



State of Indiana

Call for IT Projects and Procurements Portal User Reference Guide

Section 3 Create and Manage a CFPP Operating Plan

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Create and Manage a CFPP Operating Plan

3.1 Process Overview

A state agency is required to complete and submit to IOT an Operating Plan each fiscal year for all IT projects and procurements that are planned to exceed \$75,000 in acquisition, development, implementation, and/or maintenance costs. The Operating Plan provides high level information regarding the activities and technology resources and planned procurements needed to support the agency's current operation, it's planned growth, and the planned IT projects required to support both.

- **Note:** After filing the Operating Plan with IOT, if no additional information is requested within 30 days, an agency may proceed on IT procurement or project activities, provided the cost does not exceed the threshold of \$250,000 for advanced review of IT Projects.

3.2 Reporting Requirements

For the purpose of reporting IT project and procurement planning information, the Operating Plan includes the following elements, or activity types:

- **Ongoing Operations** – this activity supports maintenance and operations of an agency's information technology environment. The procurements and resources included in this category are limited to providing continuation of services necessary to maintain current levels of service.
- **Projects** – this activity encompasses the development, deployment, or delivery of new functionality through systems or application development, procurement, or other IT solutions and services delivery method.

3.3 Operating Plan Review Process

The Operating Plan review process is illustrated in Figure 1.

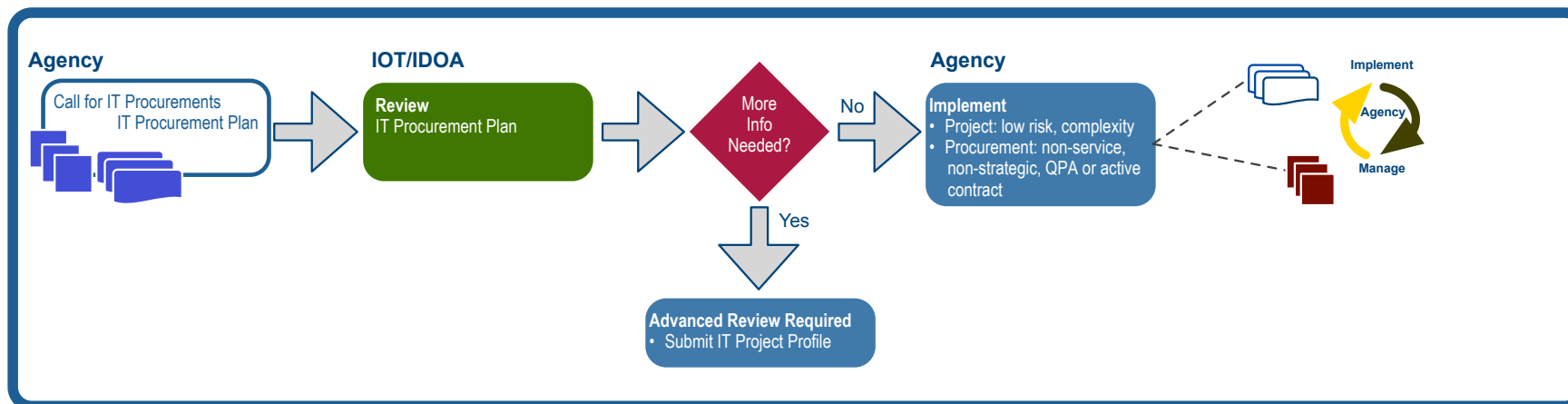


Figure 1. Operating Plan Review Process

Step Description

1. Agency prepares Operating Plan, including all Operating Plan Line Items (activities) the agency plans to initiate in the fiscal year represented by the plan, and submits to IOT Project Success Center for review.
2. IOT Project Success Center conducts initial review for completeness.
3. IOT Project Success Center determines whether either or both of the following conditions are present:
 - a. Enterprise or IOT Infrastructure Services are potentially impacted by the Operating Plan
 - b. The Operating Plan is potentially impacted by the State's planned strategic sourcing activities
 - If determination of Step 3 is Yes, IOT Project Success Center routes the Operating Plan to either (or both) the affected IOT business unit or IDOA Procurement. See Step 4.
 - If determination of Step 3 is No, IOT Project Success Center assesses the Operating Plan Line Item to determine if the IT project is a candidate for monitoring and, if so, determine the project's reporting requirements. See Step 6.
4. IOT Business Unit representative and/or IDOA Procurement representative conduct(s) a review of each Operating Plan Line Item to determine requirements for planning enterprise support or procurement actions. These activities may involve outreach to the agency's contact identified in the Operating Plan Line Item.

Note: After initial submission of the Operating Plan, each Operating Plan Line Item is reviewed, evaluated, and acted on (through approval, additional information request, etc.) by IOT, IDOA, and the agency. If additional information is required to conduct the review, the Operating Plan Line Item must be resubmitted, and the 30-day review period is reset for that line item at the time that it is resubmitted.

If approved, the Operating Plan Line Item is managed as an independent activity. While associated with the particular Operating Plan, the line item is defined by the parameters (scope, schedule, budget) of the activity that it represents. If additional CFPP deliverables are required for that line item, the submission of those items can occur at any time in the fiscal year as required by the activity.

5. IOT Business Unit representative and/or IDOA Procurement representative submit(s) a recommendation to the IOT Project Success Center for advanced review(s) of an Operating Plan Line Item that inform project or procurement strategies or alternatively, no additional action may be recommended.
6. IOT Project Success Center notifies the agency of any stipulations related to IT project and procurement planning functions or project reporting activities.

Note: Review of each Operating Plan Line Item occurs within a 30-day period of the Operating Plan's submission. If an agency has not received notification from IOT within 30 days after submitting its Operating Plan, the agency may initiate project activities, including procurement actions, subject to applicable policies and procedures for the particular Operating Plan Line Item. If this circumstance occurs, the agency will receive notification from the CFPP portal that the Operating Plan Line Item is approved, and that the review window is closed.

3.4 CFPP Operating Plan Features

This section provides screen shots of the CFPP Operating Plan and describes the steps to create, manage, and submit an Operating Plan.

3.4.1 Access the Operating Plans Tab

The screenshot displays the IN.gov CFPP Portal interface. At the top, the IN.gov logo is on the left, and a search bar and user profile (Roberta Smith) are on the right. The main navigation bar includes tabs for My Agency, Contacts, Operating Plans, Operating Plan Line Items, Project Profiles, Procurement Profiles, and Reports. The 'Operating Plans' tab is selected and highlighted with a red arrow labeled '1'. A dropdown menu for 'Operating Plans' is shown, with options: 1. All Operating Plans, 2. Draft Operating Plans (selected with a checkmark), 3. Submitted Operating Plans, and 4. Closed Operating Plans. Below the navigation bar, the 'View:' dropdown is set to '2. Draft Operating Plans' with a 'Go!' button. A red arrow labeled '2' points to the 'Create New Operating Plan' button. The 'Recent Operating Plans' section shows 'No recent records. Click Go or select a view from the dropdown to display records.' A 'Recently Viewed' dropdown is also present. A 'Note 1' is indicated in the top right, and a 'Note 2' is indicated near the 'View:' dropdown.

Steps

1. Select Operating Plans to view all operating plans.
2. Select Create New Operating Plan to create a new operating plan for a fiscal year.

Notes

1. **IMPORTANT:** An Agency Lead is the only CFPP profile that can create a CFPP Operating Plan for a fiscal year. Once created, the Agency Lead can transfer the ownership of the plan to an Agency User. If an Agency Lead transfers an Operating Plan to a user, that individual is authorized to submit the Operating Plan to IOT.
2. The View filter enables you to display all operating plans by their status. For example, select 2. Draft Operating Plans and click on the Go! Button to display all draft operating plans.

3.4.2 Enter Agency Information

The screenshot shows the 'Operating Plan Edit' page on the IN.gov portal. The user is logged in as 'Roberta Smith'. The 'Operating Plans' tab is selected in the navigation bar. A red dashed oval highlights the 'New Operating Plan' link. The 'Agency Information' section contains fields for 'Owner' (Roberta Smith), 'Operating Plan ID' (Autogenerated ID), and 'Agency' (with a lookup icon). A red dashed box highlights the 'Lookup' functionality, with a red arrow pointing to the 'Agency' field. Another red arrow points to the 'Fiscal Year' field, labeled with a red '2'. A third red arrow points to the 'Save' button, labeled with a red '3'. A 'Note 1' is displayed on the left. The 'Submission Information' section shows the status as 'Draft' and a 'Submitted for Review Date' field. The page includes 'Save', 'Save & New', and 'Cancel' buttons at the top and bottom.

Steps

In Operating Plan Edit mode

1. Enter or Select from Lookup the agency identification number.
2. Enter the Fiscal Year for the Plan.
3. Click on Save to save the plan or Save & New to save and add a new plan for a different fiscal year.

Notes

1. The Operating Plan ID is an auto-generated number that combines the agency business number and fiscal year. The system allows only one Operating Plan ID per fiscal year per agency. For example, for agency 99999, the Operating Plan ID for fiscal year 2018 is 99999-18.

3.4.3 Create a New or Edit Existing Operating Plan

Operating Plans Home

View: 2. Draft Operating Plans Go!

Recent Operating Plans

Create New Operating Plan 1

Recently Viewed

Operating Plan ID	Agency	Fiscal Year	Status	Submitted for Review Date
99999-18 2	CFPP Test Agency	2018	Draft	

Note 1

Steps

1. Select Create New Operating Plan to create a new operating plan for a fiscal year other than the 2018 Operating Plan that is in Draft status.
2. Select the Operating Plan ID to edit the FY2018 draft operating plan.

Notes

1. The Operating Plan ID is a combination of the agency business number and the fiscal year. The CFPP Portal allows an agency to create one operating plan each fiscal year.

3.4.4 Review Saved Operating Plan

The screenshot displays the IN.gov Operating Plan interface. The main content area shows the details for Operating Plan 99999-18, which has been saved. A green banner at the top of the details section states "Operating Plan has been saved." and includes a "Show Feed" button. A red arrow labeled "1" points to the "Edit" button in the "Operating Plan Detail" section. A red arrow labeled "2" points to the "New Operating Plan Line Item" button in the "Operating Plan Line Items" section. A blue dashed line with arrows labeled "Note 1" and "Note 2" points from the "Show Feed" button to a "Hide Feed" button in a side panel. A blue vertical line labeled "Note 3" points to the "Files" section. A blue vertical line labeled "Note 4" points to the "Status" field, which is set to "Draft". The side panel on the right shows the "Operating Plan 99999-18" feed, including a post by Roberto Smith (Customer) and a "Follow" button.

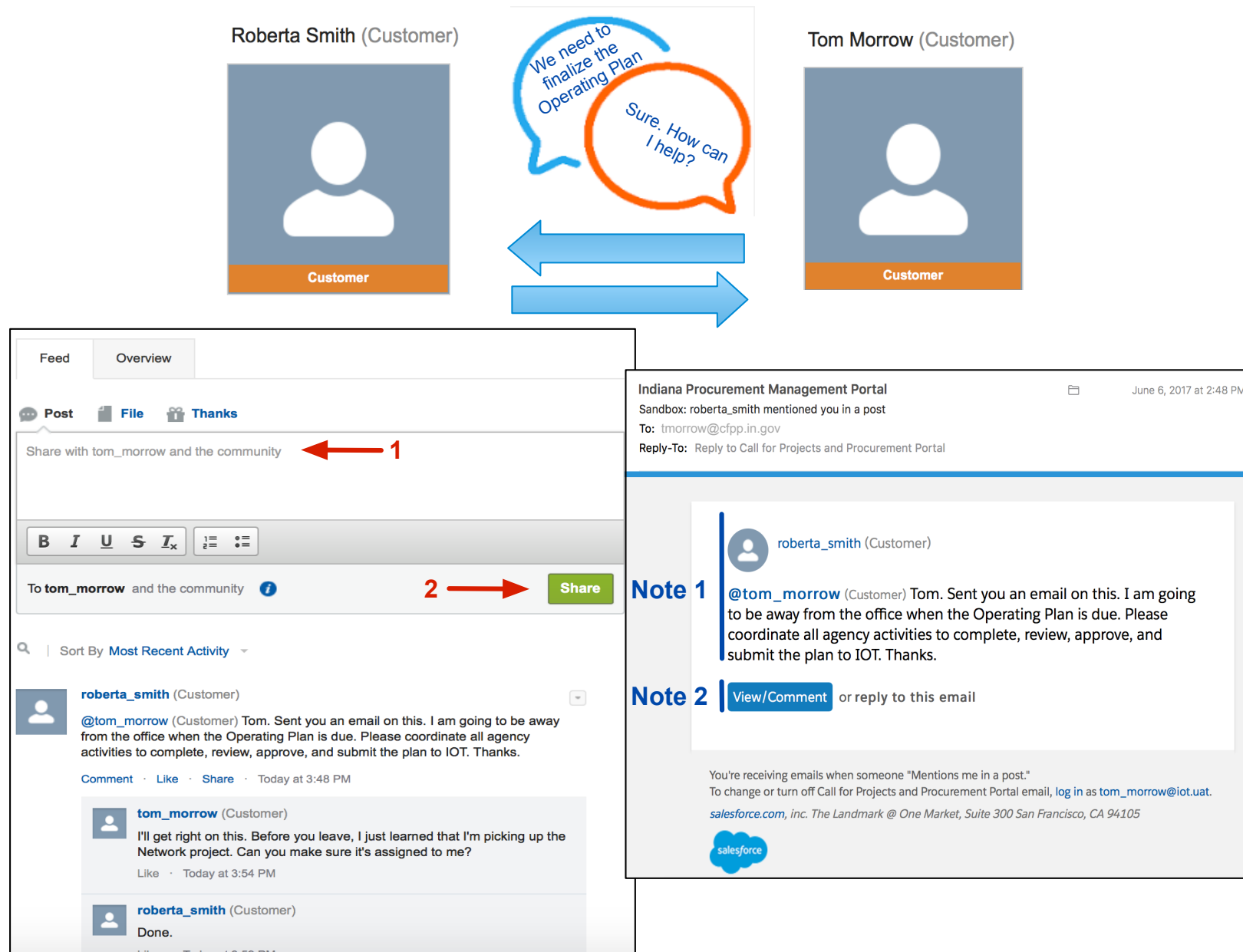
Steps

1. Select the Edit button to modify agency Information section.
2. To create new line items, click on the New Operating Plan Line Item button (or select the Operating Plan Line Items tab).

Notes

1. The Operating Plan ID (Agency business number-fiscal year) is displayed when the Operating Plan is saved.
2. Show Feed/Hide Feed toggle displays or suppresses Chatter widget for collaboration. Refer to 3.4.5 for more information posting discussion threads in Chatter.
3. Line Items can now be added to the operating plan.
4. Status is displayed as Draft until operating plan is submitted.

3.4.5 Collaborate on an Operating Plan



Steps

1. Create a message with @mention to display the system users and select a specific user name.
2. Click on the Share button when complete.

Notes

1. A system-generated email is sent when messages are posted or commented on in Chatter.
2. You can view the message and access the record from the system-generated email. The Operating Plan Line Item ID is displayed at top of page. The discussion thread and system actions are accessed from this page.

3.4.6 Change the Owner of the Operating Plan

Operating Plan Detail

Agency Information

Owner: Roberta Smith [Change]

Operating Plan ID: 99999-18

Agency: CFPP Test Agency

Submission Information

Status: Draft

Submitted for Review Date

Operating Plan Line Items

Action	ID	Agency Name	Activity Type	Activity Name	Owner	Status
Edit Del	99999-18-1	CFPP Test Agency	Ongoing Operations	Network Expansion	Tom Morrow	Draft
Edit Del	99999-18-2	CFPP Test Agency	Project	Immunization Information System (Registry) Modernization Needs Assessment	Roberta Smith	Draft

Ownership Edit 99999-18

This screen allows you to transfer an operating plan from one user to another.

Error: Invalid Data. Review all error messages below to correct your data.

Select New Owner

Transfer this operating plan: 99999-18

Owner: Tim Steele

Error: Owner must be from same Agency

☐ Send Notification Email

Save Cancel

Ownership Edit 99999-18

This screen allows you to transfer an operating plan from one user to another.

Select New Owner

Transfer this operating plan: 99999-18

Owner: Tom Morrow

☐ Send Notification Email

Save Cancel

Steps

1. Select the Change link adjacent to the Owner.
2. Enter or search the Agency User name in the Lookup field.
3. Click on the Save button when complete.

Notes

1. Only the Agency Lead can change Owner of the Operating Plan.
2. The Lookup search displays a list of all recently viewed users. To improve search results you can use "*" as a wildcard next to other characters in the search field.
3. If you select and attempt to save a user that is not in your agency, an error message will appear.
4. If you select a user in your agency the record will save successfully.

IMPORTANT: When changing the Owner of the Operating Plan to a designated Agency User, the Agency Lead should change the Owner of each Operating Plan Line Item to the same designated Agency User.

3.4.7 Review Operating Plan Information



Search...
Search

Sandbox: UAT

Roberta Smith

My Agency | Contacts | **Operating Plans** | Operating Plan Line Items | Project Profiles | Procurement Profiles | Reports

 Operating Plan
99999-18

Note 1

Printable View

Show Feed

« Back to List: Agencies

Operating Plan Line Items [2] | Files [0]

Operating Plan Detail 1 → Edit Delete Submit

Agency Information

Owner  Roberta Smith [Change]

Agency Code 99999

Operating Plan ID 99999-18

Fiscal Year 2018

Agency CFPP Test Agency

Submission Information

Status Draft

Submitted for Review Date

Edit Delete Submit

 **Operating Plan Line Items** New Operating Plan Line Item ← 2

Action	ID	Agency Name	Activity Type	Activity Name	Owner	Status
Edit Del	99999-18-1	CFPP Test Agency	Ongoing Operations	Network Expansion	<u>Tom Morrow</u>	Draft
Edit Del	99999-18-2	CFPP Test Agency	Project	Immunization Information System (Registry) Modernization Needs Assessment	<u>Roberta Smith</u>	Draft

 **Files** 3 → Upload Files

No records to display

Steps

1. Click on the appropriate button to Edit, Delete or Submit an Operating Plan.
2. Click on New Operating Plan Line Item to create a new line item.
3. Click on the Operating Plan Line Item ID to edit an existing line item.

Notes

1. Access all Operating Plan Detail for a particular fiscal year from the Operating Plans tab.

3.4.8 Generate Reports on Operating Plan Information

Reports & Dashboards

CFPP Reports

Action	Name	Folder
	New Project with Business Cap. This report has Business Capabilities, Procurement Methods and FY Costs	CFPP Reports
	Ongoing Operations with Activity	CFPP Reports
	Operating Plan Line Items by Status This report will have Operating Plan Line Items sorted by status in a Summary Table	CFPP Reports
	Operating Plans by Agency This report will have Operating Plans grouped by Agency and then Status	CFPP Reports
	Operating Plans by FY and Agency This report will have Operating Plans listed by Fiscal year, sorted by Agency in a Matrix Table	CFPP Reports
	Operating Plans by FY and Status This report will have Operating Plans listed by Fiscal year, sorted by status in a Matrix Table	CFPP Reports
	Operating Plans with Line Items This report will have Line Items, grouped by the Operating Plan	CFPP Reports

Operating Plans with Line Items

Report Generation Status: Complete

Report Options:

Summarize information by: Operating Plan: Operating Plan ID

Show: All operating plans

Time Frame: Date Field: Operating Plan: Created Date, Range: Custom, From: , To:

Run Report Hide Details

Grouped By: Operating Plan: Operating Plan ID

Sorted By: Operating Plan: Operating ...

Owner	Agency	Operating Plan Line Item: ID	Activity Name	Activity Type	Project Budget (Total Estimated Cost)	No of Days left to Review	Total Cost
Operating Plan: Operating Plan ID: 99999-18 (5 records)							1,530,000.00
Roberta Smith	CFPP Test Agency	99999-18-5	MS Enterprise Agreement - Enterprise Desktop - 1000 users	Ongoing Operations	\$80,000.00	—	
Roberta Smith	CFPP Test Agency	99999-18-4	Case Management System	Project	\$250,000.00	—	
Roberta Smith	CFPP Test Agency	99999-18-1	Network Expansion	Ongoing Operations	\$100,000.00	—	
Tom Morrow	CFPP Test Agency	99999-18-3	ePermitting System	Project	\$550,000.00	—	
Stella Luna	CFPP Test Agency	99999-18-2	Immunization Information System (Registry) Modernization Needs Assessment	Project	\$550,000.00	—	
Grand Totals (5 records)							1,530,000.00

Steps

1. Click on CFPP Reports under All Folders.
2. Select the type of report to run.
3. Click on the Run Report button to run the report or to refresh report results if you modify the Report Options fields.

Notes

1. Available reports can be accessed from the Reports tab.
2. Report Options provides dropdown lists to summarize and filter data to tailor the report to your needs.
3. Report display area.

Individual Operating Plan Line Items can be accessed from the report.

3.4.9 Submit Operating Plan to IOT for Review

Note 1

Note 2

Note 3

Note 4

Note 5

Note 4

Call for Projects and Procurements
 Sandbox: IT Operating Plan 99999-18 has been submitted by CFPP Test Agency
 To: tmorrow@cfpp.in.gov
 June 16, 2017 at 4:33 PM

Dear Tom Morrow,

Your IT Operating Plan 99999-18 has been submitted to IOT/IDOA for review.

Within a 30-day period from the submission date, IOT and/or IDOA will conduct its review and notify you of the status of any IT Operating line item(s) that may require additional information. If there are advanced review requirements associated with an approved IT procurement or project you will be notified.

You may also verify the status of individual line items submitted at any time by selecting the Procurement Plan Line Items tab within the procurement management application.

Thank you and have a nice day!

Operating Plan Detail

Agency Information

Owner: Tom Morrow (Change)
 Operating Plan ID: 99999-18
 Agency: CFPP Test Agency
 Agency Code: 99999
 Fiscal Year: 2018

Submission Information

Status: Draft
 Submitted for Review Date

Operating Plan Line Items

Action	ID	Agency Name	Activity Type	Activity Name	Owner	Status
Edit Del	99999-18-1	CFPP Test Agency	Ongoing Operations	Network Expansion	Tom Morrow	Draft
Edit Del	99999-18-2	CFPP Test Agency	Project	Immunization Information System (Registry) Modernization Needs Assessment	Roberta Smith	Draft

Operating Plan Detail

Agency Information

Owner: Tom Morrow (Change)
 Operating Plan ID: 99999-18
 Agency: CFPP Test Agency

Submission Information

Status: Submitted
 Submitted for Review Date: 6/16/2017

Operating Plan Line Items

Action	ID	Agency Name	Activity Type	Activity Name	Owner	Status
Edit Del	99999-18-1	CFPP Test Agency	Ongoing Operations	Network Expansion	Tom Morrow	Review
Edit Del	99999-18-2	CFPP Test Agency	Project	Immunization Information System (Registry) Modernization Needs Assessment	Roberta Smith	Review

Steps

1. Click on the Submit button.

Notes

1. The Operating Plan for the 2018 fiscal year is complete and ready to submit to IOT for review.
2. Only the Owner can submit the Operating Plan.
3. The status field under Submission Information and the associated Operating Plan Line Items reflect a Draft status prior to submission.
4. The status field under Submission Information reflects a Submitted status and the associated Operating Plan Line Items reflect a Review status following submission.
5. After submitting the Operating Plan a system-generated email notifies the Owner that the Operating Plan has been submitted and that IOT will conduct its review within a 30-day review period from the date submitted. The Submitted for Review Date is displayed under Submission Information.

IMPORTANT: After the initial submission of the Operating Plan for a particular fiscal year, all subsequent actions, such as providing additional information on an Operating Plan Line Item, Creating a Project Profile from an Operating Plan Line, etc., will occur at the Operating Plan Line Item level. See Section 4 for creating and managing a CFPP Operating Plan Line Item.

3.4.10 Receive and Follow-up on Action Required by IOT Review

Note 1

Call for Projects and Procurements

Sandbox: ACTION REQUIRED: Operating Plan Line Item 99999-18-1 Status has changed to Returned to Agency for More Information

To: tmorrow@cfpp.in.gov

Dear Tom Morrow,

IOT or IDOA have changed the Status for Operating Plan Line Item 99999-18-1 to Returned to Agency for More Information.

With this large of a capital expenditure, the Agency should describe the need for this acquisition in light of the fact that it has identified IOT Services to support its network expansion.

Please use the following link access the Project/Procurement record: <https://ind-tech.force.com/e00r0000001L8Qs>

Indiana Office of Technology/IDOA

Note 2

Note 2

Note 1

1

IN.gov

My Agency Contacts Operating Plans **Operating Plan Line Items** Project Profiles Procurement Profiles

Operating Plan Line Item **99999-18-1**

Show Feed

Back to List: Agencies

Activity Resources [1]

Operating Plan Line Item Detail

Edit Delete Change Activity Type Submit

ID 99999-18-1

Owner Tom Morrow

Operating Plan 99999-18

Agency CFPP Test Agency

Status Returned to Agency for More Information

Status Explanation With this large of a capital expense, the Agency should change this Ongoing Operations activity to a Project. Please review, revise, and resubmit as a Project and notify PSC if you have any questions.

Line Item Submitted Date

Operating Plan Information

Activity Type Ongoing Operations

Activity Name Network Expansion

Business Area Support Agency

IT Project/Ongoing Operations Support Maintain or enhance existing network infrastructure

Describe

Contact Information

Main Contact Stella Luna

Main Contact Email Address sluna@cfpp.in.gov

Main Contact Phone Number

Steps

1. Assign follow-up action to the Main Contact for the Operating Plan Line Item.

Notes

1. If IOT status requires an action, a system-generated email will notify the agency.

IMPORTANT:

The following IOT status will generate an email:

- Returned to Agency for More Information
- Approved – IT Project Profile Required

The following IOT status will not generate an email:

- Deferred – Enterprise or Agency Solution
- Denied
- Closed – No Further Action Needed
- Approved – No Additional Review Required
- Approved – Review Window Closed

In addition to, or in lieu, of an email notification depending on the status type, any change to the review status and explanation of status is displayed on the Operating Plan Line Item page.

If an Operating Plan Line Item is returned to an agency for more information during the 30-day IOT review period, the review period will be reset upon submission of the updated Operating Plan Line Item information.

2. After the initial submission of an Operating Plan for a given fiscal year, the Operating Plan Line Items in that plan will be independently reviewed. Subsequent status notification resulting from IOT review will be sent to the Operating Plan Line Item Owner, not the Owner of the Operating Plan.