

# EBO FORM NO. 11

## INFORMATION TECHNOLOGY

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The purpose of the EBO Form 11 spreadsheet is to meet the reporting requirements to justify, describe, and plan for all Information Technology (IT) related budget expenditures, and IT projects (either ongoing or planned) for FY 2018, regardless of funding source or program. IT related budget expenditures and projects are defined in the *Code of Alabama, 1975 Section 41-28-2* as “automated data processing, communications systems and services, wide area and local area networks, the Internet, electronic information systems and related information, databases, equipment, goods, and services.” The EBO Form 11 is very similar to the EBO Form 7 used in the budget request process. **Please note: Agencies may submit the EBO Form 11 either on a quarterly or annual basis.** Agencies wanting to submit their IT operations plan on an annual basis, should enter the total amounts for FY 2018 in the “4<sup>th</sup> Qtr FTE” or “Fourth Quarter” columns. If reporting on an annual basis, the first, second and third quarter columns should either be left blank or contain zeroes.

EBO Form 11 consists of four types of tabs (forms) contained within a single spreadsheet.

- Coversheet: Required
- OP Other IT: Required
- Proj 01 – Proj 10: Agency Projects. Required submission discussed in IT Project tabs section.
- Total IT: Automatically calculated. Agencies cannot enter information in this tab.

The form is set up so information is entered only in the shaded areas of the forms. Agencies must prepare the “Coversheet” tab, which contains general agency contact information, and the “Other IT” tab representing all non-project IT budget amounts by major object. Planned and continuing IT projects for FY 2018 must be reported in the IT project spreadsheet tabs (Proj 01 – Proj 10). IT projects are defined as new or ongoing major IT endeavors to 1) increase the effectiveness or efficiency of business processes by applying information technology or using IT to comply with new requirements of business functions, or 2) major investments in IT services, hardware, or software or applications. IT endeavors with a total cost of \$250,000.00 or more must be reported as an IT project. Agencies are not allowed to use project phases or other means to circumvent the cost threshold. Agencies participating in a multi-agency or enterprise IT project must report the agency’s cost as an IT project if the total project cost for all participating agencies exceeds \$250,000.00. Participating agencies should use the same project name or title for multi-agency or enterprise IT projects such as STAARS or CARES.

All figures should be representative of the entire agency’s IT amounts, and NOT just the agency IT organization. The Total IT costs are reflected in the next to last tab, which adds up all IT costs entered in

the “OP Other IT” and Project tabs. The last tab is for State office use only. Detailed instructions for the EBO Form 11 spreadsheet are described below.

**Refer all questions regarding the preparation of EBO Form No. 11 or these instructions to the Office of Information Technology at [infoOIT@oit.alabama.gov](mailto:infoOIT@oit.alabama.gov).** Additional information and frequently asked questions are shown the Documents section of the OIT website: <http://www.oit.alabama.gov/>

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## Coversheet Tab

**Coversheet** – All agencies are required to complete and submit the coversheet.

1. **AGENCY NAME** - Identify the agency name
2. **STAARS AGENCY CODE** - Identify three-digit agency STAARS Agency code or number.  
Agency codes or numbers can be found on the Comptroller’s website at:  
<http://comptroller.alabama.gov/pdfs/ChartofAccts/agcy.pdf>
3. **AGENCY DIVISION/GROUP** – a unique 10 character division or section name or abbreviation – (Optional) \* Note: See Special Instructions #3 for additional information.
4. **NAME** - The agency contact who can be called if there are any questions or clarifications needed on the submission.
5. **TITLE, PHONE, E-MAIL** - The title, phone number and e-mail address of agency contact.

<b>State of Alabama</b>	<b>Agency IT Operations Plan</b>		<b>Fiscal Year</b>
EBO Form 11 - Information Technology			<b>2018</b>
<b>Agency Name:</b>	<b>1</b>	<b>STAARS Agency Code:</b>	<b>2</b>
<b>Agency Division/Group:</b> (Optional)			<b>3</b>
<b>Agency Contact Information</b>			
<b>Name:</b>	<b>4</b>		
<b>Title:</b>	<b>5</b>		
<b>Phone:</b>	<b>5</b>		
<b>E-mail:</b>	<b>5</b>		

## OP Other IT Tab

**OP Other IT** - All agencies are required to complete and submit one “OP Other IT” spreadsheet tab. The “Other IT” represents agency IT items included in the agency operations plan but are not related to IT projects (Reported Separately). The “OP Other IT” operations plan is the total agency IT Operations Plan amounts excluding separately reported IT projects.

1. Show IT related staff included in operations plan by quarter in Full Time Equivalents (FTE). An employee that works only half time during the quarter would be .50 FTE. A new fulltime employee starting work in the middle of a quarter would be counted as .50 FTE for that quarter and as 1.00 FTE for the other quarters worked. An employee working half time on maintaining the agency IT applications or infrastructure and half time on an IT project would be counted as .50 on the total “Other IT” staff and .50 as part of the IT project IT staff for the quarters worked. Show the number of IT Staff by type or category of staff listed for each quarter (Use two decimals). The “Total IT Operations Staffing” is automatically calculated.
  - a. Number of state staff with IT classifications (See Frequently Ask Questions on OIT’s website: <http://www.oit.alabama.gov/documents.aspx> )
  - b. Number of state staff engaged in IT related functions, but without IT classifications: “No Title at Conversion”, “Retired State Employee”, other state staff doing IT work or functions.
  - c. Ancillary or Support staff providing administrative support to the IT organization such as ASAs and other support staff.
  - d. IT related Contractors on site or teleworking who do IT related work or functions under contract, MOU or MOA for the agency.
2. Please provide all IT related amounts for all each quarter in FY 2018. The amounts should include all funds and reflect the agency IT related total and not the agency IT organization. Any IT projects submitted separately should be excluded in the amounts. Show totals rounding to the nearest dollar. Do not include the cost of office space, office furniture, chairs, electricity, water, gas, cleaning, garbage, and sewage for IT personnel on the IT EBO Forms. The submitted EBO IT forms, however should reflect the total cost of voice and data networks, telephone service, and internet services as well as monitors, scanners, printers, etc.

State of Alabama		Agency IT Operations Plan				All Other
EBO Form 11 - Information Technology		Total Other IT Amounts - IT Amounts not related to IT Projects (Excluding IT Projects Submitted Separately)				Fiscal Year 2018
<b>IT Operations Staffing</b> (Quarterly FTE)		<b>1st Qtr FTE</b> (Two Decimals)	<b>2nd Qtr FTE</b> (Two Decimals)	<b>3rd Qtr FTE</b> (Two Decimals)	<b>4th Qtr FTE</b> (Two Decimals)	XXXXXXX
a.	IT State Staff with IT Classifications	1				XXXXXXX
b.	State Staff doing IT functions					XXXXXXX
c.	Ancillary or Support State Staff					XXXXXXX
d.	Contract Staff					XXXXXXX
<b>Total IT Operations Staffing</b>		0.00	0.00	0.00	0.00	XXXXXXX
Obj Code	Expenditures by Object (Whole Dollars)	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Total
0100	Personnel Costs	2				\$ -
0200	Employee Benefits					\$ -
0300	Travel-In-State					\$ -
0400	Travel-Out-Of-State					\$ -
0500	Repairs and Maintenance					\$ -
0600	Rentals and Leases					\$ -
0700	Utilities and Communication					\$ -
0800	Professional Services					\$ -
0900	Supplies, Materials and Operating Exp					\$ -
1000	Transportation Equipment Operations					\$ -
1100	Grants and Benefits					\$ -
1200	Capital Outlay					\$ -
1300	Transportation Equipment Purchases					\$ -
1400	Other Equipment Purchases					\$ -
1500	Debt Service					\$ -
1600	Miscellaneous					\$ -
<b>IT Operations Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -

## **Proj 01 – Proj 10 Tabs**

**Proj 01 – Proj 10** – The spreadsheet allows 10 IT projects to be reported separately. IT projects are defined as new or ongoing major IT endeavors to 1) increase the effectiveness or efficiency of business processes by applying information technology or using IT to comply with new requirements of business functions, or 2) major investments in IT services, hardware, or software or applications. IT endeavors with a total cost of \$250,000.00 or more must be reported as an IT project.

All agencies are required to complete and submit “Proj 01” – even if there are not any IT projects. Agencies without any IT projects meeting the threshold should complete “Proj 01” tab. Show “None” or “N/A” as the Project Title/Name or enter zero (0) for each object and for each type of project staff shown. Proj 02- Proj 10 tabs should be left blank.

1. **PROJECT TITLE/NAME** - Identify the agency’s project title or name. Enter “None” or “N/A” if the agency doesn’t have any projects meeting the threshold on the “Proj 01” tab.
2. **START DATE (MM/DD/YYYY)** - Date IT project started if ongoing or continuing, or the planned start date if the IT project is new.
3. **PROJECT DESCRIPTION** - The IT project’s description or function – be specific as possible. If the IT project is to replace 300 computers and 3 servers then the IT project would be “Acquire, configure and install 250 desktop computers, 40 laptops, and 10 tablets and 3 database servers”.
4. **COMPLETION DATE (MM/DD/YYYY)** - The planned completion date of the IT Project.
5. **PROJECT PRIORITY** - Agency priority number for the IT project. The priority number should be from 1 through the total number of projects with 1 being the highest priority. Duplicate priority numbers are not allowed – there is only one “1” and one “2” and so forth. This is the agency priority.
6. **TOTAL PROJECT COSTS** - Total IT Project cost. Round to the nearest whole dollar.
7. **TOTAL COSTS TO DATE:** - Total amount spent or anticipated expenditures on continuing projects through 9/30/2017 for ongoing or continuing project. The total project cost to date for new projects beginning in FY2018 would be zero (0).

8. PROJECT STAFFING - The full time equivalents (FTE) of staff assigned to the project by quarter. The FTE is on the IT project quarter basis. An employee working half time on the project for a full year during FY 2018 would be considered .50 FTE for each quarter worked. A new fulltime employee starting work in the middle of a quarter would be counted as .50 FTE for that quarter and as 1.00 FTE for the other quarters worked. Show IT related staff included the operations plan as FTE within each quarter that will be assigned to work on the project for each of the IT related staff below. (Use two decimals). The quarterly "Project Staffing Totals" are automatically calculated.
- a. Number of state staff with IT classifications (See FAQ listing on OIT's website)
  - b. Number of state staff engaged in IT related functions but without IT classifications: "No Title at Conversion", "Retired State Employee", other state staff doing IT jobs.
  - c. Ancillary or Support staff are staff that provide administrative support to the IT organization such as ASAs and other support staff
  - d. IT related Contractors on site or teleworking who do IT related work or functions under contract, MOU or MOA for the agency.
9. IT Project Expenditure Information - Show the IT project's budgeted or allocated amounts by object for each quarter in FY17 for new and ongoing or continuing IT projects. The "Total" columns and the quarterly totals are automatically calculated. Do not include the cost of office space, office furniture, chairs, electricity, water, gas, cleaning, garbage, and sewage for IT personnel on the IT EBO Forms. The submitted EBO IT forms, however should reflect the total cost of voice and data networks, telephone service, and internet services as well as monitors, scanners, printers, etc.
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<b>State of Alabama</b>		<b>Agency IT Operations Plan</b>				<b>Project 01</b>	
EBO Form 11 - Information Technology		<b>Ongoing and Planned IT Projects (Excluding Total OP Other IT Amounts)</b>				<b>Fiscal Year 2018</b>	
<b>IT Project Information</b>							
<b>Project Title/Name:</b>		1				<b>Start Date:</b> (MM/DD/YYYY)	
<b>Project Description:</b>		3				<b>Completion Date:</b> (MM/DD/YYYY)	
<b>Project Priority :</b>		5		<b>Total Project Costs:</b>		6	
				<b>Total Costs to Date:</b> (As of 9/30/2017)		7	
<b>Project Staffing (Two Decimals)</b>		<b>1st Qtr FTE</b>	<b>2nd Qtr FTE</b>	<b>3rd Qtr FTE</b>	<b>4th Qtr FTE</b>	<b>XXXXXXX</b>	
a.	IT State Staff with IT Classifications	8				XXXXXXX	
b.	State Staff doing IT functions					XXXXXXX	
c.	Ancillary or Support State Staff					XXXXXXX	
d.	Contract Staff					XXXXXXX	
<b>Project Staffing Totals</b>		0.00	0.00	0.00	0.00	XXXXXXX	
<b>IT Project Expenditure Information</b>							
<b>Obj Code</b>	<b>Expenditures by Object (Whole Dollars)</b>	<b>First Quarter</b>	<b>Second Quarter</b>	<b>Third Quarter</b>	<b>Fourth Quarter</b>	<b>Total (Whole Dollars)</b>	
0100	Personnel Costs	9				\$ -	
0200	Employee Benefits					\$ -	
0300	Travel-In-State					\$ -	
0400	Travel-Out-Of-State					\$ -	
0500	Repairs and Maintenance					\$ -	
0600	Rentals and Leases					\$ -	
0700	Utilities and Communication					\$ -	
0800	Professional Services					\$ -	
0900	Supplies, Materials and Operating Exp					\$ -	
1000	Transportation Equipment Operations					\$ -	
1100	Grants and Benefits					\$ -	
1200	Capital Outlay					\$ -	
1300	Transportation Equipment Purchases					\$ -	
1400	Other Equipment Purchases					\$ -	
1500	Debt Service					\$ -	
1600	Miscellaneous					\$ -	
<b>IT Project Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	



## Special Instructions

1. Agencies with more than ten IT projects meeting the threshold can submit multiple spreadsheets. The first spreadsheet submitted should contain the agency total “Other IT” budget request. Complete the coversheet and as many of the project spreadsheet(s) as needed.
2. Agencies whose IT staff is only partially allocated to an IT project. If an IT staff person is working 25% of their time on an IT project and the remaining 75% of their time is spent on maintaining existing applications or infrastructure, the agency should include the .25 FTE as part of the project staff and include the .75 FTE as part of the “Other IT” staff. The total staff shown under “Other IT” and in the Proj 01 through Proj 10 tabs should not exceed the total anticipated IT staff. The total IT staff for all categories is automatically calculated and shown on the “Total IT” tab.
3. The “Agency Division/Group” is optional. IT budgeting is not simple or necessarily along organizational lines. The “Agency Division/Group” name or abbreviation was an attempt to allow agencies to distribute the EBO Form 11 to the appropriate personnel or units for completion. Agencies may use a unique 10 character name or abbreviation for the divisions or sections completing the form. All the completed EBO Forms 11 would then be gather for submission. All Division/Group submissions will be compiled and totaled by the state to create the “Agency” view. This means that each division/group with any IT expenditures must complete and submit the appropriate spreadsheets – but the IT project priority must be unique and unduplicated for the agency. Only one division/group can submit an IT project with the number “1” priority. The agency must submit all spreadsheets at the same time. It is the agency’s responsibility to ensure that all DIVISIONS/GROUPS have completed the appropriate IT spreadsheets and have reviewed the project priority(s) to ensure there are no duplicate priority numbers. Valid Divisions/Group submissions are below:
  - a. **One Blank or One Total** – Agencies may leave the Division/Group field blank or type in “Total” to indicate there will only be one EBO Form 11 submission for the agency with all divisions and groups combined.
  - b. **Multiple Division/Group Codes** – Agencies may submit one or more EBO Forms 11 with each having a different “Division/Group”. All Divisions/Groups with any IT related budget items or IT projects must submit a separate completed EBO Form 11. All submitted Division/Group EBO Form 11s represent the total IT related expenditures and projects for the agency.
  - c. **One “All Other” and one or more Division/Group EBO Form 11-** Agencies also have the option of submitting individual EBO Form 11 for specific Division/Group and then combining the rest of the agency using an Division/Group name of “All Other” to indicate multiple organizations have been combined. The “All Other” combined with the specific

Division/Group EBO Form 11 submitted represents total IT related expenditures for the agency.

4. The data agencies enter on the spreadsheet forms are compiled on the last tab “For State Use Only”. For this reason agencies are required to use the EBO Form 11 downloaded from the Executive Budget Office. Agencies should submit their completed EBO Form 11s by attaching the completed spreadsheets to an e-mail to: [infoOIT@oit.alabama.gov](mailto:infoOIT@oit.alabama.gov). Agencies should **not submit PDF** copies of EBO Form 11.
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