

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



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Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

August 21, 2023

Todd Herman, Director
Procurement and Contracts

Dear Mr. Herman:

The detailed project plan for the University of Kansas Disaster Recovery Business Continuity (DRBC) project is enclosed. Ed Hudson is the primary contact for the project and can be reached at (785) 864-1005.

This letter constitutes approval of the detailed project plan pursuant to K.S.A. 75-7209.

The next step for the agency will be to baseline this approved project Work Breakdown Structure (WBS) without alteration prior to execution. The baseline is a valuable tool to use as the project progresses. The baseline is used to track project progress and compare this progress to the approved plan. Project measures for reporting purposes will be determined using the originally submitted detailed project plan.

This project has a total project cost of \$1,093,370. The quarterly KITO fee for the project will be \$382 and will be billed from the start of execution until receipt of the project's Post Implementation Evaluation Report (PIER).

Respectfully,

DocuSigned by:

6FDD55433B66400...

Ed Hudson, Interim Chief Information Officer
The University of Kansas

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
Sean Barker, KU
Megan Burton, KSHS
Cole Robison, OITS
Alex Wong, CITA
Sara Spinks, KITO



August 4, 2023

Jeff Maxon
Interim Chief Information Officer &
Chief Information Security Officer
KS Office of Information Technology
2800 SW Topeka Blvd., Building 100
Topeka, KS 66611

Dear Mr. Maxon,

Please accept this letter as a formal request for approval of our Detailed Project Plan for our IT Infrastructure project [Disaster Recovery Business Continuity (DRBC)]. The project is for the additional warm failover site for disaster recovery and critical IT infrastructure at the University of Kansas Medical Center, Kansas City, Kansas.

Multiple data centers, geographically dispersed, will ensure resiliency for backups, storage, virtual machine environments, application connectivity, and Internet connectivity in the event of an environmental disaster. The successful completion of this project will ensure the redundancy and resiliency of our core business operations.

Enclosed you will find the detailed project plan checklist and supporting documents required for information technology projects.

We look forward to hearing from you soon.

Best regards,

A handwritten signature in blue ink that reads "Mary Walsh".

Mary Walsh
Chief Information Officer
The University of Kansas
1001 Sunnyside Ave.
Lawrence, KS 66045
marywalsh@ku.edu

Information Technology

1001 Sunnyside Ave. | Lawrence, KS 66045 | (785) 864-0222 | www.technology.ku.edu

State Entity Checklist for Detailed IT Project Plan

State Entity: University of Kansas	Included (Y/N) If no, Explain
Project Name: Disaster Recovery Business Continuity (DRBC)	
Greater than \$250,000/ less than \$1,000,000 (Y/N): N	
Greater than \$1,000,000 (Y/N): Y	
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) https://ebit.ks.gov/itec/resources/policies	
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	
Ownership of Software Code and Related Intellectual Property (ITEC Policy 1500) https://ebit.ks.gov/docs/default-source/itec/itec_policy_1500.pdf	
Statement of compliance	Y
If different, attach CITO waiver	
Privacy Statement (Privacy Act 1974, Health Insurance Portability & Accountability Act 1996-HIPAA) https://www.justice.gov/opcl/overview-privacy-act-1974-2015-edition 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) https://ebit.ks.gov/itec/resources/policies	
Statement of compliance regarding security measures, technologies used, compliance with policy & standards	Y
If different, explain	
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.	Y
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.	Y
Attach approval letter from State Director of IT Accessibility.	Y
Electronic Record Retention Statement https://www.kshs.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	
Electronic copy submitted two - four weeks prior to contract award and/or project execution	

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 518																					
1. Project Title:				2. Project Priority		3. Estimated Dates															
Disaster Recovery Business Continuity (DRBC)				1		Planning Start:		5/18/2022													
Agency:						Execution Start:		6/15/2022													
University of Kansas						Close-Out End:		10/23/2023													
4. Project Description and Justification:				Date Submitted:		8/4/2023															
The University of Kansas is planning a Disaster Recovery / Business Continuity site. This effort will create a failover data center site for the KU Lawrence campus to continue to operate critical business processes in the event of a disaster. The state of Kansas has high potential for natural disasters, such as tornados and other weather-related natural disasters, and also other situations where a failover location would be necessary for continued business operations of the University, which include hazards (fire or water damage to main data center) and other risks. This also allows for data replication for selected data, which alleviates some amount of risk to continued operations on the Lawrence campus. Create a DRBC failover site for the University of Kansas - Lawrence campus to continue to operate critical business processes in the event of a disaster. Necessary applications, servers, and security will be replicated or backed-up to the KU Medical Center (KUMC) DRBC site to be available to for KUL use as needed for business operations. Project will conclude once the project team confirms the DRBC site at KUMC functions as intended, based on applications replicated or backed-up.																					
Is this an Infrastructure Project? (Y/N)								Y													
Will Business Process Modeling be completed during the IT project and business design? (Y/N)								Y													
Will national and/or industry data standards be used? (Y/N)								Y													
If yes, please specify.		NIST (National Institute of Standards and Technology) and CSA (Cyber Security Advisor program, developed by the DHS (Department of Homeland Security))																			
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.																					
Univesity of Kansas Medical Center (KUMC) and KanREN (Kansas Research and Education Network)																					
5. Estimated Project Cost																					
Category		Cost		KITO Rate Structure				Project Quarterly KITO Fee													
Internal Cost (Salaries)		\$0		<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	\$382	
Project Value Range		Quarterly Rate																			
\$250,000	\$10,000,000	0.00350																			
\$10,000,001	Greater	0.00050																			
Infrastructure Projects		0.00035																			
Contractual Services		\$0																			
Commodities		\$0																			
Capital Outlay		\$1,091,078																			
Sub-Total Project Costs		\$1,091,078																			
Total KITO Rate Fee		\$2,292																			
Total Project Costs		\$1,093,370																			
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		5/18/2022		8/31/2023		\$0		\$0		\$0											
Execution																					
Execution - External Costs		6/15/2022		9/18/2023		\$0		\$1,091,078		\$1,091,078											
KITO Rate		6/15/2022		9/18/2023				\$2,292		\$2,292											
										\$0											
										\$0											
										\$0											
Execution Sub-Total		6/15/2022		9/18/2023		\$0		\$1,093,370		\$1,093,370											
Close-Out		9/25/2023		10/23/2023		\$0		\$0		\$0											
Grand Internal, External, and Total Costs						\$0		\$1,093,370		\$1,093,370											
7. Amount by Source of Financing:																					
State Fiscal Years	1. Provost Commit	Governor's Budget	Central Funding	4.	5.	6.	7.	Total													
SFY 2023	\$850,000	\$150,000	\$93,370					\$1,093,370													
SFY 2024								\$0													
SFY 2025								\$0													
SFY 2026								\$0													
SFY 2027								\$0													
SFY 2028								\$0													
Total Project Costs	\$850,000	\$150,000	\$93,370	\$0	\$0	\$0	\$0	\$1,093,370													
Description of funds listed above																					
The majority of the funding was committed by the Provost to move the project forward, and supplemented by State funding provided by special one-time funds from the Governor's Budget. The \$150K investment will provide the networking equipment, firewall server, and VMWare licensing to ensure the DR/BC site has proper security and capacity to ensure seamless operations of the most critical campus systems.																					

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 519							
1. Project Title		2. Estimated Dates		Projected Months from			
Disaster Recovery Business Continuity (DRBC)		Planning Start:	5/18/2022	Execution to Close-Out			
		Execution Start:	6/15/2022	17			
		Close-Out End:	10/23/2023				
3. Agency		4. Project Director/Project Manager					
University of Kansas		Sara Crangle (Planning, Execution), Sean Barker (Execution, Close Out)					
5. Qualitative and Quantitative Savings Explanation							
Provide a location for 100% of our Production backups, all being replicated to KC. / No additional cost due to partnership with KUMC / ability to do core business functionality of KU, including Research, payroll, HR, Maximo / Common DRBC items / Reciprocal to KUMC allowing rack space for their DRBC							
6. Qualitative and Quantitative Savings Estimate							
Description of Savings		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Cost Avoidance (Soft Dollars)							
Cost of staying in business during disaster, depends on multiple variables and cannot be calculated							
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cash Savings (Hard Dollars)							
Using KUMC instead of cloud vendor		\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000
Subtotal	\$9,000,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000
Other (Include Intangible Benefits)							
Allowing KUMC reciprocal services at lower cost		\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000
Subtotal	\$9,000,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000
Quantitative Savings	\$18,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000
7. Summary*		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Project Costs Total	\$1,093,370	\$1,093,370	\$0	\$0	\$0	\$0	\$0
Net Cost Benefit Total	\$16,906,630	\$1,906,630	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000
Cost Benefit per Month	\$1,058,824						
Calendar Months to Break Even	1						
8. Ongoing Cost		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Operational Cost for three ensuing SFYs		\$47,400	\$115,938	\$90,938	\$90,938	\$90,938	

* 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: Disaster Recovery Business Continuity (DRBC)******Date: 8/3/2023***

<i>Deliverable Name</i>	<i>Due Date</i>	<i>Date Delivered</i>	<i>Point of Contact</i>
Infrastructure plan: Hardware/software needs defined	12/15/2023	12/15/2023	Jim Rupperecht, Mark Nace, Rob Randall, Andrew Marker
Procurement/acquisition of hardware/software	12/1/2023	12/1/2023	Julie Neff
Infrastructure installation completed	8/8/2023		Doug Cherry, Mark Nace, Jim Rupperecht
Testing and Prod application movement complete	9/11/2023		Rob Randall, Jim Rupperecht, Andrew Marker
Operations guidance document completed	9/18/2023		Nancy Baker, Sean Barker
PIER report completed	10/23/2023		Sean Barker

School of Pharmacy_AVU Upgrade_Project Schedule

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
1	Planning phase	322 days	818 hrs	Wed 5/18/22	Thu 8/31/23			No
2	Complete and submit project approval template and request letter to CITO	22 days	80 hrs	Wed 5/18/22	Fri 6/17/22		Project Manager	No
3	Infrastructure planning (including hardware, software, and licensing needs)	146 days	554 hrs	Wed 5/18/22	Thu 12/15/22			No
4	Plan rack layouts	11 days	40 hrs	Wed 5/18/22	Thu 6/2/22		Network Engineers,Enterprise Platforms	No
5	Review by Application (Mapping)	56 days	72 hrs	Fri 7/15/22	Mon 10/3/22		Enterprise Platforms,Enterprise Systems,Database Ad	No
6	IP Planning	79 days	80 hrs	Mon 8/15/22	Wed 12/7/22		Enterprise Platforms	No
7	VLAN location and planning	28 days	40 hrs	Fri 7/15/22	Tue 8/23/22		Network Engineers	No
8	Zerto Planning: List of Replicated Test Servers and Test Shares	100 days	40 hrs	Fri 7/15/22	Wed 12/7/22		Enterprise Platforms	No
9	Zerto Planning for Test: Final List of Services for Replication	100 days	40 hrs	Fri 7/15/22	Wed 12/7/22		Enterprise Platforms,Enterprise App& DB Admin	No
10	NetApp Planning: Final List of EFS Shares	73 days	80 hrs	Tue 8/23/22	Wed 12/7/22		Enterprise Platforms,Enterprise App& DB Admin	No
11	Logical Layer 3	22 days	40 hrs	Wed 6/15/22	Fri 7/15/22		Network Engineers	No
12	Power	11 days	40 hrs	Wed 5/18/22	Thu 6/2/22		Data Center Team	No
13	Traffic Flows	114 days	80 hrs	Fri 7/1/22	Wed 12/14/22		Network Engineers,IT Architect,Security Engineers	No
14	Verification of infrastructure planning completed	1 day	2 hrs	Thu 12/15/22	Thu 12/15/22			Yes
15	Prepare and submit Project Planning Documentation, high level plan, and Request Letter to CITO for review and approval	26 days	88 hrs	Mon 11/14/22	Wed 12/21/22			No
16	Prepare KITO high-level project plan	23 days	72 hrs	Mon 11/14/22	Fri 12/16/22		Project Manager,Project Stakeholders	No
17	KITO high level project plan completed	1 day	16 hrs	Wed 12/21/22	Wed 12/21/22	2	Project Manager,Project Stakeholders	No
18	Prepare and submit Detailed Plan and Request Letter to CITO for review and approval	55 days	96 hrs	Thu 6/15/23	Thu 8/31/23			No
19	Prepare KITO detailed project plan	36 days	72 hrs	Thu 6/15/23	Fri 8/4/23		Project Manager,Project Stakeholders	No
20	KITO detailed project plan completed	1 day	16 hrs	Fri 8/4/23	Fri 8/4/23	17	Project Manager,Project Stakeholders	Yes
21	CITO approval detailed project plan	1 day	8 hrs	Thu 8/31/23	Thu 8/31/23			No
22	Execution phase	314 days	2,702 hrs	Wed 6/15/22	Mon 9/18/23			No
23	Procurement/Acquisition Phase	122 days	162 hrs	Wed 6/15/22	Thu 12/8/22			No
24	Checkpoint Firewall	53 days	16 hrs	Wed 6/15/22	Mon 8/29/22	3	Procurement,IT Architect,Network Engineers,Security	No
25	Dell vSAN R650 nodes + VMware software	34 days	16 hrs	Wed 6/15/22	Tue 8/2/22	3	Procurement,Enterprise Platforms,Data Center Team	No
26	NetApp storage	13 days	16 hrs	Wed 6/15/22	Fri 7/1/22	3	Procurement,Enterprise Platforms	No
27	Zerto licenses	13 days	16 hrs	Wed 6/15/22	Fri 7/1/22	3	Procurement,Enterprise Platforms	No
28	Juniper switches	121 days	16 hrs	Wed 6/15/22	Wed 12/7/22	3	Procurement,Network Engineers	No
29	Cables	22 days	16 hrs	Tue 11/1/22	Mon 12/5/22	3	Procurement,Network Engineers	No
30	Rack for VM Stack/Switches	15 days	16 hrs	Wed 6/15/22	Wed 7/6/22	3	Procurement,Network Engineers,Enterprise Platforms	No
31	Environmental Monitoring (Netbotz 755 + 6 sensors)	15 days	16 hrs	Wed 6/15/22	Wed 7/6/22	3	Procurement,Data Center Team	No
32	Bluecat (DNS Solution)	90 days	16 hrs	Fri 7/29/22	Wed 12/7/22	3	Procurement,Network Engineers	No
33	SSL VPN Solution (Cisco Virtual ASA)	90 days	16 hrs	Fri 7/29/22	Wed 12/7/22	3	Procurement,Network Engineers	No
34	Hardware, software, and licensing acquisition completed	1 day	2 hrs	Thu 12/8/22	Thu 12/8/22	3		Yes
35	Infrastructure Installation	286 days	1,060 hrs	Wed 6/15/22	Tue 8/8/23			No
36	Physical Installation of Racks and Power add'l cabling for router	57 days	80 hrs	Wed 6/15/22	Fri 9/2/22		Data Center Team	No
37	TOR Switches	6 days	48 hrs	Wed 11/30/22	Wed 12/7/22	36	Network Engineers	No
38	Storage Set-Up (w/ VM Stack)	25 days	80 hrs	Tue 7/12/22	Mon 8/15/22		Enterprise Platforms	No
39	Server, Install and Configuration (VMware)	30 days	72 hrs	Fri 7/22/22	Thu 9/1/22		Enterprise Platforms	No
40	Install SnapLock (Creates 3+ immutable copies)	54 days	80 hrs	Wed 7/27/22	Tue 10/11/22		Enterprise Platforms	No
41	Zerto Install (Prod and DR)	4 days	32 hrs	Wed 7/20/22	Mon 7/25/22		Enterprise Platforms	No
42	Zerto Example of Replication	15 days	72 hrs	Tue 7/26/22	Mon 8/15/22		Enterprise Platforms	No
43	Firewall (existing rack) + Policy	239 days	80 hrs	Thu 6/30/22	Fri 6/16/23		Network Engineers	No
44	Firewall security audit and changes	10 days	80 hrs	Tue 5/30/23	Mon 6/12/23	38	Security Engineers,Network Engineers	No
45	VPN (Cisco AnyConnect) Deployment	84 days	72 hrs	Thu 12/1/22	Thu 4/6/23	39	Network Engineers	No
46	Active Directory	81 days	72 hrs	Tue 11/8/22	Tue 3/14/23	39	Enterprise Systems	No
47	Commvault	4 days	32 hrs	Fri 3/10/23	Wed 3/15/23	39	Enterprise Platforms	No
48	Environmental Monitoring Install	17 days	56 hrs	Mon 8/1/22	Tue 8/23/22	31	Data Center Team	No
49	DNS Services Deployment and Publication	141 days	80 hrs	Thu 12/1/22	Tue 6/27/23			No
50	DNS Services Deployment	140 days	72 hrs	Thu 12/1/22	Mon 6/26/23		Network Engineers	No
51	DNS Publication	1 day	8 hrs	Tue 6/27/23	Tue 6/27/23		Network Engineers	No
52	IDM	210 days	108 hrs	Fri 9/30/22	Mon 8/7/23			No
53	Add servers	196 days	72 hrs	Fri 9/30/22	Tue 7/18/23	39	Enterprise Systems,Identity Services,Network Engineer	No
54	Verify IDM replication to KUMC is complete	18 days	20 hrs	Fri 6/30/23	Wed 7/26/23	53	Network Engineers,Identity Services	No
55	Test IDM replication at KUMC	9 days	16 hrs	Wed 7/26/23	Mon 8/7/23	54	Network Engineers,Identity Services	No
56	Verify infrastructure installation completed	1 day	16 hrs	Tue 8/8/23	Tue 8/8/23		Network Engineers,Identity Services	Yes
57	Data Movement and Testing	261 days	1,136 hrs	Tue 8/30/22	Mon 9/18/23			No
58	Confirm storage replication between NetApp Instances (SnapLock)	66 days	40 hrs	Thu 9/1/22	Wed 12/7/22	40	Enterprise Platforms	No
59	Confirm CommVault and NetApp Replication	66 days	40 hrs	Thu 9/1/22	Wed 12/7/22	47	Enterprise Platforms	No
60	Load Balancer Configuration	56 days	40 hrs	Thu 9/15/22	Tue 12/6/22	39	Enterprise Platforms	No
61	Application Testing	261 days	1,016 hrs	Tue 8/30/22	Mon 9/18/23			No

School of Pharmacy_AVU Upgrade_Project Schedule

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
62	Maximo	181 days	152 hrs	Tue 8/30/22	Wed 5/24/23	58,59,60		No
63	Planning	47 days	48 hrs	Tue 8/30/22	Thu 11/3/22		Enterprise App& DB Admin,Enterprise Platforms,Ente	No
64	Test	1 day	48 hrs	Wed 11/2/22	Wed 11/2/22		Enterprise App& DB Admin,Enterprise Platforms,Ente	No
65	Lessons Learned	1 day	48 hrs	Tue 11/15/22	Tue 11/15/22		Enterprise App& DB Admin,Enterprise Platforms,Ente	No
66	Prod Application Movement (Zerto)	1 day	8 hrs	Wed 5/24/23	Wed 5/24/23		Enterprise Platforms	No
67	ImageNow	86 days	152 hrs	Thu 11/17/22	Wed 3/29/23	58,59,60		No
68	Planning	53 days	48 hrs	Thu 11/17/22	Fri 2/10/23			No
69	Test	12 days	48 hrs	Mon 1/30/23	Tue 2/14/23			No
70	Lessons Learned	1 day	48 hrs	Wed 2/22/23	Wed 2/22/23			No
71	Prod Application Movement (Zerto)	1 day	8 hrs	Wed 3/29/23	Wed 3/29/23			No
72	Campus Solutions	64 days	152 hrs	Fri 2/10/23	Wed 5/10/23	58,59,60		No
73	Planning	34 days	48 hrs	Fri 2/10/23	Wed 3/29/23		Enterprise App& DB Admin,Enterprise Platforms,Ente	No
74	Test	6 days	48 hrs	Wed 3/29/23	Wed 4/5/23		Enterprise App& DB Admin,Enterprise Platforms,Ente	No
75	Lessons Learned	1 day	48 hrs	Tue 4/11/23	Tue 4/11/23		Enterprise App& DB Admin,Enterprise Platforms,Ente	No
76	Prod Application Movement (Zerto)	1 day	8 hrs	Wed 5/10/23	Wed 5/10/23		Enterprise Platforms	No
77	CS Gold	81 days	152 hrs	Tue 5/23/23	Fri 9/15/23	58,59,60		No
78	Planning	68 days	48 hrs	Tue 5/23/23	Mon 8/28/23		Enterprise App& DB Admin,Enterprise Platforms,Ente	No
79	Test	2 days	48 hrs	Tue 8/29/23	Wed 8/30/23		Enterprise App& DB Admin,Enterprise Platforms,Ente	No
80	Lessons Learned	5 days	48 hrs	Mon 9/4/23	Fri 9/8/23		Enterprise App& DB Admin,Enterprise Platforms,Ente	No
81	Prod Application Movement (Zerto)	10 days	8 hrs	Mon 9/4/23	Fri 9/15/23		Enterprise Platforms	No
82	HR/Pay	57 days	152 hrs	Thu 5/25/23	Tue 8/15/23	58,59,60		No
83	HR / Pay	43 days	48 hrs	Thu 5/25/23	Wed 7/26/23		Enterprise App& DB Admin,Enterprise Platforms,Ente	No
84	Test	6 days	48 hrs	Mon 7/24/23	Mon 7/31/23		Enterprise App& DB Admin,Enterprise Platforms,Ente	No
85	Lessons Learned	6 days	48 hrs	Tue 8/1/23	Tue 8/8/23		Enterprise App& DB Admin,Enterprise Platforms,Ente	No
86	Prod Application Movement (Zerto)	1 day	8 hrs	Tue 8/15/23	Tue 8/15/23		Enterprise Platforms	No
87	Automic	41 days	248 hrs	Thu 7/6/23	Thu 8/31/23	58,59,60		No
88	Planning	23 days	48 hrs	Thu 7/6/23	Mon 8/7/23		Enterprise App& DB Admin,Enterprise Platforms,Ente	No
89	Test	3 days	48 hrs	Mon 8/7/23	Wed 8/9/23		Enterprise App& DB Admin,Enterprise Platforms,Ente	No
90	Lessons Learned	5 days	48 hrs	Wed 8/9/23	Tue 8/15/23		Enterprise App& DB Admin,Enterprise Platforms,Ente	No
91	Prod Application Movement (Zerto)	17 days	104 hrs	Wed 8/9/23	Thu 8/31/23		Enterprise Platforms	No
92	Testing and Prod Application Movement Complete	1 day	8 hrs	Mon 9/18/23	Mon 9/18/23	63,68,73,78,83,8		Yes
93	DRBC Documentation	314 days	344 hrs	Wed 6/15/22	Mon 9/18/23			No
94	Asset Management / CMDDB for Servers	305 days	72 hrs	Wed 6/15/22	Tue 9/5/23		Enterprise Platforms,Enterprise Systems	No
95	Asset Management / CMDDB for Networking	12 days	40 hrs	Thu 6/1/23	Fri 6/16/23		Network Engineers	No
96	Application Testing Documentation	210 days	48 hrs	Wed 11/2/22	Fri 9/8/23		Enterprise App& DB Admin,Functionals	No
97	Networking Documentation	54 days	48 hrs	Thu 6/1/23	Wed 8/16/23		Network Engineers	No
98	IDM Documentation	60 days	48 hrs	Mon 5/22/23	Tue 8/15/23		Identity Services	No
99	Documentation Checklist & Guidance Doc	109 days	72 hrs	Fri 4/14/23	Mon 9/18/23		Project Manager,Project Stakeholders	No
100	Operations Guidance Doc Completed	1 day	16 hrs	Mon 9/18/23	Mon 9/18/23		Project Manager,Project Stakeholders	Yes
101	Close-Out Phase	21 days	128 hrs	Mon 9/25/23	Mon 10/23/23			No
102	Project Lessons Learned Session	5 days	80 hrs	Mon 9/25/23	Fri 9/29/23		Project Manager,Project Stakeholders	No
103	Post Implementation Evalauation Report (PIER) development	15 days	40 hrs	Mon 10/2/23	Fri 10/20/23		Project Manager	No
104	PIER submittal to CITO	1 day	8 hrs	Mon 10/23/23	Mon 10/23/23		Project Manager	Yes

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



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

Patrick Zollner, Executive Director

Laura Kelly, Governor

August 2, 2023

Mary Walsh Chief Information Officer
University of Kansas
1001 Sunnyside Ave. Lawrence, KS 66045

Dear Ms. Walsh,

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 Sean Barker, Business Analyst, recently sent to me for review an Electronic Records Retention Statement for the KU Disaster Recovery Business Continuity (DRBC) detail-level plan. This is an infrastructure only plan and does not impact 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: Cole Robison, Director of IT Accessibility, OITS
Sean Barker, Business Analyst, University of Kansas

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



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

Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

August 7, 2023

Ed Hudson, Interim Chief Information Officer
The University of Kansas
1001 Sunnyside Dr.
Lawrence, KS 66045

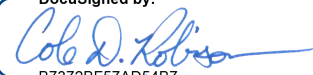
Dear Mr. Hudson:

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 Sean Barker an Accessibility Statement for the Disaster Recovery Business Continuity (DRBC) project for review in compliance with this process.

This statement indicates that the 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 University of Kansas 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 DRBC detailed project plan is approved. A copy of this letter should be included with the submittal of the DRBC detailed project plan for Branch CITO approval.

Sincerely,

DocuSigned by:

B7372BF57AD54B7...

Cole D. Robison
Director of IT Accessibility

cc: Sean Barker, The University of Kansas
Anthony Fadale, State Americans with Disabilities Act Coordinator
Sara Spinks, Director, Kansas Information Technology Office

Detailed Plan – Compliance Statements

Disaster Recovery Business Continuity (DRBC) Project

August 4, 2023

Architectural Statement

This project will comply with Kansas Information Technology Architecture Version 12.0 and any future release as required by [Information Technology Executive Council \(ITEC\) Policy 4010](#) and [9500](#).

The following are the acquired technical architecture elements identified for KU IT's Disaster Recovery / Business Recovery Plan, including hardware and software:

- Dell vSAN-Ready R650 nodes (5)
- VMWare vCloud suite (includes ESXi) + vCenter
- VMWare NSX Advance Load Balancer (Avi Networks)
- NetApp FAS 8300 storage array + Cloud Insights SaaS
- Juniper QFX5120 TOR switch (2)
- CheckPoint Firewall
- Cisco ASA (VPN)
- BlueCat Proteus (DNS)
- Zerto for VMWare (Replication software)

The equipment has been procured from established vendors and meets the State of Kansas Architecture Standards.

Ownership of Software Code and Related Intellectual Property

This project will comply with the state's [Ownership of Software Code and Related Intellectual Property as stated in ITEC Policy 1500](#).

This is a networking infrastructure project; any software is proprietary to the providers listed in the architectural statement.

Privacy Statement (Privacy Act 1974, Health Insurance Portability & Accountability Act 1996-HIPAA)

The Disaster Recovery Business Continuity project is a networking infrastructure project and data falling under the Privacy Act is not captured/retained.

1. What information is collected that identifies individuals, organizations, or computers?
 - a. No data is being collected.
2. Why is the information collected?
 - a. N/A
3. How will the information be used?

- a. N/A
4. Opportunities for individuals or organizations to have all or part of their attributes excluded from the database?
 - a. N/A
5. How the privacy provision included in this project help implement the 1974 Privacy Act as interpreted for information technology by the General Accounting Office.
 - a. N/A
6. If your state entity is subject to other requirements, such as HIPAA, what are the items you are required to comply with?
 - a. N/A
7. Estimate of total cost of addressing privacy issues in the project?
 - a. N/A

Security Statement (ITEC Policies 7230, 9500, 7300)

The Disaster Recovery Business Continuity project is an infrastructure project that complies with the following ITEC Policies:

- [7230 Enterprise Security Policy](#) - KU will comply with ITEC Security Policy 7230.
- [7300 Security Council Charter](#) - KU is an explicit member of this council.
- [9500 Wireless LANs Policy](#) – KU Disaster Recovery Business Continuity project is in compliance with the ITEC Security Policy 9500.

Accessibility Statement

This project will comply with all State of Kansas Accessibility Requirements set forth under ITEC Policy 1210. Per ITEC 1210 7.3.4 this equipment is in maintenance spaces and only accessed by service personnel.

Electronic Record Retention Statement

The Disaster Recovery Business Continuity (DRBC) project will comply with K.S.A. 45-503 and K.S.A. 45-213 through 45.223

- 1) Identify replaced paper records
 - a) This project is an infrastructure project, in which paper records are not in scope for this effort. There will be no tasks involving paper records.
- 2) Identify new business functions
 - a) There will be new business functions identified as part of this project, which will be limited to the act of recovery of services after a disaster and continuity of business functions in the event services are disrupted at the main data center. Preservation of electronically stored data is a critical objective of this effort.
- 3) Reasons for business functions
 - a) This project is aimed at specifically reducing lost time and productivity in the event of data center disruption, maintaining services and safeguarding data during disruptions.

- 4) Records Requirements for business function
 - a) This project will follow KU Policies for data and data retention, including: [Data Protection Privacy Notice \(GDPR\)](#), the associated Retention Document [Electronic Data Disposal Policy](#), and the [Records Retention Schedule](#) and associated [Schedule Document](#).
- 5) Documents in another system
 - a) This project is replicating the main data center on the University of Kansas (Lawrence) campus, to a secondary physical location in Kansas City at the KU Medical Center campus. This includes several application servers, services, and databases, which will be identical replications of the systems in Lawrence.
- 6) Public access requirements
 - a) Public access will not be affected, as the replicated data center will carry forward all access controls found in the main data center.
- 7) Access control requirements
 - a) Access control will not be affected, as the replicated data center will carry forward all access controls found in the main data center.
- 8) Identify all records with retention periods of ten or more years
 - a) Systems and services at the University of Kansas follow the Records Retention Schedules found at: https://policy.ku.edu/sites/policy.ku.edu/files/RecordsRetentionSchedule_20150902_0.pdf
- 9) Estimate three years cost of addressing records identified in No.8
 - a) There will be no estimated costs. Once complete, the replication of data and systems will be automated.

Risk Assessment Analysis (RAM)

See attached.

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: 7/21/2023

Prepared by: Sean Barker

<i>Category</i>	<i>Prob</i>	<i>Imp</i>	<i>Risk</i>	<i>Mitigation Approaches</i>
Procurement	Med	High	Supply chain logistics for delivery of hardware	Project will be delayed until hardware is available from the supply chain, or can be sourced elsewhere.
Resources	High	Med	Technical staff availability at KU	This project has been identified as the highest priority for the institution. Work assignments will be adjusted as necessary for this priority.
Testing	Med	Low	Complexity of testing application fail-overs to DRBC site	Ensure application testing follows strict process for fail-overs, and is repeatable.
Timeline / Milestone	High	High	Delay in timelines and milestones, due to supply chain delays, and resource availability.	Timelines will need to be shifted, as we receive information on delivery of equipment.

Legend

Prob = Probability of Occurrence

Imp = Impact

RISK ASSESSMENT MODEL
Detailed Plan - Summary Report
Ver. 1.0

Agency Name: University of Kansas, Information Technology

Project Name: Disaster Recovery / Business Continuity (DRBC)

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

Score	Risk Level	Risk Area
1.0	LOW	Strategic Risk
1.5	LOW	Financial Risk
2.1	MEDIUM	Project Management Risk
2.0	MEDIUM	Technology Risk
1.9	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.

Thomas Roderick

Project Director

RISK ASSESSMENT - Summary Report

Detailed Plan - List of Comments

(Expand Row Height to Show all Text)

1

2

3

4

5 No disruption of current

6

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18 Together in Teams, remote staff

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22

23 The DRBC is identical to the existing datacenter.

24

25 The DRBC is a datacenter, and contains a larger number of interfaces.

26 The DRBC will be a mirror of the existing datacenter.

27 The vendors we are using are all familiar with DRBC environments.

28

29 The DRBC is a mirror of the existing datacenter.

30 The DRBC serves as a mirror to the existing datacenter.

31

32 A DRBC solution is put in place to mitigate system failure of the main datacenter.

33 There will be no impact to end users.

34

35

36 KU IT will be the only business unit impacted. Other units at KU should not be impacted.

37

38