

Executive Branch Information Technology
Office of Information Technology Services
2800 SW Topeka Blvd., Building 100
Topeka, KS 66611



Phone: (785) 296-3463
Fax: (785) 296-1168
oits.info@ks.gov

Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

February 14, 2023

Todd Herman, Director
Procurement and Contracts

Dear Mr. Herman:

The detailed project plan for the Department of Transportation KC Scout Optical Networking Services (ONS) Backbone Replacement project is enclosed. Shawn Brown is the primary contact for the project and can be reached at (785) 296-1382. This letter constitutes approval of the project pursuant to K.S.A. 75-7209.

KC ONS Backbone Replacement is an infrastructure project and thus does not fit traditional project monitoring parameters. The project is required to provide quarterly project reporting transmittal pages for the duration of the project. However, we are exempting the project from all other quarterly report requirements contained in ITEC Policy 2500.

This project has a total project cost of \$960,785. The quarterly KITO fee for the project will be \$336 and will be billed from the start of Execution until receipt of the project's Post Implementation Evaluation Report (PIER).

Respectfully,

DocuSigned by:

F0826C13E7B442C...
Calvin E. Reed, Acting Secretary
Department of Transportation

DocuSigned by:

670B8750658F441...
Jeff Maxon, Interim CITO
Executive Branch

cc: Kelly O'Brien, CITO, Judicial Branch
Alan Weis, CITO, Legislative Branch
Adam Proffitt, Director of the Budget
James Fisher, KLRD
JCIT Membership
Kelly Johnson, OPC
Brian Reiter, OITS
Shawn Brown, KDOT
Stephanie Green, KDOT
Megan Burton, KSHS
Cole Robison, OITS
Alex Wong, CITA
Sash Smith, OITS
Sara Spinks, KITO



Dwight D. Eisenhower State Office Building
700 S.W. Harrison Street
Topeka, KS 66603-3745

Calvin E. Reed, P.E., Acting Secretary
Shawn L. Brown, Chief Information Officer

Phone: 785-296-3727
Fax: 785-296-6222
kdot#publicinfo@ks.gov
<http://www.ksdot.org>
Laura Kelly, Governor

January 12, 2023

Jeff Maxon, Interim Chief Information Technology Officer
Executive Branch Information Technology
Office of Information Technology Services
2800 SW Topeka Boulevard
Building 100
Topeka, KS 66611

Subject: Kansas Department of Transportation KC Scout Optical Networking Services (ONS) Backbone Replacement Project – Approval Request

Dear Jeff Maxon,

The Kansas Department of Transportation (KDOT) respectfully submits the Detailed IT Project Plan documents for the KC Scout Optical Networking Services (ONS) project for your approval. The proposed project is to update the communication backbone equipment in the KC Metro area that is used by KC Scout. This project will install bandwidth managers (BWM)s and other related technical equipment located at KC Scout network hubs in Kansas.

The Detailed Project Plan documents enclosed are provided in accordance with the Information Technology Executive Council (ITEC) Policies 2400 and 2510, and they follow the guidelines established by the Kansas Enterprise Project Management Office (EPMO).

Upon receipt of a formal written approval letter from CITO, this project will move forward with project planning activities.

Thank you in advance for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Calvin E. Reed".

Calvin E. Reed, P.E.
Acting Secretary of Transportation
Interim Director of Kansas Turnpike Authority

State Entity Checklist for Detailed IT Project Plan

State Entity: Kansas Department of Transportation	Included (Y/N) If no, Explain
Project Name: KC Scout Optical Networking Services (ONS) Backbone Replacement Project	
Greater than \$250,000/ less than \$1,000,000 (Y/N): Y	
Greater than \$1,000,000 (Y/N): N	
IT Project Plan Documents	
For forms and/or more detailed information on completion of plan, see https://ebit.ks.gov/kito/it-project-oversight/proposed-it-project-plans	
For ITEC Policy and/or more detailed information on approval of IT projects, see ITEC 2400 and 2400A. https://ebit.ks.gov/itec/resources/policies	
Cover Letter Requesting Project Approval	Y
IT Project Request Explanation--DA518	Y
IT Cost Benefit Statement--DA519	Y
Work Breakdown Structure @ 8/80 hr duration/elapsed calendar time level	
Task Name (tasks should be descriptive)	Y
Duration (total duration/elapsed calendar time)	Y
Work (total person/hours of effort for all resources for the task)	Y
Start	Y
Finish	Y
Dependencies (Predecessors)	Y
Resource Names (assigned to the task)	Y
Milestone	Y
Work Product Identification (Form ITEC PM02-6)	Y
Architectural Statement (ITEC Policy 4010 and 9500)	
Listing of products and standards that will be implemented to accomplish the project including a statement of compliance with ITEC Policy.	Y
If different, attach CITA waiver	N/A
Ownership of Software Code and Related Intellectual Property (ITEC Policy 1500)	
Statement of compliance	Y
If different, attach CITO waiver	N/A
Privacy Statement (Privacy Act 1974, Health Insurance Portability & Accountability Act 1996-HIPAA)	
https://www.hhs.gov/hipaa/index.html	
1. What information is included	Y
2. Why is it collected	Y
3. How will it be used	Y
4. Exclusion opportunities	Y
5. 1974 Act implementation	Y
6. Other privacy requirements	Y
7. Total privacy cost estimate	Y
Security Statement (ITEC Policies 7230, 9500, 7300)	
Statement of compliance regarding security measures, technologies used, compliance with policy & standards	Y
If different, explain	N/A
Accessibility Statement (ITEC Policy 1210)	
https://ebit.ks.gov/itec/resources/policies/policy-1210	
Confirm the project will comply with ITEC Policy 1210 requirements by attaching a completed Accessibility Conformance Report (ACR) produced using the Voluntary Product Accessibility Template® (VPAT®), version 2.0 or later, for the product(s) procured, provided as a service, or custom-built. If requirements are to be developed as part of project, indicate that VPAT requirements will be included. See VPAT at: https://www.itic.org/policy/accessibility/vpat.	N/A
If VPAT/ACR indicates compliance on all items, provide statement identifying task number(s) in WBS where verification of overall compliance will occur. For any VPAT/ACR item(s) where full compliance is not indicated, identify task number(s) in WBS where remediation of compliance issues will occur, and the task number(s) that will include verification of overall compliance. If product is not anticipated to be compliant upon initial implementation, please attach State ADA Coordinator exception. If accessibility standards do not apply, please provide explanation.	N/A
Attach approval letter from State Director of IT Accessibility.	Y
Electronic Record Retention Statement	
https://www.ksks.org/p/electronic-records/11334	
(K.S.A. 45-403 and K.S.A. 45-213 through 45-223)	
1. Identify replaced paper records	Y
2. Identify new business functions	Y
3. Reasons for business functions	Y
4. Records requirements for business function	Y
5. Documents in another system?	Y
6. Public access requirements	Y
7. Access control requirements	Y
8. Identify all records with retention period of ten or more years	Y
9. Estimate three year cost of addressing records identified in No. 8	Y
Attach approval letter from State Archivist.	Y
Risk Identification Summary (Form ITEC PM02-11a)	Y
Risk Assessment Model (RAM) Summary - Detailed Plans	Y
Fiscal Note, if appropriate	N/A
Electronic copy submitted two - four weeks prior to contract award and/or project execution	Y

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION – DA 518																					
1. Project Title:				2. Project Priority		3. Estimated Dates															
KC Scout Optical Networking Services (ONS) Backbone Replacement Project						Planning Start:		8/1/2022													
Agency:						Execution Start:		6/27/2023													
Kansas Department of Transportation						Close-Out End:		3/15/2024													
4. Project Description and Justification:				Date Submitted:		1/12/2023															
The Kansas Department of Transportation (KDOT) oversees KC Scout together with Missouri Department of Transportation (MODOT). KC Scout operates a communication network owned by KDOT on the Kansas side of the KC Metro area that is used to manage Intelligent Transportation System (ITS) devices such as detectors, cameras, and dynamic message signs (DMS). This project is to upgrade the communication backbone equipment in the KC Metro area that is used by KC Scout. This project will install bandwidth managers (BWM)s and other related technical equipment located at KC Scout network hubs in Kansas. Installation of new BWMs and related equipment beginning in June 2023 and is expected to be completed in March 2024. 1. Installation of bandwidth managers at 7 KC Metro hub sites 2. Migrate the existing communication network to the new bandwidth managers 3. Testing of new BWM equipment before, during, and after installation Please see the KC Scout ONS Backbone Replacement Project plan from GBASI Attachment for more information.																					
Is this an Infrastructure Project? (Y/N)								Y													
Will Business Process Modeling be completed during the IT project and business design? (Y/N)								N													
Will national and/or industry data standards be used? (Y/N)								Y													
If yes, please specify.		The Cisco equipment will utilize the NTCIP (National Transportation Communications for Intelligent Transportation System (ITS) Protocol) for communications with and control of ITS devices.																			
List any collaboration that has taken place in the planning of the IT Project, and/or will take place during execution of the project. Include tools, methods, and best practices used for providing collaboration, user input, and continued social networking.																					
During the planning stage of this project, the project team collaborated with the KDOT IT technical support unit and ConvergeOne to ensure the equipment would transverse the network efficiently.																					
During the execution phase GBASI will collaborate with KC Scout for testing, installation, and migration of new BWM equipment.																					
5. Estimated Project Cost																					
Category		Cost		KITO Rate Structure				Project Quarterly KITO Fee													
Internal Cost (Salaries)		\$7,400		<table><tr><th colspan="2">Project Value Range</th><th>Quarterly Rate</th></tr><tr><td>\$250,000</td><td>\$10,000,000</td><td>0.00350</td></tr><tr><td>\$10,000,001</td><td>Greater</td><td>0.00050</td></tr><tr><td colspan="2">Infrastructure Projects</td><td>0.00035</td></tr></table>				Project Value Range		Quarterly Rate	\$250,000	\$10,000,000	0.00350	\$10,000,001	Greater	0.00050	Infrastructure Projects		0.00035	\$336	
Project Value Range		Quarterly Rate																			
\$250,000	\$10,000,000	0.00350																			
\$10,000,001	Greater	0.00050																			
Infrastructure Projects		0.00035																			
Contractual Services		\$39,900																			
Commodities		\$0																			
Capital Outlay		\$912,477																			
Sub-Total Project Costs		\$959,777																			
Total KITO Rate Fee		\$1,008																			
Total Project Costs		\$960,785																			
6. Project Subprojects (include name, start and end dates, and cost of each Subproject):																					
Subproject Name		Start Date		End Date		Internal Cost		External Cost		Total Cost											
Planning		8/1/2022		6/26/2023		\$1,000		\$95,237		\$96,237											
Execution																					
CISCO Equip Acquisition & Integration Contractor Awarded		6/27/2023		3/4/2024		\$6,000		\$857,140		\$863,140											
KITO Rate Fee								\$1,008		\$1,008											
										\$0											
										\$0											
										\$0											
Execution Sub-Total		6/27/2023		3/4/2024		\$6,000		\$858,148		\$864,148											
Close-Out		4/3/2023		3/15/2024		\$400		\$0		\$400											
Grand Internal, External, and Total Costs						\$7,400		\$953,385		\$960,785											
7. Amount by Source of Financing:																					
State Fiscal Years	1. State ITS Funds*	2. KDOT Internal	3.	4.	5.	6.	7.	Total													
SFY 2022								\$0													
SFY 2023	\$251,156	\$1,947						\$253,103													
SFY 2024	\$702,229	\$5,453						\$707,682													
SFY 2025								\$0													
SFY 2026								\$0													
SFY 2027								\$0													
Total Project Costs	\$953,385	\$7,400	\$0	\$0	\$0	\$0	\$0	\$960,785													
Description of funds listed above																					
* State-funded ITS Set Aside ** The Total KITO Rate Fee will also be paid through State ITS Funds																					

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION – DA 519							
1. Project Title		2. Estimated Dates		Projected Months from			
KC Scout Optical Networking Services (ONS) Backbone Replacement Project		Planning Start:	8/1/2022	Execution to Close-Out			
		Execution Start:	6/27/2023	9			
		Close-Out End:	3/15/2024				
3. Agency		4. Project Director/Project Manager					
Kansas Department of Transportation		Allan Haverkamp					
5. Qualitative and Quantitative Savings Explanation							
The KC Scout communications network is used for Intelligent Transportation Systems (ITS) traffic management and other applications. The life of the BWM equipment ranges between 10 to 15 years.							
The estimated annual benefits for the BWM equipment and communication network are derived from a benefit-cost study performed for the Wichita Traffic Management System. The benefits of the KC Scout communication network is its essential function to provide communication for the ITS system that improves traffic safety and mobility through support of traffic incident management, work zone management, and real-time traveler information. The operation of the ITS system results in reduction of the number of primary and secondary crashes with their associated emergency cleanup, medical, and property damage costs, and a reduction in congestion with the associated savings in fuel consumption, emissions, and lost time spent in traffic.							
6. Qualitative and Quantitative Savings Estimate							
Description of Savings		SFY 2022	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027
Cost Avoidance (Soft Dollars)							
Subtotal		\$0	\$0	\$0	\$0	\$0	\$0
Cash Savings (Hard Dollars)							
Traffic Incident Management - (cost benefit of secondary crash reduction, reduced congestion due to faster cleanup)				\$90,400	\$180,800	\$180,800	\$180,800
DMS Travel Time - (cost benefit due to reduced fuel consumption, reduced time in delays, fewer crashes)				\$32,850	\$65,700	\$65,700	\$65,700
DMS Congestion Messages (cost benefit due to reduced fuel consumption, reduced time in delays, fewer crashes)				\$34,200	\$68,400	\$68,400	\$68,400
Pre-Trip Information - (cost benefit due to reduced fuel consumption, reduced time in delays, fewer crashes)				\$450	\$900	\$900	\$900
Subtotal		\$1,105,300	\$0	\$157,900	\$315,800	\$315,800	\$315,800
Other (Include Intangible Benefits)							
Subtotal		\$0	\$0	\$0	\$0	\$0	\$0
Quantitative Savings		\$1,105,300	\$0	\$157,900	\$315,800	\$315,800	\$315,800
7. Summary*		SFY 2022	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027
Project Costs	Total	\$960,785	\$0	\$253,103	\$707,682	\$0	\$0
Net Cost Benefit	Total	\$144,515	\$0	-\$253,103	-\$549,782	\$315,800	\$315,800
Cost Benefit per Month		\$122,811					
Calendar Months to Break Even		8					
8. Ongoing Cost		SFY 2022	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027
Operational Cost for three ensuing SFYs		\$0	\$0	\$5,000	\$10,000	\$10,000	\$10,000

* Project Costs = Total Cost of Project over all Fiscal Years from all Funding Sources
Net Cost Benefit = Total Qualitative & Quantitative Savings minus Total Project Costs
Cost Benefit per Month = Total Qualitative & Quantitative Savings divided by Length of Project in months
Calendar Months to Break Even = Total Project Costs divided by Cost Benefit per Month

Revised 2/21

Project Management Plan: Work Product Identification

Project: KC Scout Optical Networking Services (ONS) Backbone Replacement Project

Date: 1/12/2023

<i>Deliverable Name</i>	<i>Due Date</i>	<i>Date Delivered</i>	<i>Point of Contact</i>
CITO Detailed Project Plan Approval	02/10/2023		Stephanie Green
Approval from KDOT/KC Scout of Proof of Concept	6/26/2023		Mark Sommerhauser, Shari Hilliard
Field Deployment (Core Ring) Approval from KDOT/KC Scout	8/22/2023		Mark Sommerhauser, Shari Hilliard
Approval of Documentation from KDOT/KC Scout	11/29/2023		Mark Sommerhauser, Shari Hilliard
Approval/Closeout from KDOT/KC Scout	3/4/2024		Mark Sommerhauser, Shari Hilliard

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
1	KDOT KC Scout ONS Backbone Replacement Project	410 days	6,128 hrs	Mon 8/1/22	Fri 3/15/24			No
2	Project Planning & Scheduling	229 days	4,024 hrs	Mon 8/1/22	Mon 6/26/23			No
3	KC Scout Site Visit	40 days	320 hrs	Mon 8/1/22	Fri 9/23/22		Nick Agnew/GBASI	No
4	Equipment List Coordination & Approval	5 days	80 hrs	Mon 9/5/22	Fri 9/9/22		Don Gentry,Nick Agnew	No
5	Verify Testing Equipment	59 days	944 hrs	Tue 9/6/22	Wed 11/30/22		Don Gentry,Nick Agnew	No
6	Equipment List Approval from KDOT/KC Scout	10 days	160 hrs	Thu 12/1/22	Wed 12/14/22	5	Don Gentry,Nick Agnew	No
7	High Level Project Development & CITO Approval	70 days	1,160 hrs	Mon 8/1/22	Fri 11/4/22			No
8	Gather Existing Network Information	30 days	480 hrs	Mon 8/1/22	Fri 9/9/22		Nick Agnew/GBASI,KC Scout	No
9	Cutover/Device Plan	20 days	160 hrs	Mon 9/12/22	Fri 10/7/22	8	Nick Agnew/GBASI	No
10	Layer III Routing Plan	20 days	160 hrs	Mon 10/10/22	Fri 11/4/22	9	Nick Agnew/GBASI	No
11	Approval from KDOT/KC Scout	0 days	0 hrs	Fri 11/4/22	Fri 11/4/22	9,10	Mark Sommerhauser,Shari Hillia	Yes
12	Develop High Level Plan Documents	25 days	200 hrs	Mon 9/5/22	Fri 10/7/22		Stephanie Green	No
13	High-Level Plan Submittal	0 days	0 hrs	Fri 10/7/22	Fri 10/7/22		Stephanie Green	Yes
14	CITO High Level Plan Review	20 days	160 hrs	Mon 10/10/22	Fri 11/4/22		Stephanie Green	No
15	CITO High Level Plan Approval	0 days	0 hrs	Fri 11/4/22	Fri 11/4/22		Stephanie Green	Yes
16	Proof of Concept	160 days	1,360 hrs	Fri 11/4/22	Mon 6/26/23			No
17	Receive Ordered Materials	100 days	0 hrs	Fri 11/4/22	Fri 3/31/23	15		No
18	Setup of Proof of Concept at KC Scout Facility	20 days	160 hrs	Mon 4/3/23	Fri 4/28/23	17	Nick Agnew/GBASI	No
19	Demonstrate Proof of Concept	15 days	120 hrs	Mon 5/1/23	Fri 5/19/23	18	Nick Agnew/GBASI	No
20	Demonstrate Proof of Concept - CCTV, DMS, Detection	15 days	120 hrs	Mon 5/22/23	Mon 6/12/23	19	Nick Agnew/GBASI	No
21	Monitor/Review Proof of Concept	10 days	80 hrs	Tue 6/13/23	Mon 6/26/23	19,20	Don Gentry/KC Scout	No
22	Approval from KDOT/KC Scout of Proof of Concept	0 days	0 hrs	Mon 6/26/23	Mon 6/26/23	21	Mark Sommerhauser,Shari Hilliard	Yes
23	Detailed Project Plan Development & CITO Approval	65 days	880 hrs	Fri 11/4/22	Fri 2/10/23			No
24	Develop Detail Plan in Consult with Contractor	45 days	720 hrs	Fri 11/4/22	Thu 1/12/23	15	Don Gentry,Nick Agnew	No
25	Detail Plan Submittal	0 days	0 hrs	Thu 1/12/23	Thu 1/12/23	24	Stephanie Green	Yes
26	CITO Detail Plan Review	20 days	160 hrs	Fri 1/13/23	Fri 2/10/23	25	Stephanie Green	No
27	CITO Detail Plan Approval	0 days	0 hrs	Fri 2/10/23	Fri 2/10/23	26	Stephanie Green	Yes
28	Project Execution	172 days	1,856 hrs	Tue 6/27/23	Mon 3/4/24			No
29	Field Deployment (Core Ring)	77 days	1,096 hrs	Tue 6/27/23	Fri 10/13/23			No
30	Setup ASR Core Network Phase 1	10 days	80 hrs	Tue 6/27/23	Tue 7/11/23	27,22	GBASI Technician	No
31	Setup ASR Core Network Phase 2	10 days	80 hrs	Wed 7/12/23	Tue 7/25/23	30	GBASI Technician	No
32	Setup ASR Core Network Phase 3	10 days	80 hrs	Wed 7/26/23	Tue 8/8/23	31	GBASI Technician	No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
33	Setup ASR Core Network Phase 4	10 days	80 hrs	Wed 8/9/23	Tue 8/22/23	32	GBASI Technician	No
34	Setup ASR Core Network Phase 5	10 days	80 hrs	Wed 8/23/23	Wed 9/6/23	33	GBASI Technician	No
35	Setup ASR Core Network Phase 6	10 days	80 hrs	Thu 9/7/23	Wed 9/20/23	34	GBASI Technician	No
36	15 Day Single Site Test Phase 1	10 days	80 hrs	Wed 7/12/23	Tue 7/25/23	30	GBASI Technician	No
37	15 Day Single Site Test Phase 2	5 days	40 hrs	Wed 7/26/23	Tue 8/1/23	36	GBASI Technician	No
38	Migration plan and schedule review Phase 1	1 wk	80 hrs	Wed 8/2/23	Tue 8/8/23	37	Don Gentry,Nick Agnew	No
39	Migration plan and schedule review Phase 2	1 wk	80 hrs	Wed 8/9/23	Tue 8/15/23	38	Don Gentry,Nick Agnew	No
40	Migration plan and schedule review Phase 3	1 wk	80 hrs	Wed 8/16/23	Tue 8/22/23	39	Don Gentry,Nick Agnew	No
41	Approval from KDOT/KC Scout	0 days	0 hrs	Tue 8/22/23	Tue 8/22/23	40	Mark Sommerhauser,Shari Hillia	Yes
42	Document communications and operations of 7 ASR routers Phase 1	10 days	80 hrs	Wed 8/23/23	Wed 9/6/23	41	Nick Agnew/GBASI	No
43	Document communications and operations of 7 ASR routers Phase 2	10 days	80 hrs	Thu 9/7/23	Wed 9/20/23	42	Nick Agnew/GBASI	No
44	Document communications and operations of 7 ASR routers Phase 3	10 days	80 hrs	Thu 9/21/23	Wed 10/4/23	43	Nick Agnew/GBASI	No
45	Document communications and operations of 7 ASR routers Phase 4	2 days	16 hrs	Thu 10/12/23	Fri 10/13/23	44	Nick Agnew/GBASI	No
46	Acceptance Testing and Closeout	95 days	760 hrs	Mon 10/16/23	Mon 3/4/24			No
47	Deliver Final Documentation Phase 1	10 days	80 hrs	Mon 10/16/23	Fri 10/27/23	45	Nick Agnew/GBASI	No
48	Deliver Final Documentation Phase 2	10 days	80 hrs	Mon 10/30/23	Mon 11/13/23	47	Nick Agnew/GBASI	No
49	Deliver Final Documentation Phase 3	10 days	80 hrs	Tue 11/14/23	Wed 11/29/23	48	Nick Agnew/GBASI	No
50	Approval of Documentation from KDOT/KC Scout	0 days	0 hrs	Wed 11/29/23	Wed 11/29/23	49	Mark Sommerhauser,Shari Hilliard	Yes
51	Acceptance testing of BWM Phase 1	10 days	80 hrs	Thu 11/30/23	Wed 12/13/23	50	GBASI Technician	No
52	Acceptance testing of BWM Phase 2	10 days	80 hrs	Thu 12/14/23	Thu 12/28/23	51	GBASI Technician	No
53	Acceptance testing of BWM Phase 3	10 days	80 hrs	Fri 12/29/23	Fri 1/12/24	52	GBASI Technician	No
54	Acceptance testing of BWM Phase 4	10 days	80 hrs	Tue 1/16/24	Mon 1/29/24	53	GBASI Technician	No
55	Acceptance testing of BWM Phase 5	10 days	80 hrs	Tue 1/30/24	Mon 2/12/24	54	GBASI Technician	No
56	Acceptance testing of BWM Phase 6	10 days	80 hrs	Tue 2/13/24	Mon 2/26/24	55	GBASI Technician	No
57	Acceptance testing of BWM Phase 7	5 days	40 hrs	Tue 2/27/24	Mon 3/4/24	56	GBASI Technician	No
58	Approval/Closeout from KDOT/KC Scout	0 days	0 hrs	Mon 3/4/24	Mon 3/4/24	57	Mark Sommerhauser,Shari Hillia	Yes
59	KDOT KC Scout ONS Backbone Replacement Project Reporting & Closeout	241 days	248 hrs	Mon 4/3/23	Fri 3/15/24			No
60	Quarterly Report	193 days	176 hrs	Mon 4/3/23	Mon 1/8/24			No
61	Q1 2023	6 days	48 hrs	Mon 4/3/23	Mon 4/10/23		KDOT Project Manager	No
62	Q2 2023	5 days	40 hrs	Mon 7/3/23	Mon 7/10/23		KDOT Project Manager	No
63	Q3 2023	6 days	48 hrs	Mon 10/2/23	Mon 10/9/23		KDOT Project Manager	No
64	Q4 2023	5 days	40 hrs	Tue 1/2/24	Mon 1/8/24		KDOT Project Manager	No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
65	Closeout	9 days	72 hrs	Tue 3/5/24	Fri 3/15/24			No
66	Conduct Lessons Learned Session	4 days	32 hrs	Tue 3/5/24	Fri 3/8/24	58	KDOT Project Manager	No
67	Develop CITO PIER	5 days	40 hrs	Mon 3/11/24	Fri 3/15/24	66	KDOT Project Manager	No
68	Submit PIER to CITO	0 days	0 hrs	Fri 3/15/24	Fri 3/15/24	67	KDOT Project Manager	Yes



State Archives Division
6425 SW 6th Avenue
Topeka KS 66615-1099

785-272-8681, ext. 272
megan.burton@ks.gov
kshs.org

Patrick Zollner, Acting Executive Director

Laura Kelly, Governor

January 12, 2023

Calvin Reed, Acting Secretary
Kansas Department of Transportation
700 SW Harrison St.
Topeka, KS 66603

Dear Acting Secretary Reed,

As part of the approval process for information technology projects over \$250,000, the State Archivist is required to evaluate the impact of information technology projects on government records with long-term (10+ year) retention requirements. If the project impacts long-term records, the State Archivist must ensure that appropriate provisions have been made for these records in the high-level and detailed project plans, in the system design, and for their ingestion, if prudent and feasible, into the Kansas Enterprise Electronic Preservation (KEEP) system. An Electronic Records Retention Statement and approval letter from the State Archivist must accompany high level and detailed project plans submitted to the Executive Branch Chief Information Technology Officer.

In compliance with this process, Stephanie Green, IT Project Manager, recently sent to me for review an Electronic Records Retention Statement for the Kansas Department of Transportation KC Scout ONS Backbone Replacement Project detail-level plan. From my review of the project plan materials, it appears that this is an infrastructure-only project that does not impact long-term records.

The Electronic Records Retention Statement for the detail-level plan is approved. A copy of this approval letter should be included when submitting the project plan to the Executive Branch CITO for approval.

Sincerely,

Megan Burton
State Archivist

Cc: Stephanie Green, KDOT Office of Information Technology Services
Cole Robison, Director of IT Accessibility, OITS

Executive Branch Information Technology
Office of Information Technology Services
2800 SW Topeka Blvd., Building 100
Topeka, KS 66611



Phone: (785) 296-3463
Fax: (785) 296-1168
oits.info@ks.gov

DeAngela Burns-Wallace, Chief Information Technology Officer

Laura Kelly, Governor

January 5, 2023

Calvin Reed, Acting Secretary
Department of Transportation
700 SW Harrison St.
Topeka, KS 66603-3745

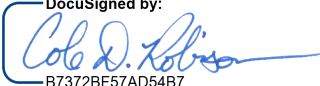
Dear Sec. Reed:

As part of the approval process for information technology projects over \$250,000, a statement indicating compliance with State Information Technology Executive Council (ITEC) Policy 1210 *Information and Communication Technology Accessibility Standards* must be filed with the Branch Chief Information Technology Officer and approved by the Director of Information Technology (IT) Accessibility. I recently received from Stephanie Green an Accessibility Statement for the KC Scout Optical Networking Services (ONS) Backbone Replacement Project for review in compliance with this process.

This statement indicates that the system equipment will be located in maintenance spaces and only accessed by service personnel, such that it meets the general exception of Section 7.3.4 of ITEC Policy 1210. As such, no further exception is required pertaining to ITEC Policy 1210. It should be noted that this exception does not relieve the Department of Transportation of any obligations or requirements mandated by any other applicable regulation, law, or statute, including, but not limited to, the Americans with Disabilities Act and the Kansas Act Against Discrimination.

The Accessibility Statement for the KC Scout ONS Backbone Replacement Project detailed plan is approved. A copy of this letter should be included with the submittal of the KC Scout ONS Backbone Replacement Project detailed plan for Branch CITO approval.

Sincerely,

DocuSigned by:

B7372BF57AD54B7...

Cole D. Robison
Director of IT Accessibility

cc: Shawn Brown, Department of Transportation
Anthony Fadale, State Americans with Disabilities Act Coordinator
Stephanie Green, Department of Transportation
Sara Spinks, Director, Kansas Information Technology Office

KC Scout Optical Networking Services (ONS) Backbone Replacement Project Architectural Compliance Statement

Date: January 12, 2023

Reference: KC Scout Optical Networking Services (ONS) Backbone Replacement Project

The KC Scout ONS Backbone Replacement Project management team has reviewed ITEC Policies [4010](#) and [9500](#) as these policies relate to the acquisition and development of equipment, software, communications, and other technologies employed to accomplish the KC Scout ONS Backbone Replacement Project.

The project management team will ensure full compliance with ITEC Policies 4010 and 9500 and does not anticipate the need for a CITA waiver from ITEC Policies. Architectural compliance will be monitored as a project metric.

KC Scout Optical Networking Services (ONS) Backbone Replacement Project Security Statement

Date: January 12, 2023

Reference: KC Scout Optical Networking Services (ONS) Backbone Replacement Project

This project is upgrading KC Scout's ONS backbone with new Bandwidth Managers (BWM)s which involves routers, patch cords, power supplies, and other related technical equipment. This equipment will be located in KC Scout core locations and only accessed by service personnel for maintenance, repair, or occasional monitoring of equipment.

KDOT will not own or operate any software or hardware. Software components for the communications equipment that is a part of this project will be proprietary and security is the responsibility of the vendor.

However, the Kansas Department of Transportation (KDOT) will ensure that the KC Scout Optical Networking Services (ONS) Backbone complies with ITEC Security Policies 7230, 7300, and 9500 where applicable.



Dwight D. Eisenhower State Office Building
700 S.W. Harrison Street
Topeka, KS 66603-3745

Calvin E. Reed, P.E., Acting Secretary
Shawn L. Brown, Chief Information Officer

Phone: 785-296-3727
Fax: 785-296-6222
kdot#publicinfo@ks.gov
<http://www.ksdot.org>
Laura Kelly, Governor

January 5, 2023

Cole Robison
Director of Statewide Web/IT Accessibility
Kansas Information Technology Office
Office of Information Technology Services
2800 SW Topeka Blvd
Topeka, KS 66612-1220

Subject: Kansas Department of Transportation KC Scout Optical Networking Services (ONS)
Backbone Replacement Project – Web Accessibility Statement

Dear Cole:

The Kansas Department of Transportation (KDOT) is nearing completion of the detailed project planning phase for the KC Scout ONS Backbone Replacement Project.

This project is the establishment of a new Bandwidth Manager (BWM) network for KC Scout communication backbone which involves routers, patch cords, power supplies, and other related technical equipment. This equipment will be located in KC Scout core locations and only accessed by service personnel for maintenance, repair, or occasional monitoring of equipment.

Thank you in advance for your consideration of this information. Upon your review, I request a letter from your office indicating concurrence on this component of the Detailed Project Plan. We will submit a copy of your letter with our Detailed Project Plan to the Kansas Office of Information Technology Services, Enterprise Project Management Office (EPMO).

Sincerely,

Stephanie Green

Stephanie Green, PMP
IT Project Manager
Kansas Department of Transportation
Eisenhower State Office Building
700 SW Harrison Street
Topeka, Kansas 66603
785-296-2604
Stephanie.A.Green@ks.gov

KC Scout Optical Networking Services (ONS) Backbone Replacement Project Electronic Records Retention Statement

The KC Scout Optical Networking Services (ONS) Backbone Replacement Project team has addressed each of the following items and has developed the following responses:

1. For each business function supported by the proposed system, what paper records are being replaced and which will continue to exist in both paper and electronic form.

No paper records are being replaced or continuing as electronic records through the deployment of the new KC Scout ONS Backbone Replacement Project.

2. What new business functions will be implemented?

No new business functions are being implemented through the deployment of the KC Scout ONS Backbone Replacement Project. It is an infrastructure project that upgrades a communications backbone, replacing existing end-of-life communications equipment.

3. For each business function identified in 1. and 2. above, what are the legal, regulatory or operational reasons for performing it?

It is built for operational reasons. It serves as a communications backbone that facilitates Intelligent Transportation System (ITS).

4. What legal, regulatory or operational requirements, including State Records Board approved retention schedules exist for keeping records related to each business function?

N/A

5. Will any of the data necessary to document the business functions either be maintained in another system within the state entity or in a system outside the state entity? If so please specify.

The data that this project will generate will be limited to administrative functions of the system that service personnel will access for maintenance, repair, or occasional monitoring of equipment. Such status indicators should not be applicable to electronic records retention.

6. What are the legal, regulatory or operational requirements to providing public access to the records?

N/A

7. What are the legal, regulatory or operational requirements for controlling access to the records in order to ensure confidentiality?

N/A

8. Identify all records with retention periods of ten or more years that will be affected by the project or indicate that the project has no such records involved.

N/A

9. Estimate of the three year total cost of addressing records identified in No. 8 above and included on the DA519, Item #8.

N/A.

Risk Identification Summary (Top Five Risks)

A description of project risks, the probability of the risk occurring, the impact of the risk on the project, and the suggested mitigation activities.

Last Risk Assessment Date: January 12, 2023

Prepared by: KDOT KC Scout ONS Backbone Replacement Project Team

<i>Category</i>	<i>Prob</i>	<i>Imp</i>	<i>Risk</i>	<i>Mitigation Approaches</i>
Strategic	Low	Med	The solution will not be aligned with the overall business strategy of the Kansas Department of Transportation (KDOT).	As noted in the DA 518 Attachment, the proposed solution aligns with KDOT mission and goals as well as the KDOT Budget Plan. KDOT will assign a project manager to manage the project and to provide oversight to ensure the implementation aligns with KDOT strategic goals and project requirements.
Financial	Low	Med	Financial risk could accrue to the project through; 1. lack of adequate funding; 2. change orders and increases to vendor costs.	1. KDOT has identified a funding source for procuring the KDOT KC Scout ONS Backbone. 2. The contract will be fixed price with milestone payments. Milestones will be managed by the project team with all payments tied to acceptance of deliverables.
Project Management	Low	Med	The project will experience unanticipated delays, miss key milestones/deliverables and fall short of goals.	KDOT has established a high-level project schedule in conjunction with the vendor. Upon completion of the Planning phase the detail plan will be established with KDOT approval.

Risk Identification Summary (Top Five Risks)

				The vendor's contract will contain procedures to identify issues, risks and mitigation strategies well ahead of the time that the critical path is impacted.
Technology	Low	Med	The solution will fail to meet KDOT specifications and requirements.	KDOT has experience with installing these technologies in previous installations of network and fiber equipment in our ITS initiatives.
Change Management / Operational Risk	Low	Med	1. Unanticipated vendor changes lead to additional cost and schedule delays. 2. Misalignment of solution to operational requirements.	1. The project team developed a detailed set of requirements consistent with the existing ONS system. 2. The project requirements will address change management and scope creep issues.

Legend

Prob = Probability of Occurrence

Imp = Impact

RISK ASSESSMENT MODEL
Detailed Plan - Summary Report
Ver. 1.0

Agency Name: Kansas Department of Transportation

Project Name: KC Scout Optical Networking Services (ONS) Backbone Replacement

1. Introduction

The Risk Assessment Model measures risk in distinct areas. Below are the average scores based on the results from the questionnaire. Each area indicates the measured risk on a scale from 1 to 9, with 9 being the highest risk. Scores lower than 2.0 are considered "Low Risk", scores higher than 2.0 are "Medium Risk" and scores higher than 3.0 are considered "High Risk".

2. Summary

<u>Score</u>	<u>Risk Level</u>	<u>Risk Area</u>
1.0	LOW	Strategic Risk
1.0	LOW	Financial Risk
2.0	MEDIUM	Project Management Risk
1.0	LOW	Technology Risk
1.5	LOW	Change Management / Operational Risk

Note: If you get "#VALUE!" as a result in any of the "Score" or "Risk Level" fields, you have unanswered questions. Go back and check your answers.

3. Signature

I have reviewed the results of the Risk Assessment Model. The results are indicators only and do not represent all the risks of the project. ITEC will use the results as the basis of discussion, and will not rely solely on the output.

Stephanie Green Stephanie Green

Project Director

RISK ASSESSMENT - Summary Report
Detailed Plan - List of Comments
(Expand Row Height to Show all Text)

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25 This project is upgrading KC Scout's ONS backbone with new Bandwidth Managers (BWM)s
- 26
- 27
- 28
- 29
- 30
- 31
- 32
- 33
- 34
- 35
- 36
- 37
- 38