



**THE FLORIDA STATE UNIVERSITY**  
Tallahassee, Florida 32306-1310

*Office of the Provost and Executive Vice President*  
212 Westcott Building  
(850) 644-1816 FAX (850) 644-0172

## **MEMORANDUM**

**DATE:** February 22, 2007

**TO:** Deans, Chairs, and Directors

**FROM:** Lawrence G. Abele  
John R. Carnaghi

**RE:** **Integrated Technology Planning – FY 2006-2007**

For several years running, we've asked all of you to collaborate with the Office of Technology Integration (OTI) to provide information related to Campus Unit Information Technology (IT) planning. This is a key mechanism OTI utilizes to plan for the coming year and to ensure their efforts will be supportive of the needs in campus units. The expected outcomes of this effort include improved technology coordination, lower costs, and a comprehensive technology infrastructure, university-wide, without constraining a unit's flexibility or creativity in addressing their needs. An executive summary of previous years' campus unit submissions can be reviewed at <http://www.oti.fsu.edu/integrated/>.

Some of the most notable issues and concerns related to the FY 2005-2006 submission included:

- IT Funding – limited OCO;
- IT Security issues such as funding for policies, increased workload associated with operating system patches, viruses and worms.;
- wireless infrastructure;
- storage infrastructure for IT back up, restoration, and recovery; and
- enterprise site (software) licensing/purchasing programs.

The OTI strategic planning imperatives have been updated for FY 2006-2011 which are designed to help provide a comprehensive technology infrastructure for the university. These are:

1. Secure the University's data and networks.

2. Provide the University with a robust set of external and internal telecommunications services and resources.
3. Sustain and extend the value of the University's key enterprise applications and data.
4. Provide the University a robust set of student, faculty, and staff technology services, resources, and support.

Note: For additional information related to the OTI strategic imperatives, please go to URL <https://OTI Strategic Imperatives>

### **Information Technology (IT) Orientation Program.**

In order for campus units to better understand what's provided centrally vs what they need to provide for themselves, OTI is planning to present a review of the university's IT infrastructure and centrally provided services. This is targeted for the 2nd week of May 2007 timeframe. IT persons in each unit who have assumed these roles within the last year are particularly encouraged to attend. Further information will be forthcoming.

### **FY 2006-2007 Campus Unit IT Plan submission.**

We are asking for your input *by Friday March 30, 2007* to ensure OTI can incorporate your needs into next year's planning. Campus units will now be able to update and submit their input on line at <http://www.oti.fsu.edu/itsurvey> The webpage will be formatted and available (beginning, February 28, 2007) to accept campus unit data for FY 2006-2007 regarding:

1. Update or verify the key administrative (person to whom IT reports within your unit) and technical (the IT lead, and networking) contacts. Please provide all contacts applicable. This is important as OTI would like to provide for broader inclusion of those contacts on matters such as IT policy, infrastructure coordination, IT security, software programs, networking, and other telecommunication initiatives.
2. Planned significant IT initiatives/projects (summary) for FY 2006-2007, to include rough budget/fiscal projections and expected dates for completion;
3. Unit plans for adhering to the university's new IT Disaster Recovery and Data Back-up policy which is intended to ensure continued operations in the event of a disaster or other loss of critical systems or data:  
<http://www.vpfa.fsu.edu/policies/bmanual/itdisaster.html>;
4. Unit plans for adhering to the university's new Network Access and Use policy which is intended to ensure systems and data are adequately secured:  
<http://www.vpfa.fsu.edu/policies/bmanual/itnetworkaccess.html>;
5. Unit plans for adhering to the university's new Primary Identifier policy which is intended to ensure social security numbers are not inappropriately used or exposed:  
<http://www.vpfa.fsu.edu/policies/bmanual/itprimaryID.html>; and
6. Key issues, barriers, or concerns regarding the deployment of IT for the unit, including where OTI might be able to provide help or support.

### **Integrated technology planning contacts.**

Please contact Joseph Lazor, Director of Information Resource and Security Management for assistance related to the campus unit IT plan submissions at [jlazor@fsu.edu](mailto:jlazor@fsu.edu) or 644-0062. For leveraging the existing central IT infrastructure investment for your unit, please contact Jeff Bauer, Assistant Vice President – Chief Technology Officer at [jtbauer@fsu.edu](mailto:jtbauer@fsu.edu) or 644-0266. Please contact David Gaitros, Director of User Services, at [dgaitros@fsu.edu](mailto:dgaitros@fsu.edu) or 644-4883 for assistance related to the IT orientation-training program. Finally, please contact Larry Conrad, Associate Vice President and CIO in OTI with any other questions about this request at [larry.conrad@fsu.edu](mailto:larry.conrad@fsu.edu) or 644-0066.

jl

cc: Larry Conrad