EBO FORM 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 Fiscal Year 2025 (FY2025), regardless of funding source or program. IT related budget expenditures and projects are defined in the *Code of Alabama §41-28-2; Act 2013-68,* 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. **NOTE: Agencies may submit the EBO Form 11 either on a quarterly or annual basis.** Agencies that choose to submit their IT Operations Plan on an annual basis should enter the total amounts for FY2025 in the "4th Qtr FTE" or "Fourth Quarter" columns; the first, second and third quarter columns should either be left blank or contain zeroes.

EBO Form 11 consists of five 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 - and - State Use Only: Automatically calculated. Agencies cannot enter information in these tabs.

Information can only be entered in the shaded areas of the EBO Form 11. Agencies **must** prepare the 'Coversheet' tab that contains general agency contact information, and the 'OP Other IT' tab representing all non-project IT budget amounts by major object code. Planned and continuing IT projects for FY2025 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 processes, or 2) major investments in IT services, hardware, 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 (e.g., STAARS or CARES).

All figures should be representative of the entire agency's IT amounts, and <u>NOT</u> just the agency's IT section. The 'Total IT' costs are reflected in the next to last tab that sums all IT costs entered in the 'OP Other IT' and 'Proj' tabs. The last tab is for OIT 'State Use Only.' Detailed instructions for the EBO Form 11 spreadsheet are described below.

Refer all questions regarding the preparation of the EBO Form 11 or these instructions to the Office of Information Technology at infoOIT@oit.alabama.gov. Additional information can be found in the document "EBO Form 11 Frequently Asked Questions" on the OIT website: https://oit.alabama.gov/resources/documents/.

'Coversheet' Tab

All agencies are required to complete and submit the Coversheet.

1. **Agency Name** - Identify the agency name.

2. **STAARS Agency Code** - Identifying three-digit STAARS Agency Code. The STAARS Agency Codes can be found in the "Chart of Accounts and Department Codes" on the Comptroller's website at: https://comptroller.alabama.gov/chart-of-accounts/ Click the link, go to page 3 (as of 5-17-2024), and select the most recent Fiscal Year (e.g., 2024 at the upper right) to view the listing.

3. **Agency Division/Section** - Optional. A unique value up to 10 characters for an agency division/section name or an abbreviation.

   NOTE: See 'SPECIAL INSTRUCTIONS' number 3 for additional information.

4. **Name** - The agency's contact who can be called if there are any questions, or if clarification is needed pertaining to the submission.

5. **Title, Phone, E-Mail** - The agency contact's title, phone number and e-mail address.

State of Alabama	Agency IT Operations Plan	Fiscal Year
EBO Form 11 - Information Technology		2025
Agency Name: ①		**STAARS Agency Code:** ②
	Agency Division/Section: (Optional) ③	
Agency Contact Information		
Name: ④		
Title: ⑤		
Phone: ⑤		
E-Mail: ⑤		

'OP Other IT' Tab

All agencies are required to complete and submit one 'OP Other IT' spreadsheet tab. The 'OP Other IT' represents the total Agency IT Operations Plan expenses that are **not related to IT projects** (reported separately).

1. Show "IT Operations Staffing" by quarter in Full Time Equivalents (FTE). An employee who works only half time during the quarter would be .50 FTE. A new, full-time 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 applications or infrastructure and half time on an IT project would be counted as .50 FTE on the total 'OP Other IT' staff and .50 FTE as part of the IT project staff for the quarter(s) worked. Show the number of IT Staff by category for each quarter (use two decimals). The "Total IT Operations Staffing" is automatically calculated. NOTE: "State Staff" is considered state employees.

   a. Number of state staff with IT classifications. See page 11 for list of classifications.

   b. Number of state staff without IT classifications such as Management classifications, "Retired State Employee," and any other classifications not specifically considered IT who are performing IT work or related functions.

   c. Ancillary or Support state staff providing support to the IT organization such as Administrative Support Assistants (ASAs), Accountant positions, Retired State Employees, Governor appointed classifications, and any other support staff.

   d. IT related Contractors on site or teleworking who perform IT related work or functions under contract (e.g., Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), or Statement of Work (SOW) for the agency).

2. Please provide all IT related amounts for each quarter in FY2025. The amounts should include all funds and reflect the full agency IT related total rather than just the agency's IT section total. Any IT project submitted separately should be excluded in the amounts. Show total rounding to the nearest dollar. The submitted EBO Form 11 should reflect the total cost of voice and data networks, telephone service and internet service as well as computers, monitors, scanners printers,

etc. *Do not include the cost of office space, office furniture, chairs, electricity, water, gas, cleaning, trash, and sewage for IT employees on the IT EBO forms.*

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 2025
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

The spreadsheet allows 10 IT projects. 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 processes, or 2) major investments in IT services, hardware, software, or applications. <u>IT endeavors with a total cost of $250,000.00 or more must be reported as an IT project.</u>

All agencies are required to complete and submit 'Proj 01' even if there are no IT projects meeting the $250,000.00 threshold. Enter "None" or "N/A" as the Project Title/Name. In this instance, the 'Proj 02' through 'Proj 10' tabs would be left blank.

1. **Project Title/Name** - Identify the agency's project title or name. If the agency has no projects meeting the $250,000.00 threshold, enter "None" or "N/A".

2. **Start Date** (MM/DD/YYYY) **-** Date the 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 as specific as possible. If the IT project is to replace 300 computers and three servers, the description could be "Acquire, configure and install 250 desktop computers, 40 laptops, 10 tablets and three database servers."

4. **Completion Date** (MM/DD/YYYY) **-** The planned completion date of the IT project.

5. **Project Priority -** The agency priority number for the specific 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 a single "1", a single "2", etc.

6. **Total Project Costs -** Grand total cost of the IT project. Round to the nearest whole dollar.

7. **Total Costs to Date** (As of 9/30/2024) **-** Total amount spent or anticipated expenditures for ongoing or continuing projects through 9/30/2024. The total project cost to date for new projects beginning FY2025 would be zero (0).

8. **Project Staffing (Two Decimals) -** The full-time equivalent (FTE) of staff assigned to the project by quarter. The FTE is on the <u>IT project quarter basis.</u> An employee working half time on the project for a full year during FY2025 would be considered .50 FTE for each quarter worked. A new full-time

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 following quarters worked. Show IT related staff included in the Operations Plan as FTE within each quarter that the employee will be assigned work on the project for the staff categories below. The quarterly "Project Staffing Totals" are automatically calculated.

a. Number of state staff with IT classifications. (See the listing in the "EBO Form 11 Frequently Asked Questions", page two, on OIT's website at https://oit.alabama.gov/resources/documents/.)

b. Number of state IT staff without IT classifications such as "Retired State Employee" and any other classifications not considered specifically IT that are performing IT work or related functions.

c. Ancillary or Support state staff providing administrative support to the IT organization such as Administrative Support Assistants (ASAs), Accountant positions, Retired State Employees, Governor appointed classifications, and any other support staff.

d. IT related Contractors on site or teleworking who perform IT related work or functions under contract (e.g., Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), or Statement of Work (SOW) for the agency).

9. **IT Project Expenditure Information -** Show the IT project's budgeted or allocated amounts by object code for each quarter in FY2025 for new and ongoing/continuing IT projects. The "Total" columns and the quarterly totals are automatically calculated. The EBO Form 11 should reflect the total cost of voice and data networks, telephone service, and internet services as well as computers, monitors, scanners, printers, etc. _Do not include the cost of office space, office furniture, chairs, electricity, water, gas, cleaning, trash, and sewage for IT personnel._

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 2025

IT Project Information

Project Title/Name:	①			Start Date: (MM/DD/YYYY)	②
Project Description:	③			Completion Date: (MM/DD/YYYY)	④
Project Priority : ⑤	Total Project Costs: (Whole Dollars)	⑥	Total Costs to Date: (As of 9/30/2024)	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					XXXXXXX
b.	State Staff doing IT functions	⑧				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					$ -
0200	Employee Benefits	⑨				$ -
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 10 IT projects meeting the $250,000.00 threshold should submit multiple EBO Forms 11. The first Form 11 submitted should contain the agency total 'OP Other IT' Operations Plan amounts. All other Forms 11 submitted should have the 'Coversheet" completed and as many of the additional project spreadsheets as needed.

2. Agencies whose IT staff is only partially allocated to an IT Project should be specifically reported. If an IT staff person is working 25 percent of the time on an IT project and the remaining 75 percent is spent on maintaining existing applications or infrastructure, the agency should include 0.25 FTE as part of the project staff and include 0.75 FTE as part of the 'OP Other IT' staff. The total staff shown under 'OP 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/Section" is optional. IT budgeting is neither simple nor necessarily along organizational lines. Consequently, the "Agency Division/Section" name or abbreviation allows agencies to distribute the EBO Form 11 to the appropriate personnel or units for completion, and division/section submissions will be compiled and totaled by OIT to create the "Agency" view. Agencies must use a unique name or abbreviation (up to 10 characters) for the divisions/sections that are completing the form, and each division/section with IT expenditures would complete and submit the appropriate spreadsheets. However, the IT project priorities must be unique and unduplicated for the agency. Only one division/section can submit an IT project with the number "1" priority. It is the agency's responsibility to ensure that all divisions/sections have completed the appropriate IT spreadsheets and that there are no duplicate priority numbers. All completed EBO Forms 11 should then be gathered for submission, and the agency contact must submit all Forms 11 at the same time. Valid division/section values are below:

   a. **One Blank or One Total -** Agencies may leave the Division/Section field blank or type in "Total" to indicate there will only be one EBO Form 11 submission for the agency with all division/sections combined.

   b. **Multiple Division/Section Codes -** Agencies may submit one or more EBO Forms 11 with each having a different "Division/Section." All divisions/sections with any IT related budget items or IT projects must submit a completed EBO Form 11. All submitted Forms 11 will represent the total IT related expenditures and projects for the agency.

c. **One "All Other" and one or more Division/Section EBO Forms 11 -** Agencies have the option of submitting an individual EBO Form 11 for a specific division/section and combining the remainder of the agency totals on an EBO Form 11 using the division/section name of "All Other" to indicate multiple sections have been combined. The "All Other" EBO Form 11 submitted with the specific Division/Section EBO Form 11 represents the total IT related expenditures for the agency.

4. The information agencies enter on the EBO Form 11 spreadsheets are compiled on the last tab 'State Use Only.' For this reason, agencies are required to use the EBO Form 11 spreadsheet downloaded from the Executive Budget Office website. Agencies should submit the completed EBO Form(s) 11 by attaching the form to an e-mail to: infoOIT@oit.alabama.gov **Agencies should NOT submit .pdf copies of the EBO Form 11.**

See following page for IT Classifications!!!

These "Classification Types" are general descriptions and are to include any trainee, intern, temporary, retired state employee, and entry-level through senior level positions.

CLASSIFICATION TYPES	CLASSIFICATION TYPES	CLASSIFICATION TYPEES
Access Control/Security Sys Specialist	Forensic Technology Manager	Operations Support Technician
AID - Sec/Infrastructure Management	GIS Manager	Programmer
AID - Software Developer	GIS Specialist	Programmer Analyst
AL Digital Expansion Director	GIS Technician	Secretary of Info Technology
ALDOT Enterprise Info Manager	Gov Appt Asst Agency Director C	Security A & E Analyst
ALDOT Train/EDP Manager	Governor Appt Agency Director B	Security Systems Administrator
ALEA Computer Forensic Investigator	Governor's Executive Group A	Security Systems Operator
AOC Information Sys Support Spec	Imaging Specialist	Senior Technical Support Analyst
AOC Data Ctr Operations Manager	Information Systems Coordinator	Software Design Engineer
Asst Dir Information/Admin Services	Information Sys Support Specialist	Software Developer
Asst Director Security Access Control	Information Technology Architect	SR Info Sys Administrator
Asst Dir State Operations	Infrastructure Supp Engineer	SR IT Security Analyst
Business Technology Analyst	Infrastructure System Admin	SR Network Administrator
Business Technology Specialist	IT Business Analyst	SR Security/Infrastructure Manager
Chief Data Officer	IT Functional Systems Analyst	SR Software Developer
Chief Information Officer	IT Manager	SR Systems Design Engineer
Computer Programmer	IT Operations Manager	SR Technical Support Analyst
Crime Information Center Director	IT Operations Specialist	SR Program Analyst
Cybersecurity Analyst	IT Operations Supervisor	State Business Sys Deputy Director
Data Center Manager	IT Operations Technician	State Business Systems Director
Data Entry Operator	IT Project Director	State Technical Trainee
Data Entry Specialist	IT Project Manager	Statewide Enterprise Sys Specialist
Data Integrity Manager	IT Security Administrator	System Support Analyst
Data Operations Technician	IT Security Analyst	System Support Specialist
Data Processing Info System Manager	IT Security Manager	Systems Administrator
Data Processing Ops Supervisor	IT Systems Management Specialist	Systems Design Engineer
Data Processing Specialist	IT Systems Specialist	Systems Support Technician
Data Systems Mgmt Division Director	IT Systems Technician	Technical Services Specialist
Deputy Secretary Info Technology	IT Security Manager	Technical Support Analyst
Director of Enterprise IT Port Gov	ITS Procurement Spec	Technology Operations Spec
Director of Mgmt Info Systems	ITS Security Manager	Technology Procurement Manager
Director of Security Access Control	Mental Health Technician	Telecommunications Coordinator
Distributed Systems Technician	Microfilm Services Supervisor	UJS Programmer Trainee
Enterprise Project Manager	OIT Deputy Secretary	Web Designer
Enterprise Resource Planning Proj Dir	OIT Highly Specialized IT Professional	
Forensic Technology Examiner	Operations & Tech Supp Specialist	