Budget Contact: Dan Kuntz Contact Info: dan.kuntz@state.mn.us	
Problem or Opportunity: Data base and website currently do not meet needs. For example, our database does not allow for tracking demographics, and it has very limited reporting capabilities. On the website side, the site and online forms have limited functionality, and the site is only of limited accessibility. It also provides very limited language options.	
Brief Project Description: Enhancements and upgrades to data base system and to the website, including but not limited to building capacity and accessibility, better reporting, data and demographic	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

tracking, and ability to provide better services. Funds are available due to salary savings due to staffing challenges.

High-level Project Objective: To provide better information and access on our website, and provide for more efficient use and data tracking in our data base.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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 supports the goal by using the strategy to “Embed data-driven decision-making and communication across the project

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

portfolio to deliver solutions,” as without some additional data infrastructure, we are not able to do this in a holistic, multifaceted, and meaningful way.

Promote People-centered Digital Government Services. This project supports this goal by utilizing the strategy to, “Improve citizen services by leveraging emerging technology with intention.” Developing more accessible language, graphics, and forms will allow citizens better access to services.

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

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

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

Children and Families. [Click here to enter text.](#)

Thriving Communities, Housing, and Workforce. [Click here to enter text.](#)

Healthy Minnesotans. [Click here to enter text.](#)

Equity and Inclusion. The racial disparities in our criminal justice system for Black, Brown, Indigenous, and people of color community members are some of the highest in the nation. Incarcerated Minnesotans and their families are already an overburdened and vulnerable population, but we are currently not tracking possible trends base on those demographics nor does our data base have the capacity to do so. Additionally, our office information is only available in a few languages and formats. In order for the Office of the Ombuds for Corrections to effectively fulfill the statutory directive “to promote the highest attainable standards of competence, efficiency, and justice in the administration of corrections,” ([241.90](#)) the office must be able to effectively manage the private and

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

confidential data while still being able to include important demographic trends, as well as better communicate with the populations that they serve including corrections staff, currently incarcerated Minnesotans, family and loved ones, and community members.

- Minnesota's Environment.** Click here to enter text.
- Fiscal Accountability, Customer Experience, and Measurable Results.** Developing more consistent and meaningful data and reporting will provide for more accountability and transparency in OBFC's work while also maintaining critical, individual confidential data and privacy. Developing more interactive and accessible ways to learn about and communicate with our office supports a better customer experience for citizen users.

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/Odyssey) FY2023 Project Request

FY2021 Requested 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	P0830000	P081111	Operations	\$100,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$100,000

Hardware: 0

Software: \$10,000

Training: \$5,000

State Staff: \$45,000

Professional/Technical: \$40,000

Estimated Start Date: September 15, 2023

Requested Finish Date: June 30, 2025

Reason for End Date: Projected based on work needed to be completed.

Success Criteria

How will this project benefit the business? (ex. automates a manual process, reduces downtime)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Provides for better tracking and access.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Enabling a more accessible website and engagement opportunities.	Upgrades from current so more accessible for users, increased ways to access and understand materials, better ADA compliance, and language use friendly.
Developing better data tracking and reporting.	Upgrades from current so will include ways to track and report valuable demographic data and trends.
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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 Date: 04/14/23</p>
<p>CBTO: Bill Pal-Freeman Date: 4/14/23</p>
<p>Name of person with delegated authority to sign the interagency agreement: Margaret Zadra</p>

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.
Click here to enter text.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

DPS-OJP

Project Name:

Missing and Murdered Indigenous Relatives (MMIR) Case Management System

Project Sponsor: Executive Director Kate Weeks

Contact Info: kathryn.weeks@state.mn.us

Budget Contact: Jennifer Leholm

Contact Info: jennifer.leholm@state.mn.us

Problem or Opportunity: (ex. There is a burning need to take action because of these negative impacts resulting from the current state: one, two, three) Minnesota Statute 229A.85 requires the MMIR Office of DPS-OJP to complete case reviews on both cold cases and active investigations, which is a complex process requiring many case management steps and involving sensitive, non-public data.

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

brief statement of why the funds are available for Odyssey.) This project would involve the purchase of an off-the-shelf case management system requiring modification to meet the needs of the MMIR including and not limited to case tracking, follow-up communication with victims' families and law enforcement, statistical analysis and auditing, and case notes and documentation all within a highly-secure environment. Costs would include purchase of the system, modification, set-up and installation, consulting, MN.IT staff time, software and hardware, documentation, and training. The MMIR budget includes salary savings that is one-time-only general funds which if not deposited to the Odyssey Fund, a case management system development would be out of reach for this office.

High-level Project Objective: (ex. To more efficiently store and retrieve data while adding process automation.) To fulfill the statutorily required duties of the MMIR Office around case review in a highly-secure cloud-based system.

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

Modernization Playbook
In which phase of the Modernization Playbook is this project? <input checked="" type="checkbox"/> Select <input type="checkbox"/> Plan <input type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
Has a detailed business case been developed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not applicable
Is this project fully funded by the Odyssey funds requested? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If not, has ongoing funding been identified? <input type="checkbox"/> Yes <input type="checkbox"/> No

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>

MNIT Strategic Goals Supported and How They are Supported (check all that apply)
<input type="checkbox"/> Cultivate a Holistic and Connected Culture of Work. <small>Click here to enter text.</small>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- 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.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- 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 Requested 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	P073600A	P0768J1	Indigenous Relatives Office	\$315,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$315,000

Hardware: \$10,000

Software: \$130,000

Training: \$25,000

State Staff: \$75,000

Professional/Technical: \$75,000

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Start Date: 7/1/2023	Requested Finish Date: 6/30/2024 Reason for End Date: Estimate based on immediate need to put a system in place
---------------------------------------	--

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) Provides a system to organize a large amount of sensitive data, streamline communication, collate and analyze data, and better serve victims' families.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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: <i>Shawn Kremer</i> Date: 5-30-23
CBTO: <i>Pancho Henderson</i> Date: 5-25-23

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

APPROVALS

Name of person with delegated authority to sign the interagency agreement: Cassandra O'Hern, Deputy Commissioner

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.

Click here to enter text.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Public Utilities Commission; Brian Allie/CBTO

Project Name:

Develop Agency-Wide Intranet Site, File Management System

Project Sponsor: Will Seuffert

Contact Info: will.seuffert@state.mn.us

Budget Contact: Kay Urquhart

Contact Info: kay.urquhart@state.mn.us

Problem or Opportunity: The agency needs to upgrade its antiquated internal filing systems. Locating files in various shared drives, or storage cabinets, is an increasingly difficult, and time-consuming task for staff.

Brief Project Description: The agency is looking to develop an agency-wide intranet site in SharePoint. This project would include working with the business to integrate the intranet site and to inventory, organize and transfer files from shared drives, and scan and digitize physical documents. This would require the development of an intranet site (SharePoint), training of staff on how to maintain

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

and use the site, and project management resources to oversee and organize transfer of files. Additional training would be needed to build expertise on using SharePoint and related file sharing platforms.

High-level Project Objective: To provide easy access to agency-wide information and historical files and increasing security by reducing the number of physical files in the agency’s various units. Some work has been done on this initiative. This investment would accelerate this process and provide needed training resources.

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

Modernization Playbook
<p>In which phase of the Modernization Playbook is this project?</p> <p><input checked="" type="checkbox"/> Select <input type="checkbox"/> Plan <input type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable</p>
<p>Has a detailed business case been developed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not applicable</p>
<p>Is this project fully funded by the Odyssey funds requested? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If not, has ongoing funding been identified? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

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

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. Would foster greater flexibility, collaboration, and communication among staff with day-to-day shared filing systems and our service to the public.</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Fortify the Value and Delivery of Projects and Initiatives.** [Click here to enter text.](#)
- Promote People-centered Digital Government Services.** Improve staff experience with enhanced hybrid work environment and easier access of shared internal documentation.
- Elevate Minnesota's Digital Estate.** Reduce number of agency's physical files, easier employee access, and reduce our environmental footprint.
- Bolster Successful State Cybersecurity Efforts.** Documentation would be centrally located and enhance state security being cloud-based.

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** This will significantly decrease the amount of paper used and stored by the Public Utilities Commission.
- Fiscal Accountability, Customer Experience, and Measurable Results.** All of our documentation is unorganized and it causes additional time to locate documents. Organizing documentation will streamline projects and workflow efficiency for the agency.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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 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>

FY2023 Requested 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	B8230009	B82PUC0		\$75,000.00

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount
--

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Budget (total expected project costs): \$75,000.00 Hardware: N/A Software: N/A Training: \$15,000.00 State Staff: \$15,000.00 Professional/Technical: \$45,000.00	
Estimated Start Date: 09/01/2023	Requested Finish Date: 06/30/2027 Reason for End Date: End of Odyssey term. This is something that will take considerable time in addition to our normal activities.

Success Criteria	
How will this project benefit the business? Updated user-centric intranet site that will allow PUC staff to more easily perform their responsibilities, onboarding of new staff. Automation of manual processes, reduction of paper usage.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Reduce paper documents by 50%	Compare to post-implementation
Staff using SharePoint	Staff survey
Ease of staff locating and utilizing proper documentation	Staff survey, reduction of paper purchased and utilized in the agency

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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: Kay Urquhart

Date: 04/12/2023

CBTO: Brian Allie

Date: 04/12/2023

Name of person with delegated authority to sign the interagency agreement: Kay Urquhart

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.

We need to modernize our approach to storing and sharing documents which will increase security and efficiency.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Public Utilities Commission, Brian Allie

Project Name:

Relocation/Upgrade PUC's infrastructure

Project Sponsor: Will Seuffert
Contact Info: Will.seuffert@state.mn.us
Budget Contact: Kay Urquhart
Contact Info: Kay.urquhart@state.mn.us

Problem or Opportunity: The Public Utilities Commission (PUC) is potentially relocating to state-owned space (currently a prospective tenant for the Stassen Building). This move will require investments in hardware and software, and training for staff to use new technology. This will enable an efficient and seamless move for the agency staff into a new workplace, including public meeting spaces. If the agency does not relocate, our current infrastructure needs to vastly be improved in order to provide the level of support for agency growth and to develop a more user-friendly hybrid work environment.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Brief Project Description: Investment in new technology (hardware and software in the new or existing PUC workspace). IT investments include hardware to furnish staff workstations, call center, conference rooms, etc. It is extremely important the PUC has proper equipment and space for their public meetings, and technology investments will be needed to upgrade shared meeting rooms so the PUC can host public hybrid meetings. Investments in software will be needed to manage hybrid work schedules and enable a transition to hoteling and other shared space arrangements.

High-level Project Objective: To enable an efficient and seamless move for the agency staff into a new workplace, including public meeting spaces.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.** Improve staff experience with enhanced hybrid work environment.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Fortify the Value and Delivery of Projects and Initiatives.** Improve communication with other agencies and the public on projects and initiatives.
- Promote People-centered Digital Government Services.** Improve staff experience with enhanced hybrid work environment.
- Elevate Minnesota's Digital Estate.** Modernizing conference room and public meeting spaces and technologies.
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.**
- Equity and Inclusion.** Enhanced technologies will be able to provide increased communication and accessibility and provide services to a broader group of diverse Minnesotans.
- Minnesota's Environment.** The Minnesota Public Utilities Commission's mission is to create and maintain a regulatory environment that ensures safe, reliable and efficient utility services at fair and reasonable rates consistent with State telecommunications and energy policies—this includes recently enacted legislation to make Minnesota's electricity mix carbon-free. A more efficient and collaborative workplace best positions the agency to successfully fulfill its mandates. This project will also reduce our agency's environmental footprint.
- Fiscal Accountability, Customer Experience, and Measurable Results.** Reduction of lease costs and shared space with other state of MN agencies. Improve services to the public.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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 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>

FY2023 Requested 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	B8230009	B82PUC0		\$250,000.00



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
Estimated Budget (total expected project costs): \$250,000.00 Hardware: \$75,000.00 Software: \$50,000.00 Training: \$25,000.00 State Staff: \$25,000.00 Professional/Technical: \$75,000.00	
Estimated Start Date: 09/01/2023	Requested Finish Date: 6/30/2027 Reason for End Date: Relocation date is not yet established by Dept. of Admin.

Success Criteria	
How will this project benefit the business? Save money by reducing our footprint/lease costs and enhancing the services we provide to the citizens of Minnesota.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Reducing footprint by over 35%	Compare to post-implementation
Enhanced work environment/hybrid	Staff survey
Improve public meeting technologies	Public feedback (surveys)

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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: Kay Urquhart	Date: April 10, 2023
CBTO: Brian Allie	Date: April 10, 2023
Name of person with delegated authority to sign the interagency agreement: Will Seuffert	

COMMENTS
<p>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.</p>
<p>Whether we relocate or not, our current technologies are in dire need of modernization. We rely heavily on video conferencing hardware and software to fulfill our agency's responsibility to fulfill our agency's responsibility as required by statute for public participation in our utility hearings/public meetings.</p>

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO: Revenue	Project Name: MDOR Cloud Migration Standardization
Project Sponsor: Cory Stubbendick Contact Info: cory.stubbendick@state.mn.us	
Budget Contact: Maggie Rittenhouse Contact Info: maggie.rittenhous@state.mn.us	
Problem or Opportunity: There is a need to establish a common Cloud migration methodology, approaches to application/system migrations.	
Brief Project Description: Establish of a common Cloud migration methodology by collaborating with agency stakeholders, MNIT Enterprise and MNIT DOR subject matter experts. Create a set of criteria that allows the categorization of applications into an appropriate Cloud migration option.	
High-level Project Objective:	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Establish a documented cloud migration process
- Establish a documented cloud management program and standard operating procedure
- Identify and define roles needed to execute cloud adoption processes and standards
- Identify and define roles needed for operation support of cloud solutions
- Identify staff training and education needs to support cloud migration and operation process

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.**
- Promote People-centered Digital Government Services.** [Click here to enter text.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Elevate Minnesota's Digital Estate.** Establishing processes and procedures to effectively implement and leverage Azure Cloud environment
- Bolster Successful State Cybersecurity Efforts.** Project advances the objective leveraging existing advanced Cloud security services

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** Click here to enter text.
- Thriving Communities, Housing, and Workforce.** Click here to enter text.
- Healthy Minnesotans.** Click here to enter text.
- Equity and Inclusion.** Click here to enter text.
- Minnesota's Environment.** Click here to enter text.
- Fiscal Accountability, Customer Experience, and Measurable Results.** Leveraging Cloud services is forecasted to reduce current hosting and service expenses

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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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.

FY2023 Requested 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
2001	G6731123	G677700	AR Mgmt	400,000
2001	G6731123	G676600	Operations support	400,000
2001	G6731123	G676100	Payment and Return Process	1,000,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount
Estimated Budget (total expected project costs): 300,000
Hardware: Click here to enter text.
Software: Click here to enter text.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Training: Click here to enter text. State Staff: 100,000 Professional/Technical: 200,000	
Estimated Start Date: 07/10/2023	Requested Finish Date: 06/30/2025 Reason for End Date: To be completed by the end of FY25

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) <ul style="list-style-type: none"> Identify and prioritize applications/systems to be modernized by leveraging cloud solutions Establish guidelines for determining the best cloud solution for applications/systems 	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Select 1 – 3 applications to modernize	Applications selected and projects submitted
Criteria used and guidelines to make determination documented	Document created and used as part of the selection of next applications
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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;

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

APPROVALS	
<ul style="list-style-type: none">Sponsoring agency is committed to champion the project and secure the needed resources.	
Agency CFO: Margaret Rittenhouse	Date: 4/14/2023
CBTO: Cory Stubbendick	Date: 4/17/2023
Name of person with delegated authority to sign the interagency agreement: Maggie Rittenhouse	

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.
Click here to enter text.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Revenue

Project Name:

MDOR General Ledger and Managed Payment Project

Project Sponsor: Cory Stubbendick
Contact Info: cory.stubbendick@state.mn.us
Budget Contact: Maggie Rittenhouse
Contact Info: maggie.rittenhouse@state.mn.us

Problem or Opportunity: The Department of Revenue's Financial Management Division (FMD) currently utilizes an antiquated, unsupported system of databases for the purposes of tracking general ledger (GL) expenses and for revenue allocation (RA) of tax revenues to other state agencies. This project will modernize the method by which Revenue collects, tracks, and distributes tax revenues and other payments through implementation of a GL/RA system that integrates with the current GenTax system and is supported by the vendor, FAST Enterprises.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Brief Project Description: This project will address technology obsolescence within Revenue’s Financial Management Division by implementing a COTS, vendor-supported GL/RA system and a modernized payment application that are part of the core GenTax software system provided by FAST Enterprises.

High-level Project Objective: To upgrade Revenue’s general ledger, revenue allocation, and payments system to a vendor supported, COTS system that is secure and supported to ensure reliable and accurate collection and distribution of tax revenues to other state agencies.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.** Project completion will result in a technology modernization of GL/RA processes to a more secure, fully supported enterprise system.

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** Project will include the consolidation of data and enhance MDOR's ability to validate, report and manage system 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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- 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.

FY2023 Requested 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
2001	G6731123	G677700	AR Mgmt	2,160,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): 2,160,000

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

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Training: Click here to enter text. State Staff: 660.000 Professional/Technical: 1,500,000	
Estimated Start Date: 8/1/2023	Requested Finish Date: 6/30/2026 Reason for End Date: Project size may require 3 fiscal years to complete

Success Criteria	
How will this project benefit the business? This project will ensure that 100% of tax revenues collected by the State are accurately accounted for and are distributed through the revenue allocation process in the appropriate way, by providing a modern, supported system to collect and distributed tax revenues to other state agencies.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Accurate collection and distribution of tax revenues to the appropriate state agencies – 100%	The success of the general ledger and revenue allocation systems/process will be measured through ongoing audit and analysis of tax and other revenues collected and distributed.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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: Margaret Rittenhouse

Date: 4/14/2023

CBTO: Cory Stubbendick

Date: 4/17/2023

Name of person with delegated authority to sign the interagency agreement: Maggie Rittenhouse

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.

[Click here to enter text.](#)

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Revenue

Project Name:

GenTax Core21 Upgrade

Project Sponsor: Cory Stubbendick
Contact Info: cory.stubbendick@state.mn.us
Budget Contact: Maggie Rittenhouse
Contact Info: maggie.rittenhouse@state.mn.us

Problem or Opportunity: The Department of Revenue utilizes a software system called GenTax for processing nearly \$30B in annual business and individual tax payments. GenTax requires a Core software upgrade every 5 to 7 years to maintain system security, technology, and functional capabilities. It's imperative that the Department of Revenue follow vendor guidelines in upgrading GenTax to the latest version to have the most secure, most supported system for collecting revenues for the State.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Brief Project Description: This project is part of an upgrade plan to address technological obsolescence and utilize enhanced software capabilities within our department's GenTax software system.

High-level Project Objective: To upgrade GenTax to the latest version to maintain ongoing vendor support and to leverage the latest advances in software security, reliability, and capabilities.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** GenTax Core 21 upgrade will include the most recent vendor security updates

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** Benefits of the upgrade will include system enhancement that can be leveraged for improved customer usage

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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- ☒ **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.

FY2023 Requested 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
2001	G6731123	G676600	Operations Support	3,500,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): 3,500,000

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

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

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



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

State Staff: Click here to enter text.	
Professional/Technical: 3,500,000	
Estimated Start Date: 01/15/2024	Requested Finish Date: 6/30/2026
Reason for End Date: Complete by end of FY26	

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) This project will ensure that GenTax continues to meet agency needs and continues to receive ongoing vendor support in order to process nearly \$30B in annual individual and business tax revenue payments to the State of Minnesota. Most importantly, the department benefits from the enhanced software capabilities, which add value to improve the GenTax system functionalities.</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>
Increased Automated processes that deliver accuracy of transactions and reports	New dynamic dashboard tools can be utilized to measure the number of errors, defects, and successes of transactions
Staying in sync with vendor releases (iterative process) that meet and deliver business opportunities	Verifying an up-to-date system version that provide core focused product
Performance and functionality improvements	Utilize the system performance dashboard and user experience outlook.

REVIEW BY EXECUTIVE BUDGET OFFICER
<p>Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).</p>
<p><input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 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: Margaret Rittenhouse

Date: 4/14/2023

CBTO: Cory Stubbendick

Date: 4/17/2023

Name of person with delegated authority to sign the interagency agreement: Maggie Rittenhouse

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.

[Click here to enter text.](#)

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Revenue

Project Name:

MDOR E-Services Enhancement

Project Sponsor: Cory Stubbendick
Contact Info: cory.stubbendick@state.mn.us
Budget Contact: Maggie Rittenhouse
Contact Info: maggie.rittenhouse@state.mn.us

Problem or Opportunity: The Department of Revenue's integrated tax system includes capabilities for self-service functionality for individual Minnesota taxpayers to interact with the Department to complete various functions, such as make and view estimated tax payments, view and print previous years tax returns, and view refunds, among others. This project aims to incorporate these and additional features into a secured portal to expand individual taxpayer self-service capabilities with the Department of Revenue.

Brief Project Description: This project is part of an overall agency effort to increase digital self-service capabilities for Minnesota individual taxpayers in interacting with the Department of Revenue.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

The implementation and continuous advancement of self-service capabilities for individual taxpayers will allow taxpayers the opportunity to interact with the agency via digital tools (computers, smartphones, etc.) to make payments, view documents, etc. throughout the various phases of this project, increasing overall agency efficiency as well as helping the agency work through future staffing challenges through the development of these secure, self-service digital capabilities.

High-level Project Objective: To incorporate and expand digital self-service capabilities for Minnesota taxpayers to interact with the Department of Revenue for everyday tax-related purposes.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Promote People-centered Digital Government Services. Expands digital self-service capabilities for Minnesota taxpayers to interact with the Department of Revenue for everyday tax-related purposes.

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

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

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

Children and Families. [Click here to enter text.](#)

Thriving Communities, Housing, and Workforce. [Click here to enter text.](#)

Healthy Minnesotans. [Click here to enter text.](#)

Equity and Inclusion. Expand digital self-service capabilities for Minnesota taxpayers that may reduce their expense when interacting with the Department of Revenue for everyday tax-related purposes.

Minnesota's Environment. [Click here to enter text.](#)

Fiscal Accountability, Customer Experience, and Measurable Results. Expands digital self-service capabilities for Minnesota taxpayers to interact with the Department of Revenue for everyday tax-related purposes.

Application Development Cybersecurity Considerations

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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 Requested 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
2001	G6731123	G676200	Administration of State Taxes	120,000
2001	G6731123	G676400	Appeals, Legal and Tax Res	200,000
2001	G6731123	G676600	Operations Support	3,500,000

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
Estimated Budget (total expected project costs): 3,120,000 Hardware: Click here to enter text. Software: Click here to enter text. Training: Click here to enter text. State Staff: 2,070,000 Professional/Technical: 1,050,000	
Estimated Start Date: 8/1/2023	Requested Finish Date: 6/30/2026 Reason for End Date: Goal is to complete project by end of FY26

Success Criteria	
How will this project benefit the business? This project will benefit the business by providing digital self-service capabilities to Minnesota taxpayers to interact with the Department of Revenue in a quick, efficient manner without relying on the need to interact directly with agency representatives. A key benefit to the business will be less people-oriented resources needed to work with Minnesota taxpayers for functions like setting up payment plans and making payments, tracking refunds, and sending copies of previous years' tax returns, among others.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Decrease customer contacts (phone, email, etc.) for key features provided through this new portal for individual taxpayer self-service by 20% in five years.	Measured by comparing the number of requests for services today that are required to be completed in-person vs. how those requests are fulfilled in five years with tools for the taxpayer to complete without agency personnel
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/Odyssey) FY2023 Project Request

REVIEW BY EXECUTIVE BUDGET OFFICER

Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).

- Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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: Margaret Rittenhouse

Date: 4/14/2023

CBTO: Cory Stubbendick

Date: 4/17/2023

Name of person with delegated authority to sign the interagency agreement: Maggie Rittenhouse

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.

[Click here to enter text.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO: Revenue	Project Name: MDOR Project Management Office Dashboard Enhancement
Project Sponsor: Cory Stubbendick Contact Info: cory.stubbendick@state.mn.us	
Budget Contact: Maggie Rittenhouse Contact Info: maggie.rittenhouse@state.mn.us	
Problem or Opportunity: The MDOR Portfolio Management site and process requires critical updates to improve the ability to accurately manage the lifecycle, status and prioritization of IT portfolio projects.	
Brief Project Description: The project will include an assessment of the as-is state of the portfolio management process and site, requirements for “to be” state identification of stakeholders to articulate new requirements and an Agile framework to implement the required enhancements.	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

High-level Project Objective: Implement stakeholder provided enhancements to a PMO portfolio management site to allow the accurate workflow, management, prioritization and reporting of IT projects.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** Click here to enter text.
- Thriving Communities, Housing, and Workforce.** Click here to enter text.
- Healthy Minnesotans.** Click here to enter text.
- Equity and Inclusion.** Click here to enter text.
- Minnesota's Environment.** Click here to enter text.
- Fiscal Accountability, Customer Experience, and Measurable Results.** 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/Odyssey) FY2023 Project Request

FY2023 Requested 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
2001	G6731123	G677700	AR Mgmt	250,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$100,000

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

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

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

State Staff: 30,000

Professional/Technical: 70,000

Estimated Start Date: 08/15/2023

Requested Finish Date: 06/30/2025

Reason for End Date: Meet project objectives by end of FY25

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

How will this project benefit the business?	
The completion of this project will provide MDOR and MNIT with an accurate status of IT projects as well as improve the shared MNIT and MDOR ability to prioritize IT projects, mitigate project risks, understand project statuses and generally manage the portfolio.	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
All Portfolio Projects are in a clearly defined Governance Phase	Governance phases are clearly defined and can be selected in the tool
All Portfolio Projects display Accurate Project Status	Project Health status (G/Y/R) is clearly understood and followed
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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: Margaret Rittenhouse Date: 4/14/2023</p>
<p>CBTO: Cory Stubbendick Date: 4/17/2023</p>
<p>Name of person with delegated authority to sign the interagency agreement: Maggie Rittenhouse</p>

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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

COMMENTS
<p>Click here to enter text.</p>

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

Revenue

Project Name:

MDOR Project to Product Transformation

Project Sponsor: Cory Stubbendick
Contact Info: cory.stubbendick@state.mn.us
Budget Contact: Maggie Rittenhouse
Contact Info: maggie.rittenhouse@state.mn.us

Problem or Opportunity: The June 2020 Blue Ribbon Council and January 2023 Technology Advisory Committee (TAC) recommended that MNIT establish improved transparency to project portfolio health and move from a Project mindset to a Product Managed operating model to enable the development and delivery of efficient and customer-centric products and services to Minnesotan. This initiative will be used to continue the FY23 transformation to a Product operating model.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Brief Project Description: MNIT MDOR in Partnership with MDOR will procure consulting services to provide expertise and support in transforming the current operating model from a more traditional waterfall project management approach to an Agile-focused product management and DevOps frameworks. The selected vendor will partner with MNIT and DOR champions to drive adoption throughout the organizations through education and support of leaders as they begin using these methodologies. All work will be planned and executed using guidelines provided by the MNIT PACE team.

High-level Project Objective: Identify and create a repeatable framework for MNIT and DOR to use in adopting Agile to ensure work execution results in a product process using a consistent set of repeatable methodologies. The framework will include, at a minimum: guidance, examples, templates, roadmaps, agendas, key performance indicators (KPIs) presentations and other material. The work will also include driving adoption throughout the organization through education and support by leadership.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

(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.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- ☒ **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.

FY2023 Requested 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
2001	G6731123	G676100	Payment and Return Process	800,000
2001	G6731123	G676600	Operations Support	400,000
2001	G6731123	G67TB21	Tax Bill Laws 2021	200,000
2001	G6731123	G676200	Administration of State Taxes	200,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$1,200,000

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

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Training: State Staff: Professional/Technical: 1,200,000	
Estimated Start Date: Early FY24	Requested Finish Date: FY26 Reason for End Date:

Success Criteria	
How will this project benefit the business? (ex. automates a manual process, reduces downtime) <small>Click here to enter text.</small>	
What are the project's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Creation of a Value Stream Map for defined MDOR Products	Validate the completion of product Value Stream Maps
Product Training and Education	Creation of and execution of a training plan to all in scope Product roles
Product Managed Operating Model in place and functional	Verify Portfolio Metric to track Product initiatives

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

APPROVALS	
Agency CFO: Margaret Rittenhouse	Date: 4/14/2023
CBTO: Cory Stubbendick	Date: 4/17/2023
Name of person with delegated authority to sign the interagency agreement: Maggie Rittenhouse	

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.
Click here to enter text.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO. **Handwritten signatures are not required**, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO: Tax Court and Tim Ogg	Project Name: Tax Court's Case Management System
Project Sponsor: Jane N. Bowman, Tax Court Contact Info: jane.bowman@state.mn.us	
Budget Contact: Tracey Sigstad Contact Info: tracey.sigstad@state.mn.us	
Problem or Opportunity: To provide the Tax Court's case management system with the necessary upgrades to assist our end users and to also assist the court's internal processes. (ex. There is a burning need to take action because of these negative impacts resulting from the current state: one, two, three)	
Brief Project Description: This project will conduct essential, and regularly scheduled upgrades and customizations for the Tax Court's Case Management system to ensure the court has the latest version of our C-Track software, which would also include the versions that Thomson Reuters	

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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 enhancements and configuration for the Tax Court.

High-level Project Objective: Upgrades to the court’s case management system will increase public access to the tax court by permitting e-filing and access to public dockets. Electronic filing and docketing will eliminate the cost of hardcopy paper duplication and filing. Electronic filing and docketing are mandatory in a paperless litigation environment and that is what the Tax Court striving for.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [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.

Information and Telecommunications Account (ITA/Odyssey) FY2023 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 Requested 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 Incepted for each amount to be transferred.

Fund	Apropos-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	J6830000	J680000	Tax Court Operations	\$130,000

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

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: \$130,000

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Start Date: July 1, 2023	Requested Finish Date: 6/30/26 Reason for End Date: Vendor availability
---	--

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)
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 tasks.
Automation will drastically improve the accuracy of input data.	Fewer errors reported with case scheduling.

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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: 4/17/2023
CBTO: Tim Ogg Date: 4/17/2023



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

APPROVALS

Name of person with delegated authority to sign the interagency agreement: Jane N. Bowman

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.

Click here to enter text.

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

MNIT@ MnDOT; Kimberly Roberson (interim)

Project Name:

P1828 – Aircraft Registration System

Project Sponsor: Ryan Gaug
Contact Info: ryan.gaug@state.mn.us
Budget Contact: Dawn Thompson
Contact Info: dawn.thompson@state.mn.us

Problem or Opportunity: This software system replacement, was part of the recommendations from our WIG 2.0 C3 project, and address MNIT's need to sunset outdated operating systems platforms.

- Continued, ongoing enhancements that will be addressed post phase I implementation.

Brief Project Description: 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

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

processing, and workflow along with end user training and organizational change management activities. This request will be for continued, ongoing enhancements that will be addressed post phase I implementation.

High-level Project Objective: Provide additional business value to the Aircraft Registration Salesforce software application with various enhancements, post Phase I implementation.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

Requested Information Specific to ITA Projects

For an existing project? If checked, project name?
P1828 Aircraft Registration

For an existing ITA project? Yes: If checked, what is the ITA ID number?
ITA22.037

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 enhance how state government connects Minnesotans with public services to increase customer satisfaction.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Promote People-centered Digital Government Services.** Supports Blue Ribbon Council's recommendation to Expand Opportunities for Self Service
- Elevate Minnesota's Digital Estate.** [Click here to enter text.](#)
- Bolster Successful State Cybersecurity Efforts.** Enhance and maintain new and ongoing security requirements as required by the state for cloud-based applications.

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** Improved collections from delinquent tax players; Fewer errors in registration and sales tax 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

Information and Telecommunications Account (ITA/Odyssey) FY2023 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 Requested 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
2720	T79341IT	T790039	Aeronautics Operation	\$300,000.00

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount

Estimated Budget (total expected project costs): \$1,827,489.00

Hardware: N/A – Salesforce Govt+ Cloud Hosted Platform; Managed by MNIT@DEED: Center of Excellence

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

<p>Software: N/A – Salesforce Govt+ Cloud Hosted Platform; Managed by MNIT@DEED: Center of Excellence</p> <p>Training: Included in overall project budget. Training will be performed by internal staff.</p> <p>State Staff: MNIT@DEED: Center of Excellence-Salesforce: \$377,164.00; MNIT@DOT: \$943,354.00; MNDOT: 506,971.00</p> <p>Professional/Technical: Click here to enter text.</p>	
<p>Estimated Start Date: 01/01/2024</p>	<p>Requested Finish Date: 12/31/2024 – 12/31/2025</p> <p>Reason for End Date: End date could vary, based on the number of enhancements. Business needs to have time to perform (a) business process redesign and (b) research answers to legal questions that need to be addressed for functional requirements related to enhancements.</p>

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime)</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. 	
<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>Customer satisfaction is improved</p>	<p>Survey customers to gauge increased satisfaction with processes</p>
<p>Reduce staff time to perform the essential functions of the application</p>	<p>Survey internal staff</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

System downtime eliminated except for normal maintenance windows	Compare post implementation uptime to baseline
--	--

REVIEW BY EXECUTIVE BUDGET OFFICER
Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).
<input checked="" type="checkbox"/> Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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. 		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Agency CFO: Josh Knatterud-Hubinger</td> <td style="width: 50%; border: none;">Date: 4/13/2023</td> </tr> </table>	Agency CFO: Josh Knatterud-Hubinger	Date: 4/13/2023
Agency CFO: Josh Knatterud-Hubinger	Date: 4/13/2023	
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">CBTO: Kim Roberson</td> <td style="width: 50%; border: none;">Date: 04/13/2023</td> </tr> </table>	CBTO: Kim Roberson	Date: 04/13/2023
CBTO: Kim Roberson	Date: 04/13/2023	
Name of person with delegated authority to sign the interagency agreement: Click here to enter text.		

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.
Click here to enter text.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:
MNIT DOT CBTO: Kimberly Roberson
Project Name:
P1894 Plant Selector
Project Sponsor: Karnowski, Marni

Contact Info: marni.karnowski@state.mn.us
Budget Contact: Damiani, Matthew

Contact Info: matthew.damiani@state.mn.us
Problem or Opportunity:

Replace the current Plant Selector application with a modern, accessible, user-friendly application.

The program benefits the department by providing the most current information necessary to designers both internal and external to MnDOT to incorporate into our designs, including the proper Trees/Shrubs/Perennials and seed mixes. It also is used by MnDOT Maintenance for identification of plants along the corridors. It provides essential information for roadside vegetation design that benefits native pollinator habitat establishment and management.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Brief Project Description: This project effort is to build an external facing, modern, cloud native web application that can provide an accessible portal to landscape designers and other interested parties for planning plantings to identify and incorporate along roadsides/corridors in Minnesota.

High-level Project Objective:

Create an external facing web application on a strategic architecture platform that meets Web Content Accessibility Guidelines (WCAG) 2.0.

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

Requested Information Specific to ITA Projects

	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)

- 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.](#)

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

- Promote People-centered Digital Government Services.** It will provide an accessible database of plants suitable for Minnesota's climate and unique growing conditions around roads and highways.
- Elevate Minnesota's Digital Estate.** It will replace an application built on two-decade old architecture with a cloud native application on the State's Azure cloud service.
- Bolster Successful State Cybersecurity Efforts.** [Click here to enter text.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** A WCAG 2.0 compliant Plant Selector application will ensure that all landscape designers and plant enthusiasts will be able to identify appropriate plant species to use in Minnesota
- Minnesota's Environment.** This supports sustainable landscape design next to Minnesota's roads and highways, and it helps identify native pollinators that can be planted in various Minnesota locations.
- Fiscal Accountability, Customer Experience, and Measurable Results.** Implement a public, user-friendly, accessible web-application.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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>

FY2023 Requested 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	T7932335	T791640	Agency Services GF	\$100,000



Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
<p>Estimated Budget (total expected project costs): \$1,710,856.30</p> <p>Hardware: \$17,506.30</p> <p>Software: Click here to enter text.</p> <p>Training: Click here to enter text.</p> <p>State Staff: \$1,174,950.00</p> <p>Professional/Technical: \$518,400.00</p> <p><small>*Professional/Technical are the funding costs needed for the project.</small></p>	
<p>Estimated Start Date: 09/01/2023</p>	<p>Requested Finish Date: 02/28/2026</p> <p>Reason for End Date: Achievement of project goals</p>

Success Criteria	
<p>How will this project benefit the business? (ex. automates a manual process, reduces downtime) An accessible website will provide valuable information about plants found on Minnesota roads to the public and internal MnDOT staff.</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>WCAG 2.0 Compliance</p>	<p>Testing according to success criteria outlined by the Web Accessibility Initiative (WAI)</p>
<p>Click here to enter text.</p>	<p>Click here to enter text.</p>
<p>Click here to enter text.</p>	<p>Click here to enter text.</p>

REVIEW BY EXECUTIVE BUDGET OFFICER
<p>Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).</p>

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

REVIEW BY EXECUTIVE BUDGET OFFICER

Yes, FY2021 transfer amount information has been reviewed by our agency's EBO.

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: Josh Knatterud-Hubinger

Date: 4/13/2023

CBTO: Kim Roberson

Date: 04/13/2023

Name of person with delegated authority to sign the interagency agreement: [Click here to enter text.](#)

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.

[Click here to enter text.](#)

- end of document -

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Instructions for This Document

1. Please be sure to complete all fields to the best of your knowledge.
2. Each project request must be reviewed by the agency Executive Budget Officer (EBO) before going to the MNIT EEPMO.
3. Each project request must be reviewed and approved by the project sponsor and CBTO.
Handwritten signatures are not required, which supports an all-electronic format.
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at karl.nilsson@state.mn.us.
6. May be submitted as a Word document or PDF. We cannot accept scanned documents.
7. Contact Karl Nilsson at karl.nilsson@state.mn.us with questions or to schedule a consultation.

New for FY23-24:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project. The collected fees will allow MNIT to recover the ongoing expense of administering the Odyssey program.
- The legislature is considering changes to 16E.21, which governs the Information and Telecommunications (Odyssey) process. The change involves relaxing the parameters of Odyssey fund usage to include project-to-product-related initiatives and supporting products and services. Please see that proposed language for HF 2053 [here](#), specific lines: 6.26-6.27 and 7.6. We are unsure when these changes will pass, but when they do, we will communicate that out to the field along with an updated Odyssey request form.

Project Brief

Requesting Agency and CBTO:

MDVA – Kimberly Maturo-Hilt

Project Name:

Veteran Programs and Service Customer Experience and Modernization

Project Sponsor: Brad Lindsay
Contact Info: 651-757-1582
Budget Contact: John Powers
Contact Info: 651-757-1543

Problem or Opportunity: The opportunity is how do we ensure the best possible experience for over 300K veterans and their families today. How do we ensure that we are proactively working with the CVSO and other agencies in the care and communication of our Veterans. How we ensure we know our veteran stage and situation to ensure they have awareness and use of the programs and services they have rightfully earned. Remembering that we are on a mission to reduce homeless veteran numbers, increase use of programs and services and overall make a difference in Veterans life. This funding is designed to scale our environment (programs, processes and tools) for the next iteration of the Veteran experience.

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Brief Project Description: This project will consist of a multifaceted effort to modernize and enhance the customer experience for the programs and services that support veterans and veterans in any status such as homeless, recently separated, or tenured, and MDVA business partners. This includes the systems, processes, data, and reporting. Reporting at agency, state or federal level as well as data consumed by the public.

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 (VRM solution), reduce technical debt applications (Liberty Net), improve data analytics capabilities (Tableau and Power BI), and reduce data security risk profiles (Azure Cloud Transformation). Improve the experience for internal customers by reducing manual process and providing more real-time data (Updates APIs; improved integrations and data exchanges). Enhance Veteran experience by improving processes and systems that will allow for building a 360 view of the veteran experience and journey, working closely with CVSO and other business partners that support the care and welfare of our veterans. Ensure that veterans in all stages of life or situation receive the same level of service and support and find working with MDVA as Veteran centric as possible

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

Modernization Playbook

In which phase of the Modernization Playbook is this project?

- Select Plan Do Run Not applicable

Has a detailed business case been developed? Yes No Not applicable

Is this project fully funded by the Odyssey funds requested? Yes No

If not, has ongoing funding been identified? Yes No

Requested Information Specific to ITA Projects

For an existing project? If checked, project name?
P&S Modernizations

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

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.](#)

Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- Children and Families.** [Click here to enter text.](#)
- Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- Healthy Minnesotans.** [Click here to enter text.](#)
- Equity and Inclusion.** [Click here to enter text.](#)
- Minnesota's Environment.** [Click here to enter text.](#)
- Fiscal Accountability, Customer Experience, and Measurable Results.** [Click here to enter text.](#)

Application Development Cybersecurity Considerations

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

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.

FY2023 Requested 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	H751SAS	H7531600	State Soldiers Assistance Program	\$2,600,000
1000	H751VHI	H7531412	Veteran Homelessness Initiative	\$1,020,000
1000	H751VHL	H7531407	Tenancy and Landlord Support	\$578,000
1000	H751VHT	H7531403	Temporary Housing and Outreach	\$990,000
				\$5,188,000.00

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

Estimated Project Financials for the Entire Project (including IT) vs Odyssey Transfer Amount	
Estimated Budget (total expected project costs): \$5,188,000 Hardware: \$30,000 Software: \$1,800,000 Training: \$50,000 State Staff: \$2,480,000 Professional/Technical: \$828,000	
Estimated Start Date: 7/1/2023	Requested Finish Date: 6/30/2025 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.

Success Criteria	
How will this project benefit the business? <ul style="list-style-type: none"> Validation and enhancement of a common veteran record and data source (VRM) Integrations with other core Veteran Service Partners (LinkVet, MACV, CVSOs) Ability to retire legacy high-risk profile applications (Outdated Programs and Service Solutions, LibertyNet) Establish and maintain a Homelessness Program Information Tracking System (HITS) Improved data analytics for decision making (Tableau, Power BI, Centralized DW) Automation of manual or paper business processes (APIs, VATS, VRM) Overall improvement of security risk profile (Azure) Improved online services for Veterans and Non-State stakeholders (Completion of VATS) 	
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 2 existing legacy solutions

Information and Telecommunications Account (ITA/Odyssey) FY2023 Project Request

<p>Veteran data will be consolidated and validated into a common data location</p>	<p>Veteran Relationship Management Solution implemented</p> <p>Successful integration of VRM and VATS</p> <p>Successful automated of real-time integrations with 2 additional business partners</p>
<p>Improve Veteran ability to apply for services online</p> <ul style="list-style-type: none"> • VATS improvements to support Veteran Experience • Proactive ability to reach veterans for applicable programs • Visibility into all contacts with Veterans • Ensure that veterans in all stages of life or situation receive the same level of service and support • Make working with MDVA as Veteran centric as possible 	<p># of additional applications received</p> <p># of additional programs or services added to VATS and successful administration of services</p> <p>Veteran survey on working experience with MDVA (tools, process, and people)</p> <p>Establish baseline for new services and solutions in year one and establishment new benchmark in years following.</p>

REVIEW BY EXECUTIVE BUDGET OFFICER

Before submitting this form to the MNIT EEPMO, it must be reviewed by your agency's Executive Budget Officer (EBO).

Yes, FY2023 transfer amount information has been reviewed by our agency's EBO.

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: John Powers

Date: April 17 2023

CBTO: *Kimberly Maturo-Hilt*

Date: 17 April 2023

Name of person with delegated authority to sign the interagency agreement: Brad Lindsey

Information and Telecommunications Account (ITA/Odyssey) FY2023 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.

Our focus for the funding is continue the journey of transferring the work on VATS from project to product. We are establishing a journey and solution which will build an empathic approach to modernizing and delivering a solution the improves upon the Vet and business partner experience. We want to retire the final legacy systems that support programs and service and ensure solution are secure to the best our ability. We also plan to implement a new solution that builds a proactive and modern way of tracking and connecting with Vets in order to provide relevant services to them proactively. We want to integrate with key business partners to get real time information and updates in order to eliminate manual process, build more robust information tracking and continue to create a positive overall experience of working with MDVA. The solutions and service that will be provided in the continued expansion of VATS, the introduction of VRM as well as successful integration and real-time analysis capabilities will support our goal of reaching veterans and their families in a proactive manner and ensure we can support veterans in stage or situation they are currently facing.

- end of document -