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COLORADO STATE TREASURY
INFORMATION MANAGEMENT PLAN
FISCAL YEAR 1999

STATE TREASURER'S OFFICE
Summary of Accomplishments
For FY 97-98

Administration

Consistent with our asset management policy only one computer in administration was replaced in FY 98. However, we have continued to replace or upgrade printers and have been able to discontinue use of almost all dot matrix printers through incorporation of Windows based software for all applications. Use of Windows NT networking also allows us to share printer resources and files more efficiently.

Unclaimed Property

The Unclaimed Property office has converted its database from Dos to Windows based software. This will greatly improve user access and allow more reporting capabilities. In conjunction with this change, the office was able to replace twelve old 386 and 486 computers with Dell Pentium computers during FY 98. This acquisition will ensure that all equipment in that office will be Year 2000 compliant and able to process the new database format.

Training

Once again in FY 98, Treasury received an additional appropriation for training. Personnel were trained on several software applications as well as Windows NT administration. This later training has relieved our office of the need for outside technical systems support.

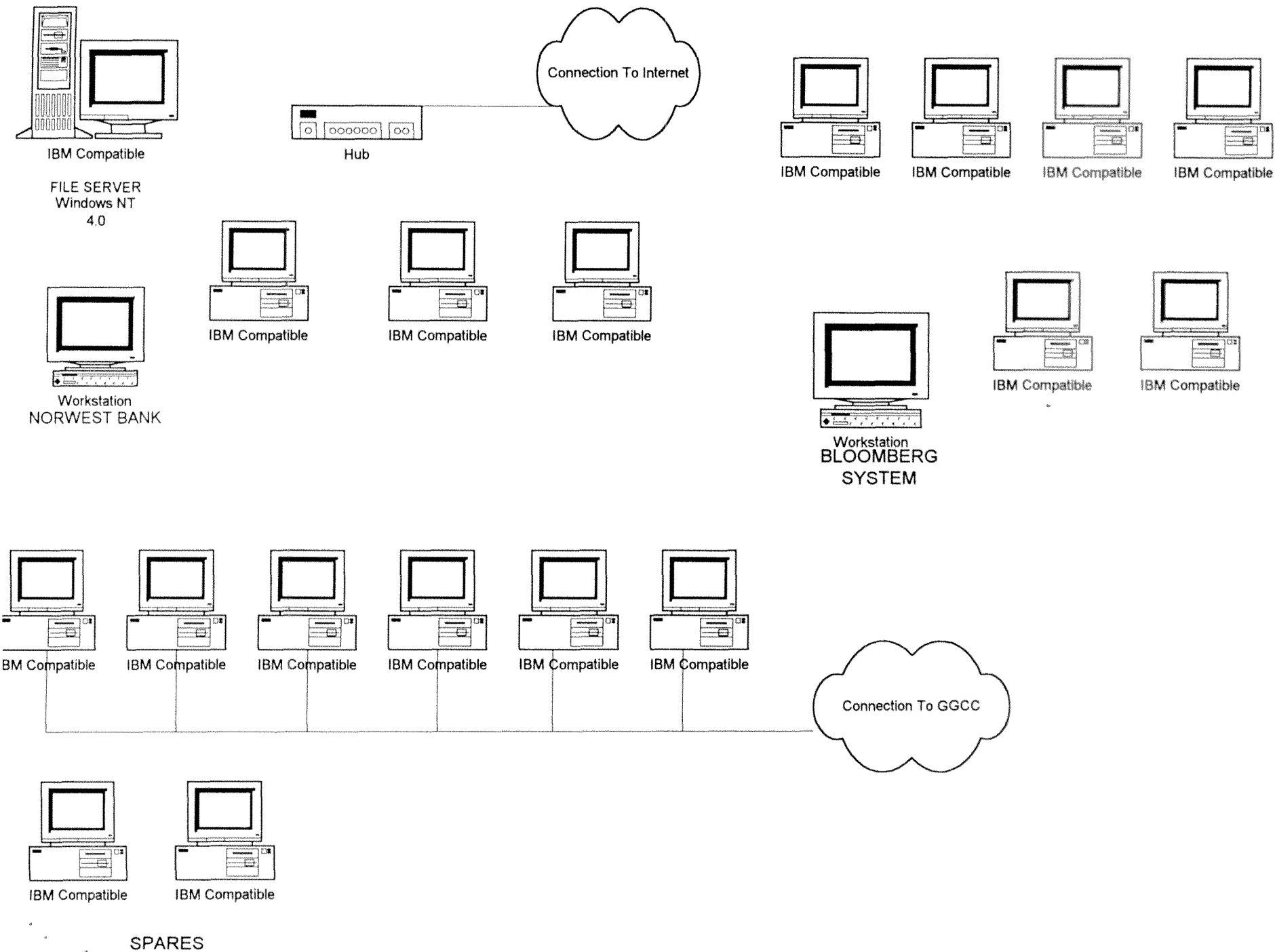
Format 1010
IS Organization Skills Inventory
Department of Treasury

N/A

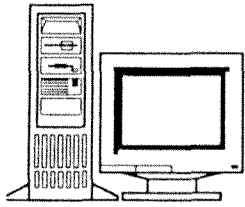
A	B	C	D		E		F	G
Name	State Job Classification Title	Contract / State Employee	Experience (years)*		Skill Set		Educational Background**	Project & System
			State	Industry	Years	Skills		
N/A Treasury has no IT related employees								
Prepared by:		Telephone #:		Date:		Approved by:		

* Columns "D" and "F" are Optional for Contract Employees

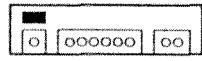
COLORADO STATE TREASURY LAN



GREAT COLORADO PAYBACK LAN

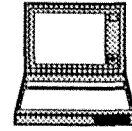


IBM Compatible

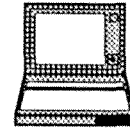


Hub

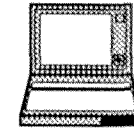
FILE SERVER NOVELL 3.12



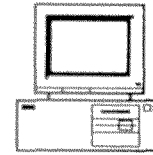
Laptop computer



Laptop computer

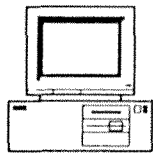


Laptop computer

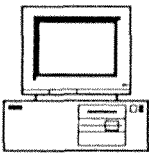


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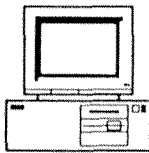
AUDITORS



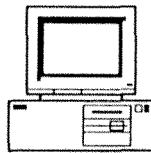
IBM Compatible



IBM Compatible



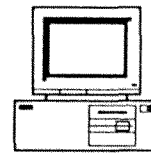
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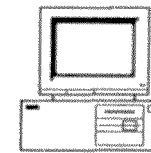
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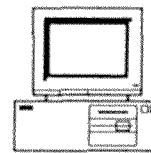
IBM Compatible



IBM Compatible



IBM Compatible

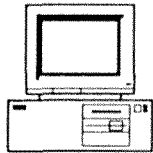


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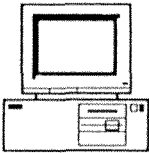
PHONE ROOM

CLAIMS

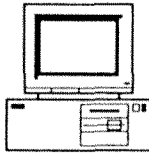
COMPLIANCE



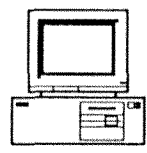
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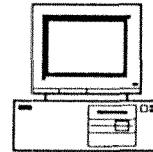
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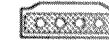
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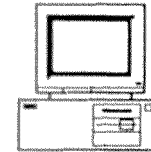
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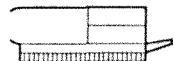
IBM Compatible
DIRECTOR



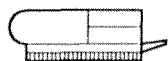
Modem



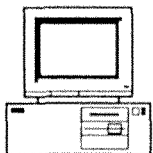
IBM Compatible



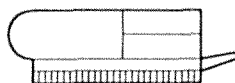
Laser printer



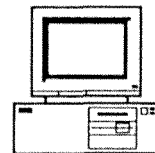
Laser printer



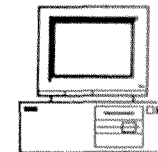
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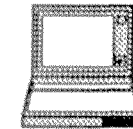
Laser printer



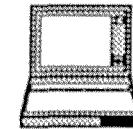
IBM Compatible



IBM Compatible



Laptop computer



Laptop computer

SPARE EQUIPMENT

FRONT DESK

VIRUS CHECKING

NON-NETWORKED

1. ALL COMPUTERS ARE NETWORKED EXCEPT SPARES AND WHERE NOTED
2. AUDITOR'S LAPTOPS HAVE INTERNAL MODEMS

**COLORADO STATE TREASURY
ASSET MANAGEMENT PLAN
FY 98-99**

Acquisition of Assets

The Colorado State Treasury has not formulated any specific strategic business system objectives that address asset management preferring instead to maintain an informal approach. Our small size allows us to control our inventory directly and make acquisition decisions, upon approval of the Treasurer, in anticipation of needs. We are able to maintain up-to-date systems by purchasing upgrades when the opportunity arises and the budget allows.

Inventory Maintenance

The controller in Treasury administration and the network analyst in our Unclaimed Property division are responsible for maintenance of assets. Due to our small size, tracking is possible by way of Excel spreadsheets. Disposal of old or obsolete equipment is usually handled through surplus property.

With training and acquired knowledge of systems, we are able to manage all systems internally without outside technical assistance, although we have contracted for some software support on systems unique to Treasury.

Cost Analysis

Treasury policy is that equipment will be replaced only as needed and not under any useful life alternatives. We are not, therefore, planning any replacement purchases at this time nor does Treasury anticipate any projects requiring additional equipment. However, the new Treasurer taking office in January 1999 may set different priorities or may have specific projects that cannot be anticipated at this time.

Standards and Configurations

Treasury has made the decision to purchase only Windows based software and to upgrade this software to new versions as technology requires. We have converted all DOS-based programs to Windows and now use Excel spreadsheets instead of Lotus. Our Unclaimed Property database of holders now runs in a Windows environment as well. We have converted our network operating system to Windows NT and all computers run on Windows 95. The network operating system in Unclaimed Property is Novell based but will be changed to Windows NT in the future. An inventory of Treasury equipment is part of this report.

STATE TREASURER'S OFFICE STAKEHOLDERS - FY 98-99

The State Treasurer's office has a wide range of stakeholders in both the public and private sector. The general public is a major stakeholder of our Unclaimed Property section. The section holds millions of dollars in assets and makes that information available through television and newspapers annually. Additionally, Treasury has a Web page on the Internet that is used extensively to access the Unclaimed Property database.

Unclaimed Property provides banks, insurance companies and other businesses the opportunity to file their annual reports electronically and mails filing information guidelines and forms as well as making it available on the Web page. Filing assistance may be obtained in person or on the telephone.

State legislators are Treasury stakeholders. Our office is a source of information on the State's cash and investment position as well as a number of other statutory responsibilities.

Finally, Treasury has a fiduciary relationship with many other governmental, special district and non-profit stakeholders. Our office is responsible for recording and allocating funds as well as providing account information produced by spreadsheet or database or through COFRS.

**Format 2020
Hardware Baseline Inventory
Department of Treasury**

Common Elements							Processor Specific Elements			Recommended Elements						Specific Network Communications Elements		
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
Group Code	Category & Item Description	Vendor / Manufacturer	Purchase Date	Purchase Cost	Estimated Life	Projected Replacement Date	CPU Type	CPU Family	CPU Speed	Unique Location Identifier	Agency / Division / Work Unit	Contact / User	Serial #	Model #	State Property I.D. #	Number of Ports** (End Use)	Circuit Type	Bandwidth Capacity
DESK	Desktops	COMPAQ (3)	Jun-97	1,500		AS NEEDED	1	PENT	133									
		COMPAQ (1)	Jun-93			AS NEEDED	1	486	66									
		COMPAQ(1)	Jun-94			AS NEEDED	1	486	33									
		DELL(13)	Jun-98	1,200		AS NEEDED	1	PENT	233									
		H P (12)	May-96	1,800		AS NEEDED	1	PENT	120									
		H P (1)	Jan-96	2,500		AS NEEDED	1	PENT	133									
		DIGITAL	May-91			AS NEEDED	1	486	25									
		SUN ULTRA 1	Oct-96					UNIX										
PORT	Portables	TEX INS(3)	Jun-96	2,400		AS NEEDED												
		TOSHIBA(1)				AS NEEDED												
SERV	Servers	COMPAQ	May-94	2,000		AS NEEDED	1	486	66									
		A T & T	Jun-95	2,700		AS NEEDED	1	PENT	90									
NET	Network Communications	3COM	Sep-96	1,000		AS NEEDED										24	ETHER	
PRNT	Printers	H P 3	Jun-93			AS NEEDED												
		H P 3	Jun-90			AS NEEDED												
		H P 4	Jun-93			AS NEEDED												
		H P 4 (2)	May-95	1,300		AS NEEDED												
		H P 5	Jul-96	1,700		AS NEEDED												
		H P 5	Jun-97	985		AS NEEDED												
		H P 5	Jun-98	1,145		AS NEEDED												
		H P 2	Jun-87			AS NEEDED												
H P DESKJET	Aug-96			AS NEEDED														
OTH	OTHER	EPSON (2)	Dec-91			AS NEEDED												
		APC UPS (4)																

Prepared by: *J. Louis Vondracek* Telephone #: *866 5826* Date: *9/4/98* Approved by: *DS*

Format 2040
Software Baseline Inventory
 Department of Treasury

Common Elements										Recommended Elements			
A	B	C	D	E	F	G	H	I	J	K	L	M	N
Group Code	Category & Item Description	Vendor / Manufacturer	Trade Name	Version	Purchase Date	Purchase Cost	Estimated Life	Projected Replacement Date	# of Client Licenses	Unique Location Identifier	Agency / Division / Work Unit	Contact / User	Tech Support Data
SYS	Systems	MICROSOFT	WINDOWS NT	4.0	May-97				15				
		NOVELL	NETWARE	3.12					25				
		MICROSOFT	WINDOWS	95					31				
UTIL	Utilities	EXECUTIVE	DISKKEEPER	3.0	Jun-97								
		NORTON	ANTI-VIRUS	4									
		NETSCAPE	NAVIGATOR										
PROD	Personal Productivity	MICROSOFT	EXCEL	95					15				
			WORD	95					15				
			EXCEL	97									
			WORD	97									
			ACCESS	95									
		ACCESS	97										
LOTUS	LOTUS 123	4.0											

Prepared by: *Glenn VanDacek*

Telephone #: *5826*

Date: *9/4/98*

Approved by: *DS*

Format 2050
Information Technology (IT) Asset Management Annual Summary
 Department of Treasury

IT Asset Category & Item Description	Beginning Inventory As of / / Quantity	Actual Inventory Changes					Ending Inventory As of 08/28/98 Quantity	# of Units Cascaded / Transferred / Redeployed Internally	Disposition of Deletions		Proposed Inventory Changes FY _____	
		Expected		Unexpected		Net Change			Actual		Planned	
		Additions [Replacement Schedule / Approved Projects]	Deletions [Replacement Schedule / Approved Projects]	Additions [Resource Expansion / Failure Replacement]	Deletions [Failure / Reduction Opportunity]				# of Units Surplus / Disposal	Department Inventory [Parts or Systems]	Additions [Replacement Schedule / Approved Projects]	Deletions [Replacement Schedule / Approved Projects]
Hardware - Processor												
Desktop Computers												
<i>Sub-Pentium</i>												
< 486 66 MHz							2					
>= 486 66 MHz							1					
Subtotal							3					
<i>Pentium Class</i>												
< 200 MHz							16					
200 / 233 / 266 MHz							13					
300 + MHz												
Subtotal							29					
<i>Other</i>												
Alpha												
RISC Based												
Multiple Processors												
Other							1					
Subtotal							1					
Total Desktops							33					
Networked Desktops (LAN/WAN)							34					
Standalone Desktops							1					
Portables												
<i>Sub-Pentium</i>												
Handheld												
Laptop												
**Docking Station												
Subtotal												
<i>Pentium Class</i>												
Handheld												
Laptop							4					
**Docking Station												

IT Asset Category & Item Description	Beginning Inventory As of / / Quantity	Actual Inventory Changes					Ending Inventory As of 08/28/98 Quantity	# of Units Cascaded / Transferred / Redeployed Internally	Disposition of Deletions		Proposed Inventory Changes FY _____	
		Expected		Unexpected		Net Change			Actual		Planned	
		Additions [Replacement Schedule / Approved Projects]	Deletions [Replacement Schedule / Approved Projects]	Additions [Resource Expansion / Failure Replacement]	Deletions [Failure / Reduction Opportunity]				# of Units Surplus / Disposal	Department Inventory [Parts or Systems]	Additions [Replacement Schedule / Approved Projects]	Deletions [Replacement Schedule / Approved Projects]
Subtotal						4						
Total Portables (** Do not include Docking Stations)						4						
Servers												
Sub-Pentium						1						
Pentium Class						1						
Total Servers						2						
Mid-Range (Please List)												
Total Mid-Range												
Mainframe (Please List)												
Total Mainframe												
Terminals												
Hardware - Network												
Switches												
Routers												
Hubs						2						
Managed												
Unmanaged												
Hardware - Peripheral												
Printers												
Personal						2						
Workgroup / Production						10						
Total Printers						12						
Scanners												
Other (Please List)												
APC UPS						4						
Software												
Operating Systems												
Desktops												

A IT Asset Category & Item Description	B Beginning Inventory As of / / Quantity	Actual Inventory Changes					H Ending Inventory As of 08/28/98 Quantity	I # of Units Cascaded / Transferred / Redeployed Internally	Disposition of Deletions		Proposed Inventory Changes FY _____	
		Expected		Unexpected		G Net Change			Actual		Planned	
		Additions [Replacement Schedule / Approved Projects]	Deletions [Replacement Schedule / Approved Projects]	Additions [Resource Expansion / Failure Replacement]	Deletions [Failure / Reduction Opportunity]				# of Units Surplus / Disposal	Department Inventory {Parts or Systems}	Additions [Replacement Schedule / Approved Projects]	Deletions [Replacement Schedule / Approved Projects]
MS-DOS												
Windows 3.x												
Windows 95 / 98							31					
Windows NT												
Apple												
Unix							1					
Other												
Subtotal [at least = Total Desktops]							32					
<i>Portables</i>												
Windows 3.x												
Windows 95							4					
Other												
Subtotal [at least = Total Portables]							4					
<i>Servers</i>												
Novell							1					
Windows NT							1					
Unix												
Other												
Subtotal [at least = Total Servers]							2					
<i>Mid-Range / Mainframes [Please List]</i>												
<i>Utilities [please list]</i>												
<i>Desktops</i>												
NORTON ANTI-VIRUS							15					
<i>Portables</i>												
<i>Servers</i>												
DISKKEEPER							1					
<i>Mid-Range / Mainframes</i>												

IT Asset Category & Item Description	Beginning Inventory As of _ / _ / _ Quantity	Actual Inventory Changes					Ending Inventory As of _08/28/98_ Quantity	# of Units Cascaded / Transferred / Redeployed Internally	Disposition of Deletions		Proposed Inventory Changes FY _____	
		Expected		Unexpected		Net Change			Actual		Planned	
		Additions [Replacement Schedule / Approved Projects]	Deletions [Replacement Schedule / Approved Projects]	Additions [Resource Expansion / Failure Replacement]	Deletions [Failure / Reduction Opportunity]				# of Units Surplus / Disposal	Department Inventory [Parts or Systems]	Additions [Replacement Schedule / Approved Projects]	Deletions [Replacement Schedule / Approved Projects]
Programming / Development <small>(please list)</small>												
<i>Desktops</i>												
<i>Portables</i>												
<i>Servers</i>												
<i>Mid-Range / Mainframes</i>												
Personal Productivity <small>(Desktop specific - Please List)</small>												
<i>Suites</i>												
<i>Word Processing</i>												
WORD 95							15					
WORD 97							8					
<i>Spreadsheets</i>												
EXCEL 95							15					
EXCEL 97							7					
LOTUS 123							1					
<i>Data Base Management Systems</i>												
ACCESS 95							3					
ACCESS 97							3					

IT Asset Category & Item Description	Beginning Inventory As of ___/___/___ Quantity	Actual Inventory Changes				Ending Inventory As of _08/28/98_ Quantity	# of Units Cascaded / Transferred / Redeployed Internally	Disposition of Deletions		Proposed Inventory Changes FY _____		
		Expected		Unexpected				Net Change	Actual		Planned	
		Additions [Replacement Schedule / Approved Projects]	Deletions [Replacement Schedule / Approved Projects]	Additions [Resource Expansion / Failure Replacement]	Deletions [Failure / Reduction Opportunity]				# of Units Surplus / Disposal	Department Inventory [Parts or Systems]	Additions [Replacement Schedule / Approved Projects]	Deletions [Replacement Schedule / Approved Projects]
Graphics / Presentation												
Time / Project Management												
Communication (Email, etc.)												
Internet Access / Browsers NETSCAPE						15						
Other												
Applications (Please List)												

Prepared by:

[Signature]

Telephone #:

5826

Date:

9/9/98

Approved by:

[Signature]

Format 3040
Staffing Requirements
Department of Treasury

N/A

A Project & System	B FY98-99 [Current]				C FY 99-00 [Request]				D FY 00-01 [Projected]					
			Total	Contractors / Consultants			Total	New FTE Requested	Contractors / Consultants			Total	New FTE Projected	Contractors / Consultants
	Maintenance [Operations, Infrastructure, Format 7000EZ]													
Subtotal														
Enhancements [Operations, Infrastructure, Format 7000EZ]														
Subtotal														
Projects [Schedule 7000]														
Subtotal														
Total Specific Assignment Staffing														
	IS Management													
	Total Staff													
NOTE: New FTE Request quantities should directly correlate with the FTE requested on the Schedule 7000.							New FTE Request FY 99-00			New FTE Projected FY 00-01				
Prepared By:	<i>[Signature]</i>			Telephone #:	5826		Date:	9/9/98		Approved By:	<i>[Signature]</i>			

**Format 5010
Base Budget Analysis
Department of Treasury**

Date: 9/2/98

Cost Components (with COFRS codes)	Total Costs Thru 6/30/98	FY 98-99	FY 99-00	FY 00-01	FY 01-02	FY 02-03	Total
I. Personal Services							
State Employee - 1110, 1111, 1120, 1121 1130, 1131, 1140, 1141	0						0
Contract & Consulting - 1221, 1230, 1231 1910, 1920, 1930	0						
Total Personal Services	0	0	0	0	0	0	0
Total FTE	0.0						0.0
II. Operating Expenses							
Materials and Supplies - 3115	4,823	8,200	8,200	8,200	8,200	8,200	45,823
Maintenance:							
Equipment - 2231							
Large Systems							0
LAN Systems							0
Desktops	1,415	3,000	3,000	3,000	3,000	3,000	16,415
Network							0
Software							
Maintenance - 2232							
Large Systems							0
LAN Systems							0
Desktops	28,567	40,000	40,000	40,000	40,000	40,000	228,567
Network							0
Purchased - 3116							
Large Systems							0
LAN Systems							0
Desktops	1,402	17,000	17,000	17,000	17,000	17,000	86,402
Network	300						300
Leased - 3216							
Large Systems							0
LAN Systems							0
Desktops							0
Network							0

Format 5010
Base Budget Analysis
Department of Treasury

Date:

Cost Components (with COFRS codes)	Total Costs Thru 6/30/98	FY 98-99	FY 99-00	FY 00-01	FY 01-02	FY 02-03	Total
Non-Capitalized Equipment - 3128	0						0
GGCC Billings - 2640	2,134	3,500	3,500	3,500	3,500	3,500	19,634
Communications Services							
From Div. of Telecommunication - 2630							
Voice	22,545	26,200	26,200	26,200	26,200	26,200	153,545
Data							0
From Outside Source - 2631							
Voice							0
Data	3,000	3,000	3,000	3,000	3,000	3,000	18,000
Utilities/Rent - 2110, 2150, 2160, 2170, 2180 2190, 2255, 3940							0
Administrative Expenses - 31xx, 41xx							0
IT/IS Training - 3117, 4220	6,900	5,000					11,900
Travel - 25xx							0
Other ADP Billings - 2641	11,440	20,000	20,000	20,000	20,000	20,000	111,440
Total Operating Expenses	82,526	125,900	120,900	120,900	120,900	120,900	692,026
III. Capital Outlay							
Equipment:							
Purchased - 6210							
Large Systems							0
LAN Systems							0
Desktops	21,728	15,000	15,000	15,000	15,000	15,000	96,728
Network							0
Leased - 6410							
Large Systems							0
LAN Systems							0
Desktops							0
Network							0
Total Capital Outlay	21,728	15,000	15,000	15,000	15,000	15,000	96,728

REVISED DRAFT

GRAND TOTAL COSTS	104,254	140,900	135,900	135,900	135,900	135,900	788,754
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**Format 5010
Base Budget Analysis
Department of Treasury**

Date:

Cost Components	Total Costs Thru 6/30/98	FY 98-99	FY 99-00	FY 00-01	FY 01-02	FY 02-03	Total
GRAND TOTAL COSTS	104,254	140,900	135,900	135,900	135,900	135,900	788,754
General Fund	104,254	140,900	135,900	135,900	135,900	135,900	788,754
Capital Construction Fund Exempt							0
Cash Funds							0
Cash Funds Exempt**							0
Federal Funds							0
FTE							0.0

**Including private grants, gifts, and donations

Prepared by: *[Signature]* Telephone #: *5826* Approved by: *[Signature]* Date: *9/4/98*

Format 5020
New Funds Analysis
 Department of Treasury

N/A

Date:

Cost Components (with COFRS codes)	Total Costs Thru 6/30/98	FY 98-99	FY 99-00	FY 00-01	FY 01-02	FY 02-03	Total
I. Personal Services							
State Employee - 1110, 1111, 1120, 1121 1130, 1131, 1140, 1141							0
Contract & Consulting - 1221, 1230, 1231 1910, 1920, 1930							
Total Personal Services	0	0	0	0	0	0	0
Total FTE							0.0
II. Operating Expenses							
Materials and Supplies - 3115							0
Maintenance:							
Equipment - 2231							
Large Systems							0
LAN Systems							0
Desktops							0
Network							0
Software							
Maintenance - 2232							
Large Systems							0
LAN Systems							0
Desktops							0
Network							0
Purchased - 3116							
Large Systems							0
LAN Systems							0
Desktops							0
Network							0
Leased - 3216							
Large Systems							0
LAN Systems							0
Desktops							0
Network							0

Format 5040
Reallocation of FY 1997-98 Base Costs to Existing Systems
Department of Treasury

N/A

Date: _____

A	B	C	D	E	F	G	H	I
Project or System	Personal Services	Maintenance	Computer Processing Costs	Communication Services	Training	Capital Outlay	Other	TOTAL
PC/LAN Support								
TOTAL								
Prepared by: <i>[Signature]</i>				Telephone #: 5826		Approved by: <i>[Signature]</i>		

