

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

August 17, 2022

Richard Beattie, Director
Procurement and Contracts

Dear Mr. Beattie:

The detailed project plan for the Office of Information Technology Services KanWIN/WAN Router Refresh project is enclosed. Tanya Heffel is the primary contact for the project and can be reached at (785) 296-0386. This letter constitutes approval of the project pursuant to K.S.A. 75-7209.

KanWIN/WAN Router Refresh 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 \$2,714,936. The quarterly KITO fee for the project will be \$814 and will be billed from the start of Execution until receipt of the project's Post Implementation Evaluation Report (PIER).

Respectfully,

DocuSigned by:

A handwritten signature in black ink that reads "DeAngela Burns-Wallace".

1DAB26281F9B47E...

DeAngela Burns-Wallace
Executive Branch CITO

cc: Kelly O'Brien, CITO, Judicial Branch
Alan Weis, CITO, Legislative Branch
Adam Proffitt, Director of the Budget
Aaron Klaassen, JCIT
JCIT Membership
Linda Norris, OPC
Stephanie Creed, OPC
Tracie Gauntt, OPC
Kelly Johnson, OPC
Brian Reiter, OITS
Tanya Heffel, OITS
Kevin Howser, OITS
Donnita Thomas, OITS
Megan Burton, KSHS
Cole Robison, OITS
Alex Wong, CITA
Sara Spinks, KITO

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DeAngela Burns-Wallace, Chief Information Technology Officer

Laura Kelly, Governor

July 27, 2022

DeAngela Burns-Wallace, Chief Information Technology Officer
Executive Branch Information Technology
Office of information Technology Services
2800 SW Topeka Blvd, Building 100
Topeka, KS 66611

Dear Dr. Burns-Wallace:

The Office of Information Technology Services is requesting approval of our detail-level project plan for the KanWIN/WAN Router Refresh project. The KanWIN/WAN Router Refresh project goal is to replace end of life and unsupported network routers that connect agency sites to the statewide network.

The total project cost is currently estimated at \$2,714,936.00 [External Costs - \$2,714,936.00; Internal Costs -\$0.00].

The attached detail-level documentation describes the work and costs to complete this project. Please review the submitted documentation and should you have any questions, please feel free to contact me at (785) 296-0386 or Tanya.Heffel@ks.gov. Kevin Howser is the Project Sponsor and would be able to respond to any questions you may have as well: Phone (785) 296-1997; Email Kevin.Howser@ks.gov.

Thank you in advance for your assistance.

Sincerely,

DocuSigned by:
A blue ink signature of Tanya Heffel.
599329420E364A6...

Tanya Heffel, CTO
Office of Information Technology Services

Cc: Kevin Howser, Director of Network and Telecommunication

SM:drt

State Entity: Office of Information Technology Services (OITS)	Included (Y/N) If no, Explain
Project Name: KanWIN/WAN Router Refresh	
Greater than \$250,000/ less than \$1,000,000 (Y/N): No	
Greater than \$1,000,000 (Y/N): Yes	
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	NA
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	NA
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	NA
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 519

1. Project Title		2. Estimated Dates		Projected Months from			
KanWIN/WAN Router Refresh		Planning Start:	2/16/2022	Execution to Close-Out			
		Execution Start:	11/10/2022	9			
		Close-Out End:	7/28/2023				
3. Agency		4. Project Director/Project Manager					
Office of Information Technology Services		Donnita Thomas					
5. Qualitative and Quantitative Savings Explanation							
The greatest impact would be network infrastructure outages resulting in the states inability to service constituency needs. The scope and duration of System Outages and Service Disruptions are unpredictable but can have unlimited tangible and intangible impacts. Having said that, one aspect of these disruptions that is a bit easier to place a dollar value on would be the work stoppage for State employees. Using the Governor's 2019 Budget Report I was able to determine the number of employees and the total staff salaries. Using that information, I could assign a dollar value. The below numbers represent only 5% of state employee's being without network infrastructure for 2, 3, 4 & 5 days. The thought being, the longer we have out of service network devices in use the higher the risk for longer outages. When talking about the network infrastructure, it is likely that a much larger percentage of our staff would be impacted. Additionally, the below numbers do not include the impact to our customers.							
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)							
5% of state staff salary for 2 days (Estimated based on the Governor's 2019 Budget Report)				\$929,520			
5% of state staff salary for 3 days (Estimated based on the Governor's 2019 Budget Report)					\$1,394,280		
5% of state staff salary for 4 days (Estimated based on the Governor's 2019 Budget Report)						\$1,859,039	
5% of state staff salary for 5 days (Estimated based on the Governor's 2019 Budget Report)							\$2,323,799
Subtotal		\$6,506,638	\$0	\$0	\$929,520	\$1,394,280	\$1,859,039
Cash Savings (Hard Dollars)							
Subtotal		\$0	\$0	\$0	\$0	\$0	\$0
Other (Include Intangible Benefits)							
Subtotal		\$0	\$0	\$0	\$0	\$0	\$0
Quantitative Savings		\$6,506,638	\$0	\$0	\$929,520	\$1,394,280	\$1,859,039
7. Summary*		SFY 2022	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027
Project Costs	Total	\$2,714,936	\$2,711,444	\$3,492	\$0	\$0	\$0
Net Cost Benefit	Total	\$3,791,702	-\$2,711,444	-\$3,492	\$929,520	\$1,394,280	\$1,859,039
Cost Benefit per Month		\$722,960					
Calendar Months to Break Even		4					
8. Ongoing Cost		SFY 2022	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027
Operational Cost for three ensuing SFYs				\$512,781	\$538,420	\$565,341	

* 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: KanWIN WAN Router Refresh******Date: 7/13/2022***

<i>Deliverable Name</i>	<i>Due Date</i>	<i>Date Delivered</i>	<i>Point of Contact</i>
T46: Receive All Devices	2/20/2023		Dan Glotzbach
T52: Pilot Complete	12/23/2022		Dan Glotzbach
T61: Week 1 Complete	1/13/2023		Dan Glotzbach
T69: Week 2 Complete	1/27/2023		Dan Glotzbach
T77: Week 3 Complete	2/3/2023		Dan Glotzbach
T85: Week 4 Complete	2/10/2023		Dan Glotzbach
T93: Week 5 Complete	2/24/2023		Dan Glotzbach
T101: Week 6 Complete	3/3/2023		Dan Glotzbach
T108: Week 7 Complete	3/10/2023		Dan Glotzbach
T116: Week 8 Complete	3/24/2023		Dan Glotzbach
T125: Week 9 Complete	3/31/2023		Dan Glotzbach
T133: Week 10 Complete	4/7/2023		Dan Glotzbach
T137: Week 11 Complete	4/9/2023		Dan Glotzbach
T145: Week 12 Complete	4/20/2023		Dan Glotzbach
T153: Week 13 Complete	4/28/2023		Dan Glotzbach
T160: Week 14 Complete	5/4/2023		Dan Glotzbach
T168: Week 15 Complete	5/11/2023		Dan Glotzbach
T175: Week 16 Complete	5/18/2023		Dan Glotzbach
T181: Week 17 Complete	5/23/2023		Dan Glotzbach
T188: Reschedules Complete	7/7/2023		Dan Glotzbach

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
1	KanWIN/WAN Router Refresh PRJ_22_007	378 days	2,115.6 hrs	Fri 1/28/22	Fri 7/28/23			No
2	Initiation	22 days	55.68 hrs	Fri 1/28/22	Mon 2/28/22			No
3	Request for Quote	12 days	28.8 hrs	Fri 1/28/22	Mon 2/14/22		Angela Wilson[10%],Dan Glotzbach[10%],Kevin Howser[5%],Travis Combes[5%]	No
4	Project Charter	12 days	26.88 hrs	Fri 2/11/22	Mon 2/28/22		Donnita Thomas[20%],Dan Glotzbach[5%],Kevin Howser[2%],Travis Combes[1%]	No
5	Planning	193 days	313.92 hrs	Wed 2/16/22	Thu 11/17/22			No
6	High Level KITO Documentation	23 days	46 hrs	Wed 2/16/22	Fri 3/18/22		Donnita Thomas[25%]	No
7	HL KITO Documentation Review	1 day	0.8 hrs	Mon 3/21/22	Mon 3/21/22	6	Dan Glotzbach[2%],Kevin Howser[2%],Travis Combes[2%],Tanya Heffel[2%],KITO Office[2%]	No
8	HL KITO Documentation Review	13 days	6.24 hrs	Fri 3/11/22	Tue 3/29/22		KITO Office[5%],CITO[1%]	No
9	Purchase Order	1 day	0.24 hrs	Tue 3/29/22	Tue 3/29/22		Kevin Howser[1%],Kim Daniels[2%]	No
10	Communication Plan	13 days	9.2 hrs	Tue 9/6/22	Thu 9/22/22			No
11	Develop and finalize Communications Plan	5 days	6 hrs	Tue 9/6/22	Mon 9/12/22		Dan Glotzbach[5%],Donnita Thomas[5%],Kevin Howser[5%]	No
12	Schedule Kick Off Meetings	4 days	1.6 hrs	Tue 9/13/22	Fri 9/16/22	11	Donnita Thomas[5%]	No
13	Schedule Other Meetings per Plan	4 days	1.6 hrs	Mon 9/19/22	Thu 9/22/22	12	Donnita Thomas[5%]	No
14	Draft Schedule	30 days	36 hrs	Fri 2/18/22	Thu 3/31/22		Dan Glotzbach[5%],Donnita Thomas[5%],Kevin Howser[5%]	No
15	Kick Off Meetings	13 days	3.12 hrs	Mon 10/3/22	Wed 10/19/22			No
16	Non-Cabinet / Charlene	1 day	0.24 hrs	Mon 10/3/22	Mon 10/3/22		Dan Glotzbach[1%],Donnita Thomas[1%],Kevin Howser[1%]	No
17	Non-Cabinet	1 day	0.24 hrs	Tue 10/4/22	Tue 10/4/22	16	Dan Glotzbach[1%],Donnita Thomas[1%],Kevin Howser[1%]	No
18	DCF/KDADS	1 day	0.24 hrs	Wed 10/5/22	Wed 10/5/22	17	Dan Glotzbach[1%],Donnita Thomas[1%],Kevin Howser[1%]	No
19	DofA	1 day	0.24 hrs	Thu 10/6/22	Thu 10/6/22	18	Dan Glotzbach[1%],Donnita Thomas[1%],Kevin Howser[1%]	No
20	Agriculture	1 day	0.24 hrs	Fri 10/7/22	Fri 10/7/22	19	Dan Glotzbach[1%],Donnita Thomas[1%],Kevin Howser[1%]	No
21	Commerce	1 day	0.24 hrs	Mon 10/10/22	Mon 10/10/22	20	Dan Glotzbach[1%],Donnita Thomas[1%],Kevin Howser[1%]	No
22	KDHE	1 day	0.24 hrs	Tue 10/11/22	Tue 10/11/22	21	Dan Glotzbach[1%],Donnita Thomas[1%],Kevin Howser[1%]	No
23	KDOC	1 day	0.24 hrs	Wed 10/12/22	Wed 10/12/22	22	Dan Glotzbach[1%],Donnita Thomas[1%],Kevin Howser[1%]	No
24	KDOL	1 day	0.24 hrs	Thu 10/13/22	Thu 10/13/22	23	Dan Glotzbach[1%],Donnita Thomas[1%],Kevin Howser[1%]	No
25	KDOR	1 day	0.24 hrs	Fri 10/14/22	Fri 10/14/22	24	Dan Glotzbach[1%],Donnita Thomas[1%],Kevin Howser[1%]	No
26	KDOT	1 day	0.24 hrs	Mon 10/17/22	Mon 10/17/22	25	Dan Glotzbach[1%],Donnita Thomas[1%],Kevin Howser[1%]	No
27	KDWPT	1 day	0.24 hrs	Tue 10/18/22	Tue 10/18/22	26	Dan Glotzbach[1%],Donnita Thomas[1%],Kevin Howser[1%]	No
28	KHP	1 day	0.24 hrs	Wed 10/19/22	Wed 10/19/22	27	Dan Glotzbach[1%],Donnita Thomas[1%],Kevin Howser[1%]	No
29	Refine & Finalize Schedule	30 days	38.4 hrs	Mon 10/3/22	Mon 11/14/22		Donnita Thomas[1%],Kevin Howser[5%],Dan Glotzbach[10%]	No
30	Detail Level KITO Documentation	12 days	13.44 hrs	Tue 7/12/22	Wed 7/27/22		Donnita Thomas[10%],Dan Glotzbach[2%],Kevin Howser[2%]	No
31	DL KITO Documentation Review	6 days	4.8 hrs	Thu 7/28/22	Thu 8/4/22	30	Dan Glotzbach[2%],Kevin Howser[2%],Travis Combes[2%],Tanya Heffel[2%],KITO Office[2%]	No
32	DL KITO Documentation Sign-Off	6 days	2.88 hrs	Fri 8/5/22	Fri 8/12/22	31	KITO Office[5%],CITO[1%]	No
33	Project Management	191 days	152.8 hrs	Fri 2/18/22	Thu 11/17/22			No
34	Meetings	191 days	76.4 hrs	Fri 2/18/22	Thu 11/17/22			No
35	3rd Qtr FY22 (1/22 [2/18/22] - 3/22)	30 days	12 hrs	Fri 2/18/22	Thu 3/31/22		Donnita Thomas[5%]	No
36	4th Qtr FY22 (4/22 - 6/22)	64 days	25.6 hrs	Fri 4/1/22	Thu 6/30/22	35	Donnita Thomas[5%]	No
37	1st Qtr FY23 (7/22 - 9/22)	64 days	25.6 hrs	Fri 7/1/22	Fri 9/30/22	36	Donnita Thomas[5%]	No
38	2nd Qtr FY23 (10/22 - 12/22 [11/14/22])	33 days	13.2 hrs	Mon 10/3/22	Thu 11/17/22	37	Donnita Thomas[5%]	No
39	Weekly Reports	191 days	76.4 hrs	Fri 2/18/22	Thu 11/17/22			No
40	3rd Qtr FY22 (1/22 [2/18/22] - 3/22)	30 days	12 hrs	Fri 2/18/22	Thu 3/31/22		Donnita Thomas[5%]	No
41	4th Qtr FY22 (4/22 - 6/22)	64 days	25.6 hrs	Fri 4/1/22	Thu 6/30/22	40	Donnita Thomas[5%]	No
42	1st Qtr FY23 (7/22 - 9/22)	64 days	25.6 hrs	Fri 7/1/22	Fri 9/30/22	41	Donnita Thomas[5%]	No
43	2nd Qtr FY23 (10/22 - 12/22 [11/14/22])	33 days	13.2 hrs	Mon 10/3/22	Thu 11/17/22	42	Donnita Thomas[5%]	No
44	Project Management Completed	0 days	0 hrs	Thu 11/17/22	Thu 11/17/22	34,39		Yes
45	Execution	162 days	1,680 hrs	Thu 11/10/22	Fri 7/7/23			No
46	Receive Devices	60 days	38.4 hrs	Thu 11/10/22	Mon 2/20/23		Store Keeper[8%]	Yes
47	Pilot	14 days	97.76 hrs	Tue 12/6/22	Fri 12/23/22			No
48	Configure Devices	6 days	5.76 hrs	Tue 12/6/22	Tue 12/13/22		Engineer 1[10%],Store Keeper[2%]	No
49	Pilot Swap	3 days	79.2 hrs	Wed 12/14/22	Fri 12/16/22	48	Engineer 1[30%],Technician 1,Technician 2,Technician 3	No
50	Remediation	4 days	6.4 hrs	Tue 12/20/22	Fri 12/23/22	49FS+1 day	Engineer 1[10%],Technician 1[10%]	No
51	Verification of Accessibility compliance	4 days	6.4 hrs	Tue 12/20/22	Fri 12/23/22	49FS+1 day	Engineer 1[10%],Technician 1[10%]	No
52	Pilot Complete	0 days	0 hrs	Fri 12/23/22	Fri 12/23/22	47	Engineer 1[10%],Technician 1[10%]	Yes
53	Deployment	137 days	1,342.24 hrs	Fri 12/23/22	Fri 7/7/23			No
54	Week 1	10 days	96.8 hrs	Fri 12/23/22	Fri 1/13/23			No
55	Configure Devices	5 days	4.8 hrs	Fri 12/23/22	Fri 1/6/23		Engineer 1[10%],Store Keeper[2%]	No
56	Swap Group 1 Devices	1 day	18.4 hrs	Mon 1/9/23	Mon 1/9/23		Engineer 1[30%],Technician 1,Technician 2	No
57	Swap Group 2 Devices	1 day	18.4 hrs	Tue 1/10/23	Tue 1/10/23	56	Engineer 1[30%],Technician 1,Technician 2	No
58	Swap Group 3 Devices	1 day	18.4 hrs	Wed 1/11/23	Wed 1/11/23	57	Engineer 1[30%],Technician 1,Technician 2	No
59	Swap Group 4 Devices	1 day	18.4 hrs	Thu 1/12/23	Thu 1/12/23	58	Engineer 1[30%],Technician 1,Technician 2	No
60	Swap Group 5 Devices	1 day	18.4 hrs	Fri 1/13/23	Fri 1/13/23	59	Engineer 1[30%],Technician 1,Technician 2	No
61	Week 1 Complete	0 days	0 hrs	Fri 1/13/23	Fri 1/13/23	60		Yes
62	Week 2	14 days	100.64 hrs	Mon 1/9/23	Fri 1/27/23			No
63	Configure Devices	9 days	8.64 hrs	Mon 1/9/23	Fri 1/20/23	55	Engineer 2[10%],Store Keeper[2%]	No
64	Swap Group 6 Devices	1 day	18.4 hrs	Mon 1/23/23	Mon 1/23/23		Engineer 2[30%],Technician 3,Technician 4	No
65	Swap Group 7 Devices	1 day	18.4 hrs	Tue 1/24/23	Tue 1/24/23	64	Engineer 2[30%],Technician 3,Technician 4	No
66	Swap Group 8 Devices	1 day	18.4 hrs	Wed 1/25/23	Wed 1/25/23	65	Engineer 2[30%],Technician 3,Technician 4	No
67	Swap Group 9 Devices	1 day	18.4 hrs	Thu 1/26/23	Thu 1/26/23	66	Engineer 2[30%],Technician 3,Technician 4	No
68	Swap Group 10 Devices	1 day	18.4 hrs	Fri 1/27/23	Fri 1/27/23	67	Engineer 2[30%],Technician 3,Technician 4	No
69	Week 2 Complete	0 days	0 hrs	Fri 1/27/23	Fri 1/27/23	68		Yes
70	Week 3	10 days	96.8 hrs	Mon 1/23/23	Fri 2/3/23			No
71	Configure Devices	5 days	4.8 hrs	Mon 1/23/23	Fri 1/27/23	63	Engineer 3[10%],Store Keeper[2%]	No
72	Swap Group 11 Devices	1 day	18.4 hrs	Mon 1/30/23	Mon 1/30/23		Engineer 3[30%],Technician 1,Technician 5	No
73	Swap Group 12 Devices	1 day	18.4 hrs	Tue 1/31/23	Tue 1/31/23	72	Engineer 3[30%],Technician 1,Technician 5	No
74	Swap Group 13 Devices	1 day	18.4 hrs	Wed 2/1/23	Wed 2/1/23	73	Engineer 3[30%],Technician 1,Technician 5	No
75	Swap Group 14 Devices	1 day	18.4 hrs	Thu 2/2/23	Thu 2/2/23	74	Engineer 3[30%],Technician 1,Technician 5	No
76	Swap Group 15 Devices	1 day	18.4 hrs	Fri 2/3/23	Fri 2/3/23	75	Engineer 3[30%],Technician 1,Technician 5	No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
77	Week 3 Completed	0 days	0 hrs	Fri 2/3/23	Fri 2/3/23	76		Yes
78	Week 4	10 days	96.8 hrs	Mon 1/30/23	Fri 2/10/23			No
79	Configure Devices	5 days	4.8 hrs	Mon 1/30/23	Fri 2/3/23	71	Engineer 4[10%],Store Keeper[2%]	No
80	Swap Group 16 Devices	1 day	18.4 hrs	Mon 2/6/23	Mon 2/6/23		Engineer 4[30%],Technician 2,Technician 3	No
81	Swap Group 17 Devices	1 day	18.4 hrs	Tue 2/7/23	Tue 2/7/23	80	Engineer 4[30%],Technician 2,Technician 3	No
82	Swap Group 18 Devices	1 day	18.4 hrs	Wed 2/8/23	Wed 2/8/23	81	Engineer 4[30%],Technician 2,Technician 3	No
83	Swap Group 19 Devices	1 day	18.4 hrs	Thu 2/9/23	Thu 2/9/23	82	Engineer 4[30%],Technician 2,Technician 3	No
84	Swap Group 20 Devices	1 day	18.4 hrs	Fri 2/10/23	Fri 2/10/23	83	Engineer 4[30%],Technician 2,Technician 3	No
85	Week 4 Completed	0 days	0 hrs	Fri 2/10/23	Fri 2/10/23	84		Yes
86	Week 5	15 days	101.6 hrs	Mon 2/6/23	Fri 2/24/23			No
87	Configure Devices	10 days	9.6 hrs	Mon 2/6/23	Fri 2/17/23	79	Engineer 1[10%],Store Keeper[2%]	No
88	Swap Group 21 Devices	1 day	18.4 hrs	Mon 2/20/23	Mon 2/20/23		Engineer 1[30%],Technician 4,Technician 5	No
89	Swap Group 22 Devices	1 day	18.4 hrs	Tue 2/21/23	Tue 2/21/23	88	Engineer 1[30%],Technician 4,Technician 5	No
90	Swap Group 23 Devices	1 day	18.4 hrs	Wed 2/22/23	Wed 2/22/23	89	Engineer 1[30%],Technician 4,Technician 5	No
91	Swap Group 24 Devices	1 day	18.4 hrs	Thu 2/23/23	Thu 2/23/23	90	Engineer 1[30%],Technician 4,Technician 5	No
92	Swap Group 25 Devices	1 day	18.4 hrs	Fri 2/24/23	Fri 2/24/23	91	Engineer 1[30%],Technician 4,Technician 5	No
93	Week 5 Completed	0 days	0 hrs	Fri 2/24/23	Fri 2/24/23	92		Yes
94	Week 6	10 days	96.8 hrs	Mon 2/20/23	Fri 3/3/23			No
95	Configure Devices	5 days	4.8 hrs	Mon 2/20/23	Fri 2/24/23	87	Engineer 2[10%],Store Keeper[2%]	No
96	Swap Group 26 Devices	1 day	18.4 hrs	Mon 2/27/23	Mon 2/27/23		Engineer 2[30%],Technician 1,Technician 2	No
97	Swap Group 27 Devices	1 day	18.4 hrs	Tue 2/28/23	Tue 2/28/23	96	Engineer 2[30%],Technician 1,Technician 2	No
98	Swap Group 28 Devices	1 day	18.4 hrs	Wed 3/1/23	Wed 3/1/23	97	Engineer 2[30%],Technician 1,Technician 2	No
99	Swap Group 29 Devices	1 day	18.4 hrs	Thu 3/2/23	Thu 3/2/23	98	Engineer 2[30%],Technician 1,Technician 2	No
100	Swap Group 30 Devices	1 day	18.4 hrs	Fri 3/3/23	Fri 3/3/23	99	Engineer 2[30%],Technician 1,Technician 2	No
101	Week 6 Completed	0 days	0 hrs	Fri 3/3/23	Fri 3/3/23	100	Engineer 2[30%],Technician 1,Technician 2	Yes
102	Week 7	10 days	78.4 hrs	Mon 2/27/23	Fri 3/10/23			No
103	Configure Devices	5 days	4.8 hrs	Mon 2/27/23	Fri 3/3/23	95	Engineer 3[10%],Store Keeper[2%]	No
104	Swap Group 32 Devices	1 day	18.4 hrs	Tue 3/7/23	Tue 3/7/23		Engineer 3[30%],Technician 3,Technician 4	No
105	Swap Group 33 Devices	1 day	18.4 hrs	Wed 3/8/23	Wed 3/8/23	104	Engineer 3[30%],Technician 3,Technician 4	No
106	Swap Group 34 & 61 Devices	1 day	18.4 hrs	Thu 3/9/23	Thu 3/9/23	105	Engineer 3[30%],Technician 3,Technician 4	No
107	Swap Group 35 & 62 Devices	1 day	18.4 hrs	Fri 3/10/23	Fri 3/10/23	106	Engineer 3[30%],Technician 3,Technician 4	No
108	Week 7 Completed	0 days	0 hrs	Fri 3/10/23	Fri 3/10/23	107		Yes
109	Week 8	15 days	61.6 hrs	Mon 3/6/23	Fri 3/24/23			No
110	Configure Devices	10 days	9.6 hrs	Mon 3/6/23	Fri 3/17/23	103	Engineer 4[10%],Store Keeper[2%]	No
111	Swap Group 36 Devices	1 day	10.4 hrs	Mon 3/20/23	Mon 3/20/23		Engineer 4[30%],Technician 5	No
112	Swap Group 37 Devices	1 day	10.4 hrs	Tue 3/21/23	Tue 3/21/23	111	Engineer 4[30%],Technician 5	No
113	Swap Group 38 Devices	1 day	10.4 hrs	Wed 3/22/23	Wed 3/22/23	112	Engineer 4[30%],Technician 5	No
114	Swap Group 39 Devices	1 day	10.4 hrs	Thu 3/23/23	Thu 3/23/23	113	Engineer 4[30%],Technician 5	No
115	Swap Group 40 Devices	1 day	10.4 hrs	Fri 3/24/23	Fri 3/24/23	114	Engineer 4[30%],Technician 5	No
116	Week 8 Completed	0 days	0 hrs	Fri 3/24/23	Fri 3/24/23	115		Yes
117	Week 9	11 days	75.2 hrs	Mon 3/20/23	Fri 3/31/23			No
118	Configure Devices	5 days	4.8 hrs	Mon 3/20/23	Fri 3/24/23	110	Engineer 1[10%],Store Keeper[2%]	No
119	Swap Group 81 Devices	1 day	18.4 hrs	Sun 3/26/23	Sun 3/26/23		Engineer 1[30%],Technician 1,Technician 2	No
120	Swap Group 41 Devices	1 day	10.4 hrs	Mon 3/27/23	Mon 3/27/23		Engineer 1[30%],Technician 1	No
121	Swap Group 42 Devices	1 day	10.4 hrs	Tue 3/28/23	Tue 3/28/23	120	Engineer 1[30%],Technician 1	No
122	Swap Group 43 Devices	1 day	10.4 hrs	Wed 3/29/23	Wed 3/29/23	121	Engineer 1[30%],Technician 1	No
123	Swap Group 44 Devices	1 day	10.4 hrs	Thu 3/30/23	Thu 3/30/23	122	Engineer 1[30%],Technician 1	No
124	Swap Group 45 Devices	1 day	10.4 hrs	Fri 3/31/23	Fri 3/31/23	123	Engineer 1[30%],Technician 1	No
125	Week 9 Completed	0 days	0 hrs	Fri 3/31/23	Fri 3/31/23	124		Yes
126	Week 10	10 days	56.8 hrs	Mon 3/27/23	Fri 4/7/23			No
127	Configure Devices	5 days	4.8 hrs	Mon 3/27/23	Fri 3/31/23	118FS+1 day	Engineer 2[10%],Store Keeper[2%]	No
128	Swap Group 46 Devices	1 day	10.4 hrs	Mon 4/3/23	Mon 4/3/23		Engineer 2[30%],Technician 2	No
129	Swap Group 47 Devices	1 day	10.4 hrs	Tue 4/4/23	Tue 4/4/23	128	Engineer 2[30%],Technician 2	No
130	Swap Group 48 Devices	1 day	10.4 hrs	Wed 4/5/23	Wed 4/5/23	129	Engineer 2[30%],Technician 2	No
131	Swap Group 49 Devices	1 day	10.4 hrs	Thu 4/6/23	Thu 4/6/23	130	Engineer 2[30%],Technician 2	No
132	Swap Group 50 Devices	1 day	10.4 hrs	Fri 4/7/23	Fri 4/7/23	131	Engineer 2[30%],Technician 2	No
133	Week 10 Completed	0 days	0 hrs	Fri 4/7/23	Fri 4/7/23	132		Yes
134	Week 11	6 days	28.8 hrs	Mon 4/3/23	Sun 4/9/23			No
135	Configure Devices	5 days	4.8 hrs	Mon 4/3/23	Fri 4/7/23	127	Engineer 4[10%],Store Keeper[2%]	No
136	Swap Group 82 Devices	1 day	24 hrs	Sun 4/9/23	Sun 4/9/23		Engineer 4,Technician 1,Technician 2	No
137	Week 11 Completed	0 days	0 hrs	Sun 4/9/23	Sun 4/9/23	136		Yes
138	Week 12	10 days	64.8 hrs	Mon 4/10/23	Thu 4/20/23			No
139	Configure Devices	5 days	4.8 hrs	Mon 4/10/23	Fri 4/14/23	134	Engineer 3[10%],Store Keeper[2%]	No
140	Swap Group 80 Devices	1 day	18.4 hrs	Sun 4/16/23	Sun 4/16/23		Engineer 3,Technician 3,Technician 4	No
141	Swap Group 51 Devices	1 day	10.4 hrs	Mon 4/17/23	Mon 4/17/23		Engineer 3[30%],Technician 3	No
142	Swap Group 52 Devices	1 day	10.4 hrs	Tue 4/18/23	Tue 4/18/23	141	Engineer 3[30%],Technician 3	No
143	Swap Group 53 Devices	1 day	10.4 hrs	Wed 4/19/23	Wed 4/19/23	142	Engineer 3[30%],Technician 3	No
144	Swap Group 54 Devices	1 day	10.4 hrs	Thu 4/20/23	Thu 4/20/23	143	Engineer 3[30%],Technician 3	No
145	Week 12 Completed	0 days	0 hrs	Thu 4/20/23	Thu 4/20/23	144		Yes
146	Week 13	10 days	56.8 hrs	Mon 4/17/23	Fri 4/28/23			No
147	Configure Devices	5 days	4.8 hrs	Mon 4/17/23	Fri 4/21/23	139FS+1 day	Engineer 4[10%],Store Keeper[2%]	No
148	Swap Group 56 Devices	1 day	10.4 hrs	Mon 4/24/23	Mon 4/24/23		Engineer 4[30%],Technician 4	No
149	Swap Group 57 Devices	1 day	10.4 hrs	Tue 4/25/23	Tue 4/25/23	148	Engineer 4[30%],Technician 4	No
150	Swap Group 58 & 63 Devices	1 day	10.4 hrs	Wed 4/26/23	Wed 4/26/23	149	Engineer 4[30%],Technician 4	No
151	Swap Group 59 & 64 Devices	1 day	10.4 hrs	Thu 4/27/23	Thu 4/27/23	150	Engineer 4[30%],Technician 4	No
152	Swap Group 60 Devices	1 day	10.4 hrs	Fri 4/28/23	Fri 4/28/23	151	Engineer 4[30%],Technician 4	No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
153	Week 13 Completed	0 days	0 hrs	Fri 4/28/23	Fri 4/28/23	152		Yes
154	Week 14	9 days	46.4 hrs	Mon 4/24/23	Thu 5/4/23			No
155	Configure Devices	5 days	4.8 hrs	Mon 4/24/23	Fri 4/28/23	147	Engineer 1[10%],Store Keeper[2%]	No
156	Swap Group 65 Devices	1 day	10.4 hrs	Mon 5/1/23	Mon 5/1/23		Engineer 1[30%],Technician 5	No
157	Swap Group 66 Devices	1 day	10.4 hrs	Tue 5/2/23	Tue 5/2/23	156	Engineer 1[30%],Technician 5	No
158	Swap Group 67 Devices	1 day	10.4 hrs	Wed 5/3/23	Wed 5/3/23	157	Engineer 1[30%],Technician 5	No
159	Swap Group 68 Devices	1 day	10.4 hrs	Thu 5/4/23	Thu 5/4/23	158	Engineer 1[30%],Technician 5	No
160	Week 14 Completed	0 days	0 hrs	Thu 5/4/23	Thu 5/4/23	159		Yes
161	Week 15	10 days	56.8 hrs	Mon 5/1/23	Thu 5/11/23			No
162	Configure Devices	5 days	4.8 hrs	Mon 5/1/23	Fri 5/5/23	155	Engineer 2[10%],Store Keeper[2%]	No
163	Swap Group 79 Devices	1 day	10.4 hrs	Sun 5/7/23	Sun 5/7/23		Engineer 2[30%],Technician 1	No
164	Swap Group 69 Devices	1 day	10.4 hrs	Mon 5/8/23	Mon 5/8/23	163	Engineer 2[30%],Technician 1	No
165	Swap Group 70 Devices	1 day	10.4 hrs	Tue 5/9/23	Tue 5/9/23	164	Engineer 2[30%],Technician 1	No
166	Swap Group 71 Devices	1 day	10.4 hrs	Wed 5/10/23	Wed 5/10/23	165	Engineer 2[30%],Technician 1	No
167	Swap Group 72 Devices	1 day	10.4 hrs	Thu 5/11/23	Thu 5/11/23	166	Engineer 2[30%],Technician 1	No
168	Week 15 Completed	0 days	0 hrs	Thu 5/11/23	Thu 5/11/23	167		Yes
169	Week 16	9 days	46.4 hrs	Mon 5/8/23	Thu 5/18/23			No
170	Configure Devices	5 days	4.8 hrs	Mon 5/8/23	Fri 5/12/23	162FS+1 day	Engineer 3[10%],Store Keeper[2%]	No
171	Swap Group 73 Devices	1 day	10.4 hrs	Mon 5/15/23	Mon 5/15/23		Engineer 3[30%],Technician 2	No
172	Swap Group 74 Devices	1 day	10.4 hrs	Tue 5/16/23	Tue 5/16/23	171	Engineer 3[30%],Technician 2	No
173	Swap Group 75 Devices	1 day	10.4 hrs	Wed 5/17/23	Wed 5/17/23	172	Engineer 3[30%],Technician 2	No
174	Swap Group 76 Devices	1 day	10.4 hrs	Thu 5/18/23	Thu 5/18/23	173	Engineer 3[30%],Technician 2	No
175	Week 16 Completed	0 days	0 hrs	Thu 5/18/23	Thu 5/18/23	174		Yes
176	Week 17	8 days	65.6 hrs	Mon 5/15/23	Tue 5/23/23			No
177	Configure Devices	5 days	4.8 hrs	Mon 5/15/23	Fri 5/19/23	170	Engineer 4[10%],Store Keeper[2%]	No
178	Swap Group 83 Devices	1 day	24 hrs	Sun 5/21/23	Sun 5/21/23		Engineer 4,Technician 3,Technician 4	No
179	Swap Group 77 Devices	1 day	18.4 hrs	Mon 5/22/23	Mon 5/22/23	178	Engineer 4[30%],Technician 3,Technician 4	No
180	Swap Group 78 Devices	1 day	18.4 hrs	Tue 5/23/23	Tue 5/23/23	179	Engineer 4[30%],Technician 3,Technician 4	No
181	Week 17 Completd	0 days	0 hrs	Tue 5/23/23	Tue 5/23/23	180		Yes
182	Reschedules	24 days	115.2 hrs	Mon 6/5/23	Fri 7/7/23			No
183	Week 18 (6/5 - 6/9)	5 days	24 hrs	Mon 6/5/23	Fri 6/9/23		Engineer 1[30%],Technician 1[30%]	No
184	Week 19 (6/12 - 6/16)	5 days	24 hrs	Mon 6/12/23	Fri 6/16/23	183	Engineer 2[30%],Technician 2[30%]	No
185	Week 20 (6/19 - 6/23)	5 days	24 hrs	Mon 6/19/23	Fri 6/23/23	184	Engineer 3[30%],Technician 3[30%]	No
186	Week 21 (6/26 - 6/30)	5 days	24 hrs	Mon 6/26/23	Fri 6/30/23	185	Engineer 3[30%],Technician 3[30%]	No
187	Week 22 (7/3 - 7/7)	4 days	19.2 hrs	Mon 7/3/23	Fri 7/7/23	186	Engineer 3[30%],Technician 3[30%]	No
188	Reschedules Completed	0 days	0 hrs	Fri 7/7/23	Fri 7/7/23	187		Yes
189	Project Management	162 days	201.6 hrs	Thu 11/10/22	Fri 7/7/23			No
190	Meetings	162 days	64.8 hrs	Thu 11/10/22	Fri 7/7/23			No
191	2nd Qtr FY23 (10/22 [11/10/22] - 12/22)	26 days	10.4 hrs	Thu 11/10/22	Fri 12/23/22		Donnita Thomas[5%]	No
192	3rd Qtr FY23 (1/23 - 3/23)	64 days	25.6 hrs	Tue 1/3/23	Fri 3/31/23	191	Donnita Thomas[5%]	No
193	4th Qtr FY23 (4/23 - 6/23 [6/23/23])	68 days	27.2 hrs	Mon 4/3/23	Fri 6/30/23	192	Donnita Thomas[5%]	No
194	1st Qtr FY24 (7/23 - 9/23 [7/7/23])	4 days	1.6 hrs	Mon 7/3/23	Fri 7/7/23	193	Donnita Thomas[5%]	No
195	Weekly Reports	162 days	64.8 hrs	Thu 11/10/22	Fri 7/7/23			No
196	2nd Qtr FY23 (10/22 [11/10/22] - 12/22)	26 days	10.4 hrs	Thu 11/10/22	Fri 12/23/22		Donnita Thomas[5%]	No
197	3rd Qtr FY23 (1/23 - 3/23)	64 days	25.6 hrs	Tue 1/3/23	Fri 3/31/23	196	Donnita Thomas[5%]	No
198	4th Qtr FY23 (4/23 - 6/23 [6/23/23])	68 days	27.2 hrs	Mon 4/3/23	Fri 6/30/23	197	Donnita Thomas[5%]	No
199	1st Qtr FY24 (7/23 - 9/23 [7/7/23])	4 days	1.6 hrs	Mon 7/3/23	Fri 7/7/23	198	Donnita Thomas[5%]	No
200	Quarterly KITO Reports	142 days	72 hrs	Mon 12/12/22	Fri 6/30/23			No
201	2nd Qtr FY23 (10/22 - 12/22)	10 days	24 hrs	Mon 12/12/22	Fri 12/23/22		Donnita Thomas[30%]	No
202	3rd Qtr FY23 (1/23 - 3/23)	10 days	24 hrs	Mon 3/20/23	Thu 3/30/23		Donnita Thomas[30%]	No
203	4th Qtr FY23 (4/23 - 6/23)	10 days	24 hrs	Mon 6/19/23	Fri 6/30/23		Donnita Thomas[30%]	No
204	Closing	133 days	66 hrs	Mon 1/30/23	Fri 7/28/23			No
205	Decommissioning	128 days	56 hrs	Mon 1/30/23	Fri 7/21/23			No
206	1st Group (100)	10 days	8 hrs	Mon 1/30/23	Fri 2/10/23	62	Store Keeper[5%],Technician On-Site[20%]	No
207	2nd Group (100)	10 days	8 hrs	Mon 2/6/23	Fri 2/17/23	70	Store Keeper[5%],Technician On-Site[20%]	No
208	3rd Group (100)	10 days	8 hrs	Mon 2/27/23	Fri 3/10/23	86	Store Keeper[5%],Technician On-Site[20%]	No
209	4th Group (100)	10 days	8 hrs	Mon 3/13/23	Fri 3/24/23	102	Store Keeper[5%],Technician On-Site[20%]	No
210	5th Group (100)	10 days	8 hrs	Mon 4/3/23	Thu 4/13/23	117	Store Keeper[5%],Technician On-Site[20%]	No
211	6th Group (100)	10 days	8 hrs	Wed 5/24/23	Wed 6/7/23	176	Store Keeper[5%],Technician On-Site[20%]	No
212	Final Group	10 days	8 hrs	Mon 7/10/23	Fri 7/21/23	182	Store Keeper[5%],Technician On-Site[20%]	No
213	All Old Devices Decommissioned	0 days	0 hrs	Fri 7/21/23	Fri 7/21/23	212		Yes
214	Lessons Learned	5 days	2 hrs	Mon 7/10/23	Fri 7/14/23	53	Donnita Thomas[5%]	No
215	Post Implementation Evaluation Report (PIER)	10 days	8 hrs	Mon 7/17/23	Fri 7/28/23	53,214	Donnita Thomas[10%]	No

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

July 15, 2022

Dr. DeAngela Burns-Wallace, Secretary of Administration
Executive Branch Chief Information Technology Officer
2800 SW Topeka Blvd
Building 100
Topeka, KS 66611

Dear Dr. Burns-Wallace,

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 you in your role as the Executive Branch Chief Information Technology Officer.

In compliance with this process, Donnita Thomas, Project Manager, recently sent to me for review an Electronic Records Retention Statement for the Kansas Office of Information Technology's KanWIN/WAN Router Refresh detail-level plan. From my review of the project plan materials, it appears that this is an infrastructure only project and does not affect records.

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

Sincerely,

Megan Burton
Senior Archivist

Cc: Cole Robison, Director of IT Accessibility, OITS
Donnita Thomas, Project Manager, 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

July 15, 2022

DeAngela Burns-Wallace, Chief Information Technology Officer
Office of Information Technology Services
2800 SW Topeka Blvd., Building 100
Topeka, KS 66611

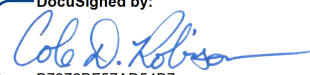
Dear Dr. Burns-Wallace:

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 Donnita Thomas an Accessibility Statement for the KanWIN/WAN Router Refresh project for review in compliance with this process.

This statement, and the accompanying Accessibility Conformance Reports (ACR), affirm that the project will comply with the requirements of ITEC Policy 1210. Verification of overall compliance for the project will occur according to WBS task 51.

The Accessibility Statement for the KanWIN/WAN Router Refresh detailed project plan is approved. A copy of this letter should be included with the submittal of the KanWIN/WAN Router Refresh detailed project plan to the Branch CITO for approval.

Sincerely,

DocuSigned by:

B7372BF57AD54B7...

Cole D. Robison
Director of IT Accessibility

cc: Anthony Fadale, State Americans with Disabilities Act Coordinator
Tanya Heffel, Office of Information Technology Services
Sara Spinks, Director, Kansas Information Technology Office
Donnita Thomas, Office of Information Technology Services

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

July 14, 2023

RE: KanWIN/WAN Router Refresh

The goal of this project is to replace end of life and unsupported network routers that connect agency sites to the statewide network. OITS will be replacing 2800 and 2900 series Cisco routers with a Cisco replacement model at WAN and selected MAN sites.

Architectural Statement

The Office of Information Technology Services (OITS) complies with ITEC Policies 4010 and 9500 as found at <https://ebit.ks.gov/itec/resources/policies/itec-policy-4010> and <https://ebit.ks.gov/itec/resources/policies/itec-policy-9500>.

Current, planned, and future OITS projects are in compliance with the Kansas Information Technology Architecture version 12.0. In-house development and vendor supplied technologies will be implemented in accordance with State Architecture standards.

Ownership of Software Code and Related Intellectual Property Statement

The Office of Information Technology Services complies with ITEC Policy 1500 as found at https://ebit.ks.gov/docs/default-source/itec/itec_policy_1500.pdf.

The KanWIN/WAN Router Refresh project is an infrastructure project. Any software code generated during the project will be in compliance with ITEC Policy 1500.

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

The Office of Information Technology Services complies with the Privacy Act of 1974 as found at <https://www.justice.gov/opcl/overview-privacy-act-1974-2015-edition> and the HIPA act of 1996 as found at <https://www.hhs.gov/hipaa/index.html>

1. What information is included: The KanWIN/WAN Router Refresh project is an infrastructure project involving the refresh of routers. There will be no private data created, modified, or stored during the execution of this project. As such, the project does not pose any compliance issues with the Privacy Act of 1974 or the HIIPA Act of 1996
2. Why is it collected: See answer to question number 1.
3. How will it be used: See answer to question number 1.
4. Exclusion opportunities: This doesn't apply to this project, see answer to question number 1.
5. 1974 Act implementation: This doesn't apply to this project, see answer to question number 1.
6. Other privacy requirements: See answer to question number 1.
7. Total privacy cost estimate: No additional privacy implementation expenses.

Security Statement (ITEC Policy 7230, 9500, 7300)

The Office of Information Technology Services (OITS) complies with all ITEC Security policies (<https://ebit.ks.gov/itec/resources/policies>). The KanWIN/WAN Router Refresh project is an infrastructure project involving the refresh of routers. The Kansas Information Security Office (KISO) will be consulted throughout the project to ensure compliance with the policies.

Accessibility Statement

The KanWIN/WAN Router Refresh project is an infrastructure project. The Office of Information Technology Services complies with the Accessibility Statement (ITEC Policy 1210) as found at <https://ebit.ks.gov/itec/resources/policies/policy-1210>. The VPATs for the following products have been included with this submission:

1. Cisco Catalyst 8000 Edge Platforms – all models
2. Cisco IOS and IOS XE all versions

NOTE: Overall compliance is covered in the WBS on line 51.

Electronic Record Retention Statement

The KanWIN/WAN Router Refresh project is an infrastructure project to replace end of life and unsupported network routers that connect agency sites to the statewide network. Individual agencies will continue to be responsible for their data and records and will therefore refer to their existing records retention policies and procedures. OITS will not be exacting any conflicting policies or procedures for records retention.

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

This project will not replace existing electronic records.

2. What new business functions will be implemented?

No new business functions will be implemented.

3. What are the reasons for performing the business functions?

The KanWIN/WAN Router Refresh project is an infrastructure project to replace end of life and unsupported network routers that connect agency sites to the statewide network.

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 agency or in a system outside the agency? If so, please specify.

No

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: July 13, 2022

Prepared by: Donnita Thomas

<i>Category</i>	<i>Prob</i>	<i>Imp</i>	<i>Risk</i>	<i>Mitigation Approaches</i>
Vendor resource availability – Supply Chain	High	High	Delayed timeline	Provide procurement information to Vendor as soon as possible. Get lead time information from the vendor and continuous follow-up.
OITS resource availability (Day to Day & Retirement Eligible)	High	High	Delayed timeline	Work with area manager to identify designated resources and back-up resources. Establish clear priorities.
Changing direction mid-project	Med	High	Could add complexity, increase time to implement, increased cost	Clearly defined scope and deliverables
Software defects	Med	High	Delayed timeline, service outages	Vet the product with the vendor; Proof of concept; use recommended maintenance release.
Inclement weather	Med	Med	Delayed Schedule	Allow for flexibility within the schedule so installations can be shifted around if needed.
Coordination with Agencies	Med	Med	Delayed timeline	Schedule outages as soon as possible so that agencies can prepare their users.
Non-supported device failure	Low	High	Schedule change	Cushion within the schedule to allow for moving sites around.

Legend

Prob = Probability of Occurrence

Imp = Impact

RISK ASSESSMENT MODEL
Detailed Plan - Summary Report
Ver. 1.0

Agency Name: Office of Information Technology Services

Project Name: KanWIN WAN Router Refresh

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".

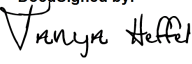
2. Summary

Score	Risk Level	Risk Area
1.0	LOW	Strategic Risk
1.2	LOW	Financial Risk
1.5	LOW	Project Management Risk
1.1	LOW	Technology Risk
2.3	MEDIUM	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.

DocuSigned by:

599329420E364A6

Project Director

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

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The routers being replaced are at end of life. If existing routers continue to function as needed

The devices that will be installed are new to the environment so there will be a learning curve.

This project will not be using a vendor to implment; however, the manufacturer of the product

This is a refresh project, so the environment currently exists.

Back out plan is to re-vert to existing router.