

This document provides a quarter-by-quarter overview of key activities and processes that should occur during a biennium in the pursuit of keeping a current and evolving statewide information technology plan per the mandate established by **NDCC § 54-59-11. Information technology plans.**

Statewide IT Planning Roadmap								
Q3-2025		Q4-2025	Q1-2026	Q2-2026	Q3-2026	Q4-2026	Q1-2027	Q2-2027
	Continual review of goals, objectives, IT ideas, with updates to relevant IT planning documents and data repositories. Validate if initiatives that start are in line with agency and NDIT IT plans.							
	IT projects that cost \$100,000+ tracked and updated in the state’s (NDIT’s) enterprise project portfolio management tool. Dashboards surface project health and status, as well as ties to statewide IT strategies.							
Objectives	1. Assess impacts to policy changes necessitated by legislative session. 2. Determine priorities of newly funded work. 3. Determine resource needs. 4. Roadmap potential start dates for new IT work for biennium.	1. Business strategy planning/refresh. 2. Application inventory review/refresh. 3. Begin current state-future state assessment for Application Roadmap (5-year outlook). 4. Review and re-align priorities.	1. Review goals, objectives, and IT ideas. 2. Prioritize IT ideas based on likelihood to be funded, and impact to technology landscape. 3. Conduct market research, issue RFIs. 4. High level scope and impact analysis of prioritized ideas.	1. Finalize plans for legislative session asks. 2. Submit budgets to OMB (due July 15). 3. Update IT ideas list. 4. Create New Project Request forms for those IT ideas that will move forward.	1. Budget submissions to OMB continue (due July 15). 2. Submit \$500,000 and over project information to NDIT (due Sept. 1). 3. Submit and/or refresh all other plan information. 4. Create and submit CIO Report to Legislative IT Committee (due Oct. 1).	1. Submit and/or refresh all other plan information (if not done already, or regularly, must complete an annual review by Oct. 15). 2. Prepare list of projects that require carryover funding requests w/context. 3. Prepare any other remaining information for session.	1. Participate as needed in legislative session (“crossover” is last week of Feb.). 2. Track bills.	1. Assess work funded for next biennium. 2. Prepare materials to conduct new project prioritization activities. 3. Refresh top-level statewide IT strategic vision.
Agency	1. Now that initial new-biennium work is slated, decision-makers should refresh business and IT strategy. 2. Customer-facing staff from NDIT, such as TBPs and Architects will look to your agency staff to provide some dedicated time toward ensuring strategies are forward-facing, and comprehensive of risks contained in your IT landscape. 3. NDIT may work through a Strategy Context Document with agency leaders, and kick off the formulation of new IT ideas.	1. The agency should have a grasp on key business needs, and should develop or update their business roadmap. 2. Now that new business strategies have been evaluated, it is time to work with NDIT TBPs and Architects to formulate the next wave of IT demands and ideas. 3. Technology directives may change or evolve as you work together with NDIT to update application inventories, and review long term application roadmap strategies that tie to future business goals.	1. It’s a new year, and it’s time to get a jump on your IT fact-finding missions. 2. Now that initial IT ideas are determined, you’ll need to allocate staff to performing market research, conducting RFIs, conducting business process modeling, and to build business cases for new IT requests. 3. Agency staff will also be called upon to continue to provide information to NDIT staff that will help them update application roadmaps, and provide any estimation support for IT ideas that have a high probability of becoming real initiatives.	1. It’s time to get documentation together for next biennium’s budget requests. 2. Your TBP will work with you to gather new project request form information and IT idea requests for projects you are submitting as part of your biennial budget. 3. Your IT ideas and requests will be maintained in the ND Self Service Portal.	1. NDIT will review the information you’ve already submitted to compile the reports required of the CIO by October. 2. Be prepared for follow up questions from NDIT staff, with the potential that some strategies may zig and zag as deadlines approach.	1. The end of the year is focused on tying up the loose ends in preparation for legislative session. 2. Such as noted across the top of this roadmap, be prepared for NDIT staff to check in with you to continually update and rebalance IT strategy and related roadmap information.	1. This period is all about supporting and/or participating in legislative session, and keeping tabs on the outcomes. 2. Such as noted across the top of this roadmap, be prepared for NDIT staff to check in with you to continually update and rebalance IT strategy and related roadmap information.	1. As session ends it is time to assess internal resource needs against newly funded work. 2. If you have a project that costs \$100,000+ be prepared to share business case information as part of the project prioritization process. 3. Expect TBPs to work with you on portfolio prioritization preparation, and IT Architects to evaluate various technical impacts with your agency.
NDIT	Technology Business Partners (TBP): Communicate NDIT strategic vision. Facilitate inputs and adjustments to the steering committee backlog from identified and prioritized upcoming projects (continual quarterly cycle). Enterprise Architects (EA): Communicate NDIT technology directives; assess impacts of IT work requested but not funded. Security: Assess/communicate key security compliance items and risks (continual quarterly cycle). Portfolio Manager: Conduct initial biennial project prioritization activity, develop new IT work backlog based on steering committee activity. Statewide IT Planning Manager: Ensure processes are occurring. Provide quarterly update. Executive Team: New strategic initiatives formed to support NDIT improvements. Evaluate performance against strategic goals and initiatives.	TBP: Start the “demand shaping” process for new IT initiatives. EA: Aligning the demand shaping to the desired technology future state. Security: Provide key risk information to help drive technology prioritization and roadmapping. Portfolio Manager: Collect new project requests and rebalance the IT portfolio based on steering committee activity. SWITP Manager: Ensure processes are occurring. Provide quarterly progress update. Executive Team: Resolve escalations regarding work prioritizations. Support technology direction as needed; rebalance technology directives.	TBP: Curate ideas list, develop relevant business roadmaps. EA: Leveraging priorities list, perform market research, impact analysis. Create/update Application Roadmap Security: Participate in impact analysis and roadmap development. Portfolio Manager: Collect new project requests and rebalance the IT portfolio based on steering committee activity. SWITP Manager: Ensure processes are occurring. Provide quarterly update. Executive Team: Provide strategic guidance for key directives, goals, and IT initiatives.	TBP: Create new project request forms. EA: Support creation of new project requests. Security: Support creation of new project requests. Portfolio Manager: Collect new project requests and rebalance the IT portfolio based on steering committee activity. SWITP Manager: Ensure processes are occurring. Provide quarterly update. Executive Team: Establish rate guidance for the next biennium. Prepare NDIT budget.	TBP: Ensure \$500,000 and over project information submitted. EA: Support creation of major IT project requests, Support legislative information needs, re-assess alignment of technology asks across the enterprise. Assess IT issues for next biennium for CIO report. Security: Support creation of major IT project requests. Assess IT issues for next biennium for CIO report. Portfolio Manager: Collect new project requests and rebalance the IT portfolio based on steering committee activity. SWITP Manager: Consolidate and draft CIO report information. Provide quarterly update. Executive Team: Review, finalize, and approve CIO report (CIO submits report). Finalize NDIT budget submission.	TBP: Assist agencies with legislative preparation as needed. EA: Support legislative information needs. Re-assess alignment of technology asks across enterprise. Security: Support legislative information needs. Portfolio Manager: Collect new project requests and rebalance the IT portfolio based on steering committee activity. Analyze NDIT resource capacity in light of newly identified work. SWITP Manager: Ensure information reviews occur. Provide quarterly update. Executive Team: Present CIO report to LTC. Prepare for legislative session based on Executive Budget.	TBP: Participate in legislative activities as needed. EA: Participate in legislative activities as needed. Assess enterprise impact of new IT projects. Security: Participate in legislative activities as needed. Participate in technology impact/risk assessments. Portfolio Manager: Collect new project requests and rebalance the IT portfolio based on steering committee activity and legislative information. SWITP Manager: Update project bill tracking logs. Provide quarterly update. Executive Team: Participate in legislative session. Provide legislative session support to agencies.	TBP: Validate new IT work that has been committed. Complete new project request forms. EA: Assess enterprise impact of new IT projects. Security: Participate in technology impact/risk assessments. Portfolio Manager: Collect new project requests and rebalance the IT portfolio based on steering committee activity. Prepare documentation for new biennium project prioritization. SWITP Manager: Ensure processes are occurring. Provide quarterly update. Executive Team: Publish updated Statewide IT Initiatives directional document.