

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 20, 2023

Todd Herman, Director
Procurement and Contracts

Dear Mr. Herman:

The detailed project plan for the Office of Information Technology Services ONS Refresh project is enclosed. Tanya Rodriguez-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.

ONS 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 \$604,292. The quarterly KITO fee for the project will be \$211 and will be billed from the start of Execution until receipt of the project's Post Implementation Evaluation Report (PIER).

Respectfully,

DocuSigned by:

Jeff Maxon

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
Tanya Rodriguez-Heffel, OITS
Kevin Howser, OITS
Dana Morales, OITS
Donnita Thomas, OITS
Megan Burton, KSHS
Cole Robison, OITS
Alex Wong, CITA
Sash Smith, OITS
Sara Spinks, KITO

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Jeff Maxon, Interim Chief Information Technology Officer
Tanya Rodriguez-Heffel, Chief Technology Officer

Laura Kelly, Governor

February 10, 2023

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

Dear Mr. Maxon:

The Office of Information Technology Services is requesting approval of our detail-level project plan for the ONS Refresh project. The ONS Refresh project goal is to replace end of life and unsupported Cisco Optical Network (ONS) equipment that connects the main OITS data center locations (LSOB, TODC, ESOB) together via a fiber optic network infrastructure.

The total project cost is currently estimated at \$604,292.00.

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 Rodriguez-Heffel.
599329420E364A6...

Tanya Rodriguez-Heffel, CTO
Office of Information Technology Services

Cc: Kevin Howser, Director of Network and Telecommunications

TR:drt

State Entity Checklist for Detailed IT Project Plan

State Entity: Office of Information Technology Services	Included (Y/N) If no, Explain
Project Name: ONS Refresh	
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) 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 Execution to Close-Out			
ONS Refresh		Planning Start:	5/19/2022	6			
		Execution Start:	1/24/2023				
		Close-Out End:	7/10/2023				
3. Agency		4. Project Director/Project Manager					
Office of Information Technology Services (OITS)		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. This equipment is mission critical to the KANWIN network infrastructure and therefore critical to all State of Kansas network traffic. 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 FY 2023 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. The maintenance purchases associated with this project cover a 36 month period; consequently, operational costs will not be needed until the renewal of the maintenance agreement in Fiscal Year 2026.							
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)							
Discussions have taken place with OITS Network architects and the device manufacturer to determine the best replacement							
5% of state staff salary for 3 days (Estimated based on the Governor's 2019 Budget Report)		\$506,737,613					
5% of state staff salary for 4 days (Estimated based on the Governor's 2019 Budget Report)			\$675,610,151				
5% of state staff salary for 5 days (Estimated based on the Governor's 2019 Budget Report)				\$844,512,689			
Subtotal	\$2,026,860,453	\$506,737,613	\$675,610,151	\$844,512,689	\$0	\$0	\$0
Cash Savings (Hard Dollars)							
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other (Include Intangible Benefits)							
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Quantitative Savings		\$2,026,860,453	\$506,737,613	\$675,610,151	\$844,512,689	\$0	\$0
7. Summary*		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Project Costs	Total	\$604,292	\$604,292	\$0	\$0	\$0	\$0
Net Cost Benefit	Total	\$2,026,256,161	\$506,133,321	\$675,610,151	\$844,512,689	\$0	\$0
Cost Benefit per Month		\$337,810,076					
Calendar Months to Break Even		0					
8. Ongoing Cost		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Operational Cost for three ensuing SFYs			\$0	\$0	\$21,929		

* 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: ONS Refresh Project**Date: January 5, 2023*

<i>Deliverable Name</i>	<i>WBS Line #</i>	<i>Due Date</i>	<i>Date Delivered</i>	<i>Point of Contact</i>
Kick Off Meeting	20	1/23/2023		Kevin Howser
Acceptance of Site Survey Documentation	65	2/28/2023		Richard Fager
Remote Preparation Complete	73	3/15/2023		Richard Fager
Field Implementation	159	6/4/2023		Dan Glotzbach
Course Completion	178	6/6/2023		Richard Fager
Post Implementation Support	196	6/16/2023		Richard Fager

KanWIN ONS										
ID		Task Mode	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
1			ONS	416 days	2,320.96 hrs	Wed 12/1/21	Mon 7/10/23			No
2			Initiation	293 days	146.8 hrs	Wed 12/1/21	Tue 1/31/23			No
3			Design	41 days	32.8 hrs	Wed 12/1/21	Mon 1/31/22		KoreTek[10%]	Yes
4			Proof of Concept (POC)	37 days	29.6 hrs	Wed 12/7/22	Tue 1/31/23		KoreTek[10%]	No
5			Identify Hardware	71 days	28.4 hrs	Tue 2/1/22	Tue 5/10/22		ConvergeOne[5%],KoreTe	Yes
6			Request for Quote	7 days	56 hrs	Mon 5/2/22	Tue 5/10/22		Richard Fager[5%]	No
7			Planning	198 days	1,754.08 hrs	Thu 5/19/22	Mon 2/27/23			No
8			High Level KITO Documentation	9 days	14.4 hrs	Thu 5/19/22	Wed 6/1/22		Donnita Thomas[20%]	No
9			HL KITO Documentation Review	1 day	0.48 hrs	Thu 6/2/22	Thu 6/2/22	8	Richard Fager[2%],Kevin Howser[2%],Tanya	No
10			HL KITO Approval	5 days	0.8 hrs	Fri 6/3/22	Thu 6/9/22	9	Tanya Heffel[2%]	Yes
11			Purchase Order - HW & SW	5 days	0 hrs	Fri 6/10/22	Thu 6/16/22	10		Yes
12			SOW	148 days	652.8 hrs	Wed 6/1/22	Tue 1/3/23			No
20			Kick Off Meeting(s) [Milestone 1]	1 day	16 hrs	Mon 1/23/23	Mon 1/23/23		ConvergeOne,KoreTek	Yes
21			Detail Level KITO Documentation	30 days	48 hrs	Wed 1/4/23	Mon 2/13/23		Donnita Thomas[20%]	No
22			DL KITO Documentation Review	6 days	2.88 hrs	Tue 2/14/23	Mon 2/20/23	21	Richard Fager[2%],Kevin Howser[2%],Tanya	No
23			DL KITO Documentation Sign-Off	6 days	0.96 hrs	Tue 2/21/23	Mon 2/27/23	22	Tanya Heffel[2%]	Yes
24			Project Management	167 days	1,017.76 hrs	Wed 6/1/22	Tue 1/31/23			No
25			Weekly Reports	167 days	1,014.56 hrs	Wed 6/1/22	Tue 1/31/23			No
26			June 22	22 days	176 hrs	Wed 6/1/22	Thu 6/30/22		Donnita Thomas[2%]	No
27			July 22	20 days	160 hrs	Fri 7/1/22	Fri 7/29/22	26	Donnita Thomas[2%]	No
28			August 22	23 days	184 hrs	Mon 8/1/22	Wed 8/31/22	27	Donnita Thomas[2%]	No
29			September 22	21 days	168 hrs	Thu 9/1/22	Fri 9/30/22	28	Donnita Thomas[2%]	No
30			October 22	21 days	168 hrs	Mon 10/3/22	Mon 10/31/22	29	Donnita Thomas[2%]	No
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KanWIN ONS										
ID		Task Mode	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
31			November 22	19 days	152 hrs	Tue 11/1/22	Wed 11/30/22	30	Donnita Thomas[2%]	No
32			December 22	21 days	3.36 hrs	Thu 12/1/22	Fri 12/30/22	31	Donnita Thomas[2%]	No
33			January 23	20 days	3.2 hrs	Tue 1/3/23	Tue 1/31/23	32	Donnita Thomas[2%]	No
34			KITO Quarterly Reports	111 days	3.2 hrs	Fri 7/1/22	Fri 12/9/22			No
35			4th Qtr FY22 KITO Report	5 days	0.8 hrs	Fri 7/1/22	Fri 7/8/22		Donnita Thomas[2%]	No
36			1st Qtr FY23 KITO Report	8 days	1.28 hrs	Tue 11/1/22	Thu 11/10/22		Donnita Thomas[2%]	No
37			2nd Qtr FY23 KITO Report	7 days	1.12 hrs	Thu 12/1/22	Fri 12/9/22		Donnita Thomas[2%]	No
38			Execution	124 days	403.28 hrs	Tue 1/24/23	Fri 6/30/23			No
39			Receive Devices	6 days	3.36 hrs	Fri 4/28/23	Thu 5/4/23			No
40			Inventory of hardware and asset tagging	1 day	0.16 hrs	Fri 4/28/23	Fri 4/28/23		Store Keeper[2%]	No
41			Identification of hardware and labeling for proper locations	3 days	2.4 hrs	Sun 4/30/23	Tue 5/2/23	40	KoreTek[5%],Dave Willoughby[5%]	No
42			Distribution of hardware to proper site location	2 days	0.8 hrs	Wed 5/3/23	Thu 5/4/23	41	Dave Willoughby[5%]	No
43			Confirmation of hardware receipt and acceptance.	0 days	0 hrs	Thu 5/4/23	Thu 5/4/23	42		Yes
44			Site Survey [Milestone 2]	20 days	33.2 hrs	Mon 2/6/23	Tue 2/28/23			No
45			Site Visit 1	1 day	3.2 hrs	Mon 2/6/23	Mon 2/6/23		KoreTek[20%],Dave Willoughby[5%]	No
46			Site Visit 2	1 day	3.2 hrs	Tue 2/7/23	Tue 2/7/23	45	KoreTek[20%],Dave Willoughby[5%]	No
47			Deliverables from Site Visits: To Include	7 days	21.6 hrs	Wed 2/8/23	Wed 2/15/23	46		No
48			Site basics - Pictures	5 days	2 hrs	Wed 2/8/23	Mon 2/13/23		KoreTek[5%]	No
49			Rack Schematics	5 days	2 hrs	Wed 2/8/23	Mon 2/13/23	48SS	KoreTek[5%]	No
Page 2										

KanWIN ONS										
ID		Task Mode	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
50			Shelf/Chassis/module overview	5 days	2 hrs	Wed 2/8/23	Mon 2/13/23	48SS	KoreTek[5%]	No
51			Power details	5 days	2 hrs	Wed 2/8/23	Mon 2/13/23	48SS	KoreTek[5%]	No
52			Ethernet and Fiber assignments	5 days	2 hrs	Wed 2/8/23	Mon 2/13/23	48SS	KoreTek[5%]	No
53			Label designations	5 days	2 hrs	Wed 2/8/23	Mon 2/13/23	48SS	KoreTek[5%]	No
54			Site specific requirements	5 days	2 hrs	Wed 2/8/23	Mon 2/13/23	48SS	KoreTek[5%]	No
55			Photo documentation	5 days	2 hrs	Wed 2/8/23	Mon 2/13/23	48SS	KoreTek[5%]	No
56			Develop current netork infrastructure diagrams and validation of viability	2 days	0.8 hrs	Wed 2/8/23	Thu 2/9/23	48SS	KoreTek[5%]	No
57			Network topology and diagraming	7 days	2.8 hrs	Wed 2/8/23	Wed 2/15/23	48SS	KoreTek[5%]	No
58			Validation of all device/cards/modules and software ISO's/Licensing	5 days	2 hrs	Wed 2/8/23	Mon 2/13/23	57SS	KoreTek[5%]	No
59			Network Discovery Documentation	13 days	5.2 hrs	Tue 2/14/23	Tue 2/28/23			No
60			Wavelength allocation	2 days	0.8 hrs	Tue 2/14/23	Wed 2/15/23	58	KoreTek[5%]	No
61			Circuit Maps	3 days	1.2 hrs	Thu 2/16/23	Sun 2/19/23	60	KoreTek[5%]	No
62			Node shelves layout	1 day	0.4 hrs	Mon 2/20/23	Mon 2/20/23	61	KoreTek[5%]	No
63			Alarms/Conditions/Performance testing	2 days	0.8 hrs	Tue 2/21/23	Wed 2/22/23	62	KoreTek[5%]	No
64			Document review and acceptance	5 days	2 hrs	Thu 2/23/23	Tue 2/28/23	63	Richard Fager[5%]	No
Page 3										

KanWIN ONS										
ID		Task Mode	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
65			Acceptance of Milestone 2 Documentation - Invoice Trigger	0 days	0 hrs	Tue 2/28/23	Tue 2/28/23	64		Yes
66			Remote Preparation [Milestone 3]	40.5 days	95.2 hrs	Tue 1/24/23	Wed 3/15/23			No
67			Network Discovery [Milestone 3.1]	1.5 days	13.2 hrs	Tue 3/14/23	Wed 3/15/23		KoreTek,Richard Fager[5%],Mike	No
68			Update design to match with up to date network configuration	3 days	24 hrs	Thu 2/23/23	Sun 2/26/23	63	KoreTek	No
69			Provide current network design file (CTP file of .mpz)	0 days	0 hrs	Tue 1/31/23	Tue 1/31/23		Mike Rodecap,Richard Fager	Yes
70			Validate refresh rates and requirements match the expectation based on the new design.	5 days	40 hrs	Tue 1/24/23	Mon 1/30/23	20	Richard Fager	No
71			Update based on network refresh requirement	2 days	16 hrs	Mon 2/27/23	Tue 2/28/23	68	KoreTek	No
72			Design Review	5 days	2 hrs	Wed 3/1/23	Tue 3/7/23	71	Richard Fager[5%]	No
73			Network Design Update and Validation [Milestone 3.2]	0 days	0 hrs	Wed 3/15/23	Wed 3/15/23	67,72	KoreTek,Richard Fager[5%],Mike Rodecap[5%]	Yes
74			Remote Preparation Complete	0 days	0 hrs	Wed 3/15/23	Wed 3/15/23	67,73		Yes
75			Field Implementation [Milestone 4]	33 days	170.4 hrs	Mon 4/24/23	Sun 6/4/23			No
Page 4										

KanWIN ONS										
ID		Task Mode	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
76			Site Implementation Tasks:	33 days	170.4 hrs	Mon 4/24/23	Sun 6/4/23			No
77			Location 1	6.25 days	63.2 hrs	Mon 4/24/23	Mon 5/1/23			No
78			Installation	3 days	28.8 hrs	Mon 4/24/23	Wed 4/26/23		Dave Willoughby[20%],KoreTek[20%]	No
79			Unbox, inventory and batch - confirm equipment matches design and order	1 day	9.6 hrs	Thu 4/27/23	Thu 4/27/23	78	Dave Willoughby[20%],KoreTek[20%]	No
80			Physical Installation of Hardware	1 day	3.2 hrs	Fri 4/28/23	Fri 4/28/23			No
81			Shelves	4 hrs	1.6 hrs	Fri 4/28/23	Fri 4/28/23	79	Dave Willoughby[20%],KoreTek[20%]	No
82			Cards	2 hrs	0.8 hrs	Fri 4/28/23	Fri 4/28/23	81	Dave Willoughby[20%],KoreTek[20%]	No
83			Optics	2 hrs	0.8 hrs	Fri 4/28/23	Fri 4/28/23	82	Dave Willoughby[20%],KoreTek[20%]	No
84			Cabeling and Validation of Cable Plant	0.25 days	0.4 hrs	Fri 4/28/23	Fri 4/28/23			No
85			Inter shelves Ethernet cables connection - Do NOT plug in until new shelves have been provisioned.	1 hr	0.2 hrs	Fri 4/28/23	Fri 4/28/23	79	KoreTek[20%]	No
86			Power Cables	1 hr	0.2 hrs	Fri 4/28/23	Fri 4/28/23	85	KoreTek[20%]	No
87			Fiber Connections	1 day	8 hrs	Fri 4/28/23	Sun 4/30/23	84		No
Page 5										

KanWIN ONS										
ID		Task Mode	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
88			Trunk side fiber from transponders to Mux/DeMux Unit	4 hrs	4 hrs	Fri 4/28/23	Fri 4/28/23		KoreTek	No
89			Client fibers	4 hrs	4 hrs	Fri 4/28/23	Sun 4/30/23	88	KoreTek	No
90			Cut Over - Maintenance window required	1 day	13.2 hrs	Sun 4/30/23	Mon 5/1/23	87		No
91			Installation and Connection	1 day	6 hrs	Sun 4/30/23	Mon 5/1/23			No
92			Migrate Live circuits away if redundancy exists	1 day	1.2 hrs	Sun 4/30/23	Mon 5/1/23		KoreTek[5%],Mike Rodecap[5%],Richard Fager[5%]	No
93			Save the existing nodes' database	1 day	1.2 hrs	Sun 4/30/23	Mon 5/1/23	92SS	KoreTek[5%],Mike Rodecap[5%],Richard Fager[5%]	No
94			Remove the existing cards and optics in legacy shelves	1 day	1.2 hrs	Sun 4/30/23	Mon 5/1/23	92SS	KoreTek[5%],Mike Rodecap[5%],Richard Fager[5%]	No
95			Physically install legacy into new shelves for recycle	1 day	1.2 hrs	Sun 4/30/23	Mon 5/1/23	92SS	KoreTek[5%],Mike Rodecap[5%],Richard Fager[5%]	No
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KanWIN ONS										
ID		Task Mode	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
96			Connect fibers	1 day	1.2 hrs	Sun 4/30/23	Mon 5/1/23	92SS	KoreTek[5%],Mike Rodecap[5%],Richard	No
97			New Nodes: Turn-up and Add Circuits	1 day	7.2 hrs	Sun 4/30/23	Mon 5/1/23			No
98			Power on new shelves	1 day	1.2 hrs	Sun 4/30/23	Mon 5/1/23	92SS	KoreTek[5%],Mike Rodecap[5%],Richard	No
99			Configuration	1 day	1.2 hrs	Sun 4/30/23	Mon 5/1/23	92SS	KoreTek[5%],Mike Rodec	No
100			Intershelves connections and connectivity	1 day	1.2 hrs	Sun 4/30/23	Mon 5/1/23	92SS	KoreTek[5%],Mike Rodecap[5%],Richard Fager[5%]	No
101			Load and launch new ANS configuration files based on approved design.	1 day	1.2 hrs	Sun 4/30/23	Mon 5/1/23	92SS	KoreTek[5%],Mike Rodecap[5%],Richard Fager[5%]	No
102			Verification and inventory - provisioning	1 day	1.2 hrs	Sun 4/30/23	Mon 5/1/23	92SS	KoreTek[5%],Mike Rodecap[5%],Richard Fager[5%]	No
103			Create circuits - Verify optical performance	1 day	1.2 hrs	Sun 4/30/23	Mon 5/1/23	92SS	KoreTek[5%],Mike Rodecap[5%],Richard Fager[5%]	No
104			Location 2	11.75 days	44 hrs	Mon 5/1/23	Sun 5/14/23			No
105			Installation	3 days	9.6 hrs	Mon 5/1/23	Thu 5/4/23	103	Dave Willoughby[20%],K	No
Page 7										

KanWIN ONS										
ID		Task Mode	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
106			Unbox, inventory and batch - confirm equipment matches design and order	1 day	9.6 hrs	Thu 5/4/23	Fri 5/5/23	105	Dave Willoughby[20%],KoreTel	No
107			Physical Installation of Hardware	1 day	3.2 hrs	Mon 5/8/23	Mon 5/8/23	106		No
108			Shelves	4 hrs	1.6 hrs	Mon 5/8/23	Mon 5/8/23		Dave Willoughby[20%],Kc	No
109			Cards	2 hrs	0.8 hrs	Mon 5/8/23	Mon 5/8/23	108	Dave Willoughby[20%],Kc	No
110			Optics	2 hrs	0.8 hrs	Mon 5/8/23	Mon 5/8/23	109	Dave Willoughby[20%],Kc	No
111			Cabeling and Validation of Cable Plant	0.25 days	0.4 hrs	Tue 5/9/23	Tue 5/9/23	107		No
112			Inter shelves Ethernet cables connection - Do NOT plug in until new shelves have been provisioned.	1 hr	0.2 hrs	Tue 5/9/23	Tue 5/9/23		KoreTek[20%]	No
113			Power Cables	1 hr	0.2 hrs	Tue 5/9/23	Tue 5/9/23	112	KoreTek[20%]	No
114			Fiber Connections	1 day	8 hrs	Tue 5/9/23	Wed 5/10/23	111		No
115			Trunk side fiber from transponders to Mux/DeMux Unit	4 hrs	4 hrs	Tue 5/9/23	Tue 5/9/23		KoreTek	No
116			Client fibers	4 hrs	4 hrs	Tue 5/9/23	Wed 5/10/23	115	KoreTek	No
Page 8										

KanWIN ONS										
ID		Task Mode	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
117			Cut Over Installation and Connection	1 day	13.2 hrs	Sun 5/14/23	Sun 5/14/23	114		No
118				1 day	6 hrs	Sun 5/14/23	Sun 5/14/23			No
119			Migrate Live circuits away if redundancy exists	1 day	1.2 hrs	Sun 5/14/23	Sun 5/14/23		KoreTek[5%],Mike Rodecap[5%],Richard Fager[5%]	No
120			Save the existing nodes' database	1 day	1.2 hrs	Sun 5/14/23	Sun 5/14/23	119SS	KoreTek[5%],Mike Rodecap[5%],Richard Fager[5%]	No
121			Remove the existing cards and optics in legacy shelves	1 day	1.2 hrs	Sun 5/14/23	Sun 5/14/23	119SS	KoreTek[5%],Mike Rodecap[5%],Richard Fager[5%]	No
122			Physically install legacy into new shelves for recycle	1 day	1.2 hrs	Sun 5/14/23	Sun 5/14/23	119SS	KoreTek[5%],Mike Rodecap[5%],Richard Fager[5%]	No
123			Connect fibers	1 day	1.2 hrs	Sun 5/14/23	Sun 5/14/23	119SS	KoreTek[5%],Mike Rodecap[5%],Richard	No
124			New Nodes: Turn-up and Add Circuits	1 day	7.2 hrs	Sun 5/14/23	Sun 5/14/23	119SS		No
125			Power on new shelves	1 day	1.2 hrs	Sun 5/14/23	Sun 5/14/23	119SS	KoreTek[5%],Mike Rodecap[5%],Richard	No
126			Configuration	1 day	1.2 hrs	Sun 5/14/23	Sun 5/14/23	119SS	KoreTek[5%],Mike Rodec	No
Page 9										

KanWIN ONS										
ID		Task Mode	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
127			Intershelves connections and connectivity	1 day	1.2 hrs	Sun 5/14/23	Sun 5/14/23	119SS	KoreTek[5%],Mike Rodecap[5%],Richard Fager[5%]	No
128			Load and launch new ANS configuration files based on approved design.	1 day	1.2 hrs	Sun 5/14/23	Sun 5/14/23	119SS	KoreTek[5%],Mike Rodecap[5%],Richard Fager[5%]	No
129			Verification and inventory - provisioning	1 day	1.2 hrs	Sun 5/14/23	Sun 5/14/23	119SS	KoreTek[5%],Mike Rodecap[5%],Richard Fager[5%]	No
130			Create circuits - Verify optical performance	1 day	1.2 hrs	Sun 5/14/23	Sun 5/14/23	119SS	KoreTek[5%],Mike Rodecap[5%],Richard Fager[5%]	No
131			Location 3	15 days	63.2 hrs	Mon 5/15/23	Sun 6/4/23	104		No
132			Installation	3 days	28.8 hrs	Mon 5/15/23	Wed 5/17/23		Dave Willoughby[20%],KoreTel	No
133			Unbox, inventory and batch - confirm equipment matches design and order	1 day	9.6 hrs	Thu 5/18/23	Thu 5/18/23	132	Dave Willoughby[20%],KoreTel	No
134			Physical Installation of Hardware	1 day	3.2 hrs	Fri 5/19/23	Fri 5/19/23	133		No
135			Shelves	4 hrs	1.6 hrs	Fri 5/19/23	Fri 5/19/23		Dave Willoughby[20%],KoreTel	No
Page 10										

KanWIN ONS										
ID		Task Mode	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
136			Cards	2 hrs	0.8 hrs	Fri 5/19/23	Fri 5/19/23	135	Dave Willoughby[20%],Kc	No
137			Optics	2 hrs	0.8 hrs	Fri 5/19/23	Fri 5/19/23	136	Dave Willoughby[20%],Kc	No
138			Cabeling and Validation of Cable Plant	0.25 days	0.4 hrs	Mon 5/22/23	Mon 5/22/23	134		No
139			Inter shelves Ethernet cables connection - Do NOT plug in until new shelves have been provisioned.	1 hr	0.2 hrs	Mon 5/22/23	Mon 5/22/23		KoreTek[20%]	No
140			Power Cables	1 hr	0.2 hrs	Mon 5/22/23	Mon 5/22/23	139	KoreTek[20%]	No
141			Fiber Connections	1 day	8 hrs	Mon 5/22/23	Tue 5/23/23	138		No
142			Trunk side fiber from transponders to Mux/DeMux Unit	4 hrs	4 hrs	Mon 5/22/23	Mon 5/22/23		KoreTek	No
143			Client fibers	4 hrs	4 hrs	Mon 5/22/23	Tue 5/23/23	142	KoreTek	No
144			Cutover	1 day	13.2 hrs	Sun 6/4/23	Sun 6/4/23	141		No
145			Installation and Connection	1 day	6 hrs	Sun 6/4/23	Sun 6/4/23			No
146			Migrate Live circuits away if redundancy exists	1 day	1.2 hrs	Sun 6/4/23	Sun 6/4/23		KoreTek[5%],Mike Rodecap[5%],Richard Fager[5%]	No
Page 11										

KanWIN ONS

ID		Task Mode	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
147			Save the existing nodes' database	1 day	1.2 hrs	Sun 6/4/23	Sun 6/4/23	146SS	KoreTek[5%],Mike Rodecap[5%],Richard Fager[5%]	No
148			Remove the existing cards and optics in legacy shelves	1 day	1.2 hrs	Sun 6/4/23	Sun 6/4/23	146SS	KoreTek[5%],Mike Rodecap[5%],Richard Fager[5%]	No
149			Physically install legacy into new shelves for recycle	1 day	1.2 hrs	Sun 6/4/23	Sun 6/4/23	146SS	KoreTek[5%],Mike Rodecap[5%],Richard Fager[5%]	No
150			Connect fibers	1 day	1.2 hrs	Sun 6/4/23	Sun 6/4/23	146SS	KoreTek[5%],Mike Rodecap[5%],Richard	No
151			New Nodes: Turn-up and Add Circuits	1 day	7.2 hrs	Sun 6/4/23	Sun 6/4/23	146SS		No
152			Power on new shelves	1 day	1.2 hrs	Sun 6/4/23	Sun 6/4/23	146SS	KoreTek[5%],Mike Rodecap[5%],Richard	No
153			Configuration	1 day	1.2 hrs	Sun 6/4/23	Sun 6/4/23	146SS	KoreTek[5%],Mike Rodec	No
154			Intershelves connections and connectivity	1 day	1.2 hrs	Sun 6/4/23	Sun 6/4/23	146SS	KoreTek[5%],Mike Rodecap[5%],Richard Fager[5%]	No
Page 12										

KanWIN ONS										
ID		Task Mode	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
155			Load and launch new ANS configuration files based on approved design.	1 day	1.2 hrs	Sun 6/4/23	Sun 6/4/23	146SS	KoreTek[5%],Mike Rodecap[5%],Richard Fager[5%]	No
156			Verification and inventory - provisioning	1 day	1.2 hrs	Sun 6/4/23	Sun 6/4/23	146SS	KoreTek[5%],Mike Rodecap[5%],Richard Fager[5%]	No
157			Create circuits - Verify optical performance	1 day	1.2 hrs	Sun 6/4/23	Sun 6/4/23	146SS	KoreTek[5%],Mike Rodecap[5%],Richard Fager[5%]	No
158			Field Implementation Complete	0 days	0 hrs	Sun 6/4/23	Sun 6/4/23	77,104,131		Yes
159			Milestone 4 Approval	0 days	0 hrs	Sun 6/4/23	Sun 6/4/23	158		Yes
160			Training [Milestone 1- Scope 2) 100% Invoiced upon Course Completion	2 days	5.12 hrs	Mon 6/5/23	Tue 6/6/23			No
161			Customized NCS2K Infrastructure	16 hrs	0.32 hrs	Mon 6/5/23	Tue 6/6/23	159	KoreTek[2%]	No
162			Connect and provision the Cisco equipment specific to customers network	16 hrs	0.32 hrs	Mon 6/5/23	Tue 6/6/23	161SS	KoreTek[2%]	No
Page 13										

KanWIN ONS										
ID		Task Mode	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
163			Explore provisioning and configuration options to support both the network infrastructure and services delivery goals.	2 days	0.32 hrs	Mon 6/5/23	Tue 6/6/23	161SS	KoreTek[2%]	No
164			Identify node configurations according to card population specific to OITS' infrastructure	2 days	0.32 hrs	Mon 6/5/23	Tue 6/6/23	161SS	KoreTek[2%]	No
165			Describe the role of Cisco Transport Planner in turning up the ONS Network	2 days	0.32 hrs	Mon 6/5/23	Tue 6/6/23	161SS	KoreTek[2%]	No
166			Basic understanding of the CTC GUI tool	2 days	0.32 hrs	Mon 6/5/23	Tue 6/6/23	161SS	KoreTek[2%]	No
167			Provisions DWDM circuits using the Cisco Transport Controller	2 days	0.32 hrs	Mon 6/5/23	Tue 6/6/23	161SS	KoreTek[2%]	No
168			Conduct performance monitoring, alarm verification, and fault isolation	2 days	0.32 hrs	Mon 6/5/23	Tue 6/6/23	161SS	KoreTek[2%]	No
169			Understand configuration options for the circuit cards	2 days	0.32 hrs	Mon 6/5/23	Tue 6/6/23	161SS	KoreTek[2%]	No
170			Isolate and remediate optical network issues	2 days	0.32 hrs	Mon 6/5/23	Tue 6/6/23	161SS	KoreTek[2%]	No
Page 14										

KanWIN ONS										
ID		Task Mode	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
171			Operations training and Troubleshooting	2 days	1.92 hrs	Mon 6/5/23	Tue 6/6/23	161SS		No
172			Device management	2 days	0.32 hrs	Mon 6/5/23	Tue 6/6/23	161SS	KoreTek[2%]	No
173			End-to-end circuit provisioning and new circuit turnup	2 days	0.32 hrs	Mon 6/5/23	Tue 6/6/23	161SS	KoreTek[2%]	No
174			Investigate alarms and performance analytics	2 days	0.32 hrs	Mon 6/5/23	Tue 6/6/23	161SS	KoreTek[2%]	No
175			Capacity and utilization	2 days	0.32 hrs	Mon 6/5/23	Tue 6/6/23	161SS	KoreTek[2%]	No
176			Infrastructure reports and metrics	2 days	0.32 hrs	Mon 6/5/23	Tue 6/6/23	161SS	KoreTek[2%]	No
177			User management and circuit management	2 days	0.32 hrs	Mon 6/5/23	Tue 6/6/23	161SS	KoreTek[2%]	No
178			Milestone Acceptance: Course Completion	0 days	0 hrs	Tue 6/6/23	Tue 6/6/23	176		Yes
179			KITO Meetings	118 days	96 hrs	Wed 2/1/23	Fri 6/30/23			No
180			Weekly Meetings	118 days	46.8 hrs	Wed 2/1/23	Fri 6/30/23			No
181			February 23	24 days	9.6 hrs	Wed 2/1/23	Tue 2/28/23		Donnita Thomas[5%]	No
182			March 23	23 days	9.2 hrs	Wed 3/1/23	Fri 3/31/23	181	Donnita Thomas[5%]	No
183			April 23	23 days	9.2 hrs	Mon 4/3/23	Fri 4/28/23	182	Donnita Thomas[5%]	No
184			May 23	24 days	9.6 hrs	Mon 5/1/23	Wed 5/31/23		Donnita Thomas[5%]	No
185			June 23	23 days	9.2 hrs	Thu 6/1/23	Fri 6/30/23	184	Donnita Thomas[5%]	No
186			Weekly Reports	118 days	46.8 hrs	Wed 2/1/23	Fri 6/30/23			No
187			February 23	24 days	9.6 hrs	Wed 2/1/23	Tue 2/28/23		Donnita Thomas[5%]	No
188			March 23	23 days	9.2 hrs	Wed 3/1/23	Fri 3/31/23	187	Donnita Thomas[5%]	No
189			April 23	23 days	9.2 hrs	Mon 4/3/23	Fri 4/28/23		Donnita Thomas[5%]	No
Page 15										

KanWIN ONS										
ID		Task Mode	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
190			May 23	24 days	9.6 hrs	Mon 5/1/23	Wed 5/31/23		Donnita Thomas[5%]	No
191			June 23	23 days	9.2 hrs	Thu 6/1/23	Fri 6/30/23	190	Donnita Thomas[5%]	No
192			KITO Quarterly Reports	6 days	2.4 hrs	Mon 4/3/23	Sun 4/9/23			No
193			3rd Qtr FY23 KITO Report	6 days	2.4 hrs	Mon 4/3/23	Sun 4/9/23		Donnita Thomas[5%]	No
194			Closing - Milestone 5 - Scope 1: Project Acceptance	25 days	16.8 hrs	Mon 6/5/23	Mon 7/10/23			No
195				Decomission Old Devices	20 days	8 hrs	Mon 6/5/23	Fri 6/30/23	144	Mike Rodecap[5%]
196			Post Implementation Support	10 days	1.6 hrs	Mon 6/5/23	Fri 6/16/23	159	KoreTek[2%]	Yes
197			Lessons Learned	5 days	2 hrs	Wed 6/14/23	Tue 6/20/23	158FS+7 da	Donnita Thomas[5%]	No
198			Post Implementation Evaluation Report (PIER)	13 days	5.2 hrs	Wed 6/21/23	Mon 7/10/23	197	Donnita Thomas[5%]	Yes
Page 16										

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 23, 2023

Jeff Maxon, Interim Chief Information Technology Officer-Executive Branch
2800 SW Topeka Blvd
Building 100
Topeka, KS 66611

Dear Mr. Maxon,

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 ONS 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 high-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

Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

January 20, 2023

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

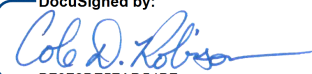
Dear Mr. Maxon:

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 ONS Refresh project for review in compliance with this process.

This statement indicates that the system 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 Office of Information Technology Services 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 ONS Refresh detailed project plan is approved. A copy of this letter should be included with the submittal of the ONS Refresh detailed project plan for Branch CITO 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

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DeAngela Burns-Wallace, Chief Information Technology Officer

Laura Kelly, Governor

January 12, 2023

RE: ONS Refresh Project [PRJ_22_012]

The goal of this project is to replace end of life and unsupported Cisco ONS Optical hardware that connects the main OITS data center locations (LSOB, TODC, ESOB) together via a fiber optic network infrastructure.

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 ONS 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 ONS refresh project is an infrastructure project involving the refresh of the Cisco ONS Optical hardware. 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 ONS Refresh project will refresh the Cisco ONS hardware

that connects the main OITS data center locations (LSOB, TODC, ESOB) together. The Kansas Information Security Office (KISO) will be consulted throughout the project to ensure compliance with the policies.

Accessibility Statement

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>.

A copy of the VPAT for the Hardware that will be purchased as a part of this project has been included with this submission.

The Cisco Network Convergence System NCS routers will be located in spaces that are frequented only by service personnel for maintenance, repair, or occasional monitoring of equipment.

Electronic Record Retention Statement

The ONS Refresh project is an infrastructure project to replace end of life and unsupported Cisco Optical network equipment that connects the main OITS data center locations (LSOB, TODC, ESOB) together via a fiber optic network infrastructure. 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 ONS Refresh project is an infrastructure project to replace end of life and unsupported Cisco Optical network equipment that connects the main OITS data center locations (LSOB, TODC, ESOB) together via a fiber optic network infrastructure. This equipment is mission critical to the KANWIN network infrastructure and therefore critical to all State of Kansas network traffic.

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: January 5, 2023

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	Approximately 80% of the devices have been received. The remaining devices are slated to be delivered on March 30, 2023.
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. The team is working closely with a solution/device expert.
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.
No environment available to run a Proof of Concept	High	High	Must back out from implementation and re-work. Could result in extended outages	Bringing in a solution/device expert to install/implement.

Legend

Prob = Probability of Occurrence

Imp = Impact

RISK ASSESSMENT MODEL
Detailed Plan - Summary Report
Ver. 1.0

Agency Name: OITS

Project Name: ONS 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".

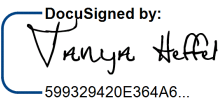
2. Summary

Score	Risk Level	Risk Area
1.0	LOW	Strategic Risk
1.0	LOW	Financial Risk
1.9	LOW	Project Management Risk
1.0	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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23 We are using KoreTek as an implementation resource, but the operational support of this system POST implementation is something we are familiar with and capable of doing.

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29 The OITS network team is experienced in Optical networks, etc. This effort is simply a refresh of EOL equipment. The vendor is being used as implementation services. We have built into the SOW basic overview of the new hardware and consoles.

30 Optical is in use we are simply refreshing EOL equipment.

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33 We have detailed knowledge of this change and acceptance of the technology is informed as we currently run this equipment.

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