Montana Department of Administration – Management Action Plan Status

Information Technology Services Division LAD # 06P-08

As of June 25, 2007

Audit Report & Rec #	Recommendation	Division Stance	MAP – Management Action Plan	Person Responsible for MAP	Target Date	Review Findings/Date
LAD # 06P-08 Rec #1	We recommend DofA strengthen management controls over the provision of e-services by: A. Increasing monitoring of e-services revenue activities.	Concur	A. The Department will issue a policy requiring agencies to reconcile the Montana Interactive reports to the actual revenue recorded on SABHRS.	Paul Christofferson	Completed	This will be added to MOM Volume 2 Chapter 0100 or 0200 with a separate cover memo to all agencies by 8/31/2006.
			The Department will require a more detailed monthly income statement from Montana Interactive. This information will be provided to the Electronic Government Advisory Council for providing policy direction.	Dick Clark	Completed	A recommended financial statement format will be provided to ITSD from AFSD by 7/7/2006. The Department will require the detailed information in the next Montana Interactive General Manager's and Financial Information Report due on July 19, 2006 for the Electronic Government Advisory Council's review at their quarterly meeting. This precise information allows the Council to make more informed decisions for providing direction to the Department.
	B. Standardizing the revenue remittance frequency to the State Treasury for all affected agencies.		B. The Department will develop a policy requiring the timely deposit of all eGovernment service revenue. All existing work orders will be updated to comply with this new policy.	Paul Christofferson for Policy	Completed	This will be a clarification to existing policy. All agencies will be notified of the change. 2-1190.33, MOM.
				Dick Clark for Work Orders	Completed	An amendment to the contract is in the process of being drafted.
	C. Obtaining assurance contractor financial and information system internal controls are in place.		C. The Department will request copies of all internal control policies and procedures from Montana Interactive.	Dick Clark	Completed	This request has been made with a response deadline of September 30, 2006.

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	D. Providing clear guidance to agencies through state policy regarding e-service operations, specifically in areas such as proper recording of e-service expenditures.		D. The Department will develop policy detailing the proper recording of revenue and expenditures for eGovernment services.	Paul Christofferson	Completed	This will either be a new Management Memo or added to an existing MOM Volume 2 Policy by 8/31/2006 (the same as 1A).
LAD # 06P-08 Rec #2	We recommend the DofA develop a formal eGovernment services project risk management plan that incorporates elements of both contingency and business continuity plans.	Concur	The Department will update our contingency and business continuity plans to specifically address eGovernment services.	Dick Clark	6/30/08	Work is underway to update these existing plans. Internal ITSD interviews are underway. The Service Continuity Bureau has been created and assigned this task.
LAD # 06P-08 Rec #3	We recommend the Governor require agencies to report more detailed analysis of eGovernment services impacts on agency resources to the Legislature.	Concur	The Governor's Office will work with the Department of Administration and the Electronic Government Advisory Council to develop reporting requirements for agencies regarding eGovernment services.	Adam Pimley	6/30/07 Subcommittee Work Completed	This topic will be discussed at the July 19, 2006 Electronic Government Advisory Council meeting and a subcommittee will be assembled to work on the requirements. The subcommittee has been formed and the initial meeting took place 2/15/07. The subcommittee has been meeting monthly and anticipates a final recommendation to the Governor by May 31, 2007. The subcommittee concluded their work on May 17, 2007 and submitted their report to the Governor on May 18, 2007.

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LAD # 06P-08 Rec #4	We recommend the Governor initiate the development of a business case analysis regarding the state's options for providing future eGovernment services.	Concur	The Governor's Office will work with the Department of Administration and the Electronic Government Advisory Council to form a subcommittee to prepare a business case analysis for future eGovernment services.	Adam Pimley	9/30/07 Subcommittee Work Completed	This topic will be discussed at the July 19, 2006 Electronic Government Advisory Council meeting and a subcommittee will be assembled to work on the business case. The subcommittee has been formed and the initial meeting took place 2/22/07. The subcommittee has been meeting monthly and anticipates a final recommendation to the Governor by June 30, 2007. The subcommittee concluded their work on June 19, 2007 and submitted their report to the Governor on June 25, 2007.