

FORM B: Department Detail

Department IT Plan
FY 2015-16 through FY 2019-20

1. IT STANDARDS & POLICIES

1a) What IT standards and policies do you have in place? For each, identify how often these are updated and enforced.

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2. APPLICATIONS PORTFOLIO

2a) Complete the following information about the business applications that are currently being used and supported in your department:

(Specifically include the client software that is used to access the mainframe)

#	Software Application Name	Description	# of Licenses	Annual Cost
1				\$ -
2				\$ -
3				\$ -
4				\$ -
5				\$ -
6				\$ -
7				\$ -
8				\$ -
9				\$ -
10				\$ -
Software Total				\$ -

3. INFORMATION SECURITY

3a) Does your dept. have Information Security policies and/or standards? If yes, please specify and attach relevant documents.

(Specifically note any policies related to 1)Records Retention; 2)Data Classification; 3)Rules to address how outside devices are connecting to the City's network)

☐ Yes (Please specify)

☐ No

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3b) Does your dept. have dedicated staff and/or funding for Information Security?

☐ Yes (Please specify)

☐ No

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3c) What level of security does your department have on mobile devices (smart phones, tablets, laptops)?

☐ High

☐ Medium

☐ Low/None

i) What is your process if a mobile device is lost or stolen?

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3d) What anti-virus software do you use?

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3e) Do you know if you have had any security incidents in the last 6 months?

☐ Yes

☐ No

i) If yes, how many? How did you find out about them? (Confidential data)

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3f) What regulatory compliance standards are you required to comply with?

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3g) Do you have an incident response plan?

☐ Yes

☐ No

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4. NETWORK / IT INFRASTRUCTURE

4a) Identify the following information about your network equipment:

#	Manufacturer	Type	Age	Location
1				
2				
3				
4				
5				

i) What is your dept's maintenance plan of your network?

4a) Network Capacity

i) Does your department currently have capacity issues?

☐ Yes

☐ No

ii) If no, do you anticipate any issues in next five years?

☐ Yes

☐ No

4c) Server / Datacenters

i) How many physical and virtual servers do you support and maintain?

Physical

Virtual

ii) Where are your servers located?

4d) What wireless network(s) do you maintain?

i) What is the main purpose of the network ?

Visitors / Public

Both

Business

ii) What model of access point (AP) does your department support?

iii) How many access points (APs) do you have?

4e) Does your dept. have an uninterrupted power supply (UPS)?

☐ Yes

☐ No

i) If yes, provide details on the following:

Manufacturer

Age

Model

Warranty

Management/Monitoring Plan

4f) Identify your Internet Service Provider(s)

i) How much do you spend annually on this service?

ii) What is your bandwidth?