

EBO FORM NO. 11

INFORMATION TECHNOLOGY

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 2017, 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 2017 in the “4th 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 2017 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. Additional information and frequently asked questions are shown the Documents section of the OIT website: <http://www.oit.alabama.gov/>

Coversheet Tab

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

1. AGENCY NAME - Identify the agency name
2. AGENCY CAS NO - Identify three-digit agency CAS number. CAS numbers can be found on the Comptroller’s website at: <http://comptroller.alabama.gov/pdfs/ChartofAccts/agcy.pdf>
3. AGENCY CAS ORG. NO. - CAS 4 character organization code – (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.

State of Alabama	Agency IT Operations Plan		Fiscal Year
EBO Form 11 - Information Technology			2017
Agency Name:	1	Agency CAS No.	2
		Agency CAS Org. No. (Optional)	3
Agency Contact Information			
Name:	4		
Title:	5		
Phone:			
E-mail:			

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 2017. 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 2017
IT Operations Staffing (Quarterly FTE)		1st Qtr FTE (Two Decimals)	2nd Qtr FTE (Two Decimals)	3rd Qtr FTE (Two Decimals)	4th Qtr FTE (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
Total IT Operations Staffing		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					\$ -
IT Operations Total		\$ -	\$ -	\$ -	\$ -	\$ -

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 9/30/2016 for ongoing or continuing project. The total project cost to date for new projects beginning in FY2017 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 2017 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 FY16 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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State of Alabama		Agency IT Operations Plan				Project 01	
EBO Form 11 - Information Technology		Ongoing and Planned IT Projects (Excluding Total OP Other IT Amounts)				Fiscal Year 2017	
IT Project Information							
Project Title/Name:		1				Start Date: (MM/DD/YYYY)	
Project Description:		3				Completion Date: (MM/DD/YYYY)	
Project Priority :		5		Total Project Costs:		6	
				Total Costs to Date: (As of 9/30/2016)		7	
Project Staffing (Two Decimals)		1st Qtr FTE	2nd Qtr FTE	3rd Qtr FTE	4th Qtr FTE	XXXXXXX	
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	
Project Staffing Totals		0.00	0.00	0.00	0.00	XXXXXXX	
IT Project Expenditure Information							
Obj Code	Expenditures by Object (Whole Dollars)	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Total (Whole Dollars)	
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					\$ -	
IT Project Total		\$ -	\$ -	\$ -	\$ -	\$ -	

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 CAS Org. No.” or ORGN is optional. IT budgeting is not simple or necessarily along organizational lines. The CAS Org or ORGN code was an attempt to allow agencies to distribute the EBO Form 11 to the appropriate personnel for completion. Agencies may use a unique 4 character abbreviation for the ORGN code. All the completed EBO Forms 11 would then be gather for submission. All ORGN submissions will be compiled and totaled by the state to create the “Agency” view. This means that each ORGN 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 ORGN 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 ORGNs have completed the appropriate IT spreadsheets and have reviewed the project priority(s) to ensure there are no duplicate priority numbers. Valid ORGN submissions are below:
 - a. **One Blank or One Total** – Agencies may leave the ORGN field blank or type in “Totl” to indicate there will only be one EBO Form 11 submission for the agency with all ORGNs combined.
 - b. **Multiple ORGN Codes** – Agencies may submit one or more EBO Forms 11 with each having a different agency ORGN. All ORGNs with any IT related budget items or IT project must submit a separate completed EBO Form 11. All submitted ORGN EBO Form 11s represent the total IT related expenditures and projects for the agency.
 - c. **One “All Other” and one or more ORGN EBO Form 11-** Agencies also have the option of submitting individual EBO Form 11 for specific ORGN codes and then combining the rest of the agency using an ORGN code of “Othr” to indicate multiple organizations have been combined. The “Othr” combined with the specific ORGN 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. Agencies should **not submit PDF** copies of EBO Form 11.
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