

A RIZONA D EPARTMENT O F A DMINISTRATION	STATEWIDE POLICY	 State of Arizona
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P1360 - INFORMATION TECHNOLOGY PLANNING POLICY

DOCUMENT NUMBER:	P1360
EFFECTIVE DATE:	6/30/2023
VERSION:	1.1

1. **AUTHORITY**

To effectuate the mission and purposes of the Arizona Department of Administration (the “Department”), the Department shall maintain a “coordinated statewide plan for information technology” implemented and maintained through policies, and “adopting statewide technical, coordination and security standards” as authorized by Arizona Revised Statute A.R.S. § 18-104(A)(1)(a). The Department shall also “formulate policies, plans and programs to effectuate the government information technology purposes of the department” pursuant to A.R.S. § 18-104(A)(13).

2. **PURPOSE**

The purpose of this policy is to establish an effective planning methodology that will enable State Budget Units (BUs) to implement IT initiatives that meet their goals and objectives in a timely manner while aligning with statewide IT strategies and initiatives and the annual budgeting process.

3. **SCOPE**

3.1. This policy applies to all Budget Units, as defined in A.R.S. § 18-101.

<p>ARIZONA DEPARTMENT OF ADMINISTRATION</p>	<p>STATEWIDE POLICY</p>	 <p>State of Arizona</p>
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4. ROLES AND RESPONSIBILITIES

4.1. The State Chief Information Officer shall:

- 4.1.1.** Create and publish an annually rolling multi-year Statewide IT Strategic Plan, in alignment with the Governor's initiatives.
- 4.1.2.** Provide standard templates to State BUs for developing IT plans and documenting proposed projects;
- 4.1.3.** Gather, track, review and approve the BU IT Plans annually, and incorporate the BU IT strategies into the Statewide IT Strategic Plan in accordance with A.R.S. § 18-104.
- 4.1.4.** Provide consultative assistance to State BUs to establish BU IT Plans, in response to and based on the BU's request.

4.2. BU Chief Information Officers (CIO) shall:

- 4.2.1.** Provide direction and leadership to the BU through the recommendation of IT programs and projects that will enable BU initiatives and operations;
- 4.2.2.** Annually align IT strategies, programs, goals, objectives, and performance measures to the BU IT Plan and the Statewide IT Strategic Plan.
- 4.2.3.** BUs shall participate in the planning cycle defined below and submit the planning documents specified in this policy to ADOA-ASET in a timely manner.
- 4.2.4.** Educate BU users on the BU IT Plan and the Statewide IT Strategic Plan.

4.3. Individual BU Users shall:

- 4.3.1.** Become familiar with statewide and BU IT Plans.
- 4.3.2.** Adhere to statewide and BU IT Plans pertaining to the use of State IT resources.

<p>ARIZONA DEPARTMENT OF ADMINISTRATION</p>	<p>STATEWIDE POLICY</p>	 <p>State of Arizona</p>
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5. Policy

- 5.1.** Annually each BU shall develop, maintain, and implement an IT plan and a corresponding budget, in accordance with A.R.S. § 18-104.
- 5.2.** Each BU's IT Plan shall include the following:
- At least one goal and one challenge
 - Outcomes that are measurable
 - A quality assurance plan as defined in Arizona Administrative Code R2-18-101
 - A disaster recovery plan as defined in A.R.S. § 18-101
 - IT goals that align with statewide IT standards and identify that they are in compliance with statewide IT PSPs
- 5.3.** ADOA-ASET shall review the proposed BU IT Plan to determine whether it includes all of the above required elements.
- 5.4.** ADOA-ASET will evaluate and approve or disapprove BU IT Plans in accordance with A.R.S. § 18-104(f).
- 5.5.** Each BU shall establish a planning cycle that provides and allows for the BU and its management to deliver their IT Plan to ADOA-ASET in a timely manner to allow ADOA-ASET adequate time to review, discuss, and work with the BU as necessary.
- 5.6.** The recommended cycle that BUs are encouraged to follow each year is:
- PLANNING PHASE
- September 2nd - January 1st: Each BU's divisions plan, then submit to their BU leadership
 - January 1st - March 1st: Entire BU participates in developing their IT plan
 - March 2nd - April 1st: BU finalizes their annual IT Plan
 - April 1st - May 15th: The BU Submits their Annual IT Plan to ADOA
- BUDGETING PHASE
- May 16th - August 1st: The BU develops their budget in support of their IT plan
 - August 2nd - September 1st: The BU formally submits their budget

<p>ARIZONA DEPARTMENT OF ADMINISTRATION</p>	<p>STATEWIDE POLICY</p>	 <p>State of Arizona</p>
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- 5.7. ADOA-ASET shall review Project Investment Justification (PIJ) documents to ensure that their projects are contemplated by their BU Annual IT Plan and if not, why not.
- 5.8. The multi-year Statewide IT Strategic Plan developed by ADOA-ASET shall take into account the Governor’s Strategic Plan as well as the IT Plans and supporting documentation provided by the BUs.
- 5.9. Annually, ADOA-ASET shall determine the funding and resources that ADOA-ASET will require to execute on the Statewide IT Strategic Plan, as well as the resources and funding that ADOA-ASET will need in order to provide the services required by BUs as identified in their IT Plans. This information shall be submitted to the ADOA Director for inclusion in the Budget Submission Cycle.

6. DEFINITIONS AND ABBREVIATIONS

Refer to the PSP Glossary of Terms located on the ADOA-ASET website.

7. REFERENCES

- 7.1. A.R.S. § 18-101
- 7.2. A.R.S. § 18-104
- 7.3. P3400 Project Investment Justification (PIJ) Policy
- 7.4. A.R.S. § 41-4282
- 7.5. A.R.S. § 41-3504

8. LINKS

9. VERSION HISTORY

A RIZONA D EPARTMENT O F A DMINISTRATION	<h1>STATEWIDE POLICY</h1>	 State of Arizona
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Date	Change	Revision	Signature
10/11/2016	Policy approved by State CIO, which replaces P136.	1.0	Morgan Reed
6/26/2023	Reviewed and made updates as needed.	1.1	J.R. Sloan