

## **FAQs for FY16 Agency ITMPs**

*Date last updated: 8/01/2014*

### **Q: Who do I contact with questions about my agency's ITMP?**

*A: If you have a Major IT Development Project (MITDP), contact your Oversight Project Manager. Otherwise, contact the Office of Project Oversight (opo.doit@maryland.gov). Note: many DoIT staff are out of the office on Fridays.*

### **Q: What is included in the "Baseline IT Budget"?**

*A: Any expenditures for IT, including: internal and external staff, hardware, network expenses, O&M, other IT services, and any IT projects.*

### **Q: My agency doesn't have any IT initiatives, projects, or store PII data. Do I have to create an ITMP?**

*A: Yes, you must still complete the ITMP and submit a statement indicating your agency does not handle or store PII data. See the ITMP instructions for more detail.*

### **Q: There is a section in the body of the template labeled "Security." Is this section still needed given there is now a Section 6 - Maryland IT Security Policy Compliance major section?**

*A: Yes, they are both needed. The new Section 6 is solely an inventory of systems that handle or store PII and the specifics of how these systems are addressed regarding security policy. There are more systems requiring security than those with PII, including those with State "confidential" data.*

### **Q: Do we delete all instructions, italics and regular text, text within parentheses and blue highlighted place holders along with removing pages 1-4 for submission?**

*Answer: Yes, pages 1-4 and instructions are intended to help you complete the document but in the end the Agency will probably want a "clean" document that does not contain all this information. Most blue text is intended to be replaced with Agency-specific content. Remove Page i of the ITMP instructions document because the cover page for the Agency ITMP starts on Page 5 of the instructions.*