



APR Name	
APR Tracking Number	
Date Received	



Agency Project Request

1 Project Identification

Office of Secretary of State/Georgia Archives

Agency/Division Name

Digital Archives of Georgia (DAG)

Project Name

Funding Source (Please Check One):

- FY2008 Budget Current
- FY2008 Budget Amended (Due 9/4/07)
- FY2009 Enhancement/Redistribution (Due 9/4/07)
- FY2009 Base Budget projects greater than \$100,000 (Due 6/14/08)

NOTE: The purpose of this document is to ensure that proposed agency information technology initiatives/resource projects meet the criteria for providing the most effective and efficient approaches to Meeting the public and business needs of Georgia State Government and its citizens. This document is for all Executive Branch offices, agencies, departments, boards, bureaus, commissions, institutions, or other entities of this state as these terms are applied in O.C.G.A. 50-5-51 et seq. (See The GTA Technology Review Policy at:

http://gta.georgia.gov/00/channel_title/0,2094,1070969_40397818,00.htmlImpacted

Revision:	3	Effective Date:	07/01/2007
------------------	---	------------------------	------------



APR Name	
APR Tracking Number	
Date Received	

2 Impacted Agencies and Contact Information

*(Identify ALL agencies impacted by the project. The **Business Owner** is typically the agency head or a person at a senior level, within the business, who can make final decisions regarding the project. The **Sponsor** is the individual or group that provides the financial resources for the project and may be an internal stakeholder or, in many cases, external to the performing organization. In some cases, the Business Owner and Sponsor could be the same.)*

As the official repository of permanent digital records for the state of Georgia, all agencies are impacted by this project.

2.1 Lead Agency Identification

Agency:		Division/Unit:		
Role	Name & Title	Organization	Phone Number	Email Address
Business Owner	David Carmicheal	Georgia Archives	678-364-3714	dcarmicheal@sos.ga.gov
Executive Sponsor	Karen Handel, Secretary of State	Office of Secretary of State		
Point of Contact	Amelia Winstead	Georgia Archives	678-364-3796	awinstea@sos.ga.gov

2.2 Other Agency Identification

(If Applicable)

Agency 1:		Division/Unit:		
Role	Name & Title	Organization	Phone Number	Email Address
Business Owner				
Executive Sponsor				
Point of Contact				

Agency 2:		Division/Unit:		
Role	Name & Title	Organization	Phone Number	Email Address
Business Owner				
Executive Sponsor				



APR Name	
APR Tracking Number	
Date Received	

Point of Contact				
-------------------------	--	--	--	--

Revision:	3	Effective Date:	07/01/2007
------------------	---	------------------------	------------



APR Name	
APR Tracking Number	
Date Received	

3 Program Information

Program Code / ID(s): 478020
Program Name(s): Georgia Archives
Sub-Program Name(s):
Division / Office:

4 Glossary

(Define any acronyms used as well as other agency programmatic terms which might not be understood by GTA.)

Ingest: this term describes the services and functions that accept permanent records into the digital archives system for storage. The processes included in ingest are authentication, verification, virus scanning, processing (adding descriptive and administrative metadata) and movement into preservation storage.

Revision:	3	Effective Date:	07/01/2007
------------------	---	------------------------	------------



APR Name	
APR Tracking Number	
Date Received	

5 Project Description

5.1 Business Problem/Business Need

5.1.1 Strategic Alignment

(Identify the Agency Strategic Goals/ State IT Goals/ Objectives that this project supports.)

Agency: Ensure that digital records of historical value are preserved and made accessible. State IT: IT Governance/Lifecycle Management and Enterprise Collaboration/Share Knowledge

5.1.2 Problem Statement

(Define the related business problem and/or business need that could be driven by a legislative requirement and /or a reporting requirement at the state or federal level.)

to implement a digital archives solution that enables the ingest, preservation, and access of historical digital records

5.1.3 Business Classification

*(The categories below are standard classifications of **business functions**. For this project, please check all of the types of functionality that are expected to be created, delivered, and/or modified by/for the resulting solution. If "Other", please specify.)*

<input checked="" type="checkbox"/> Administrative Management	<input checked="" type="checkbox"/> Information and Technology Management
<input checked="" type="checkbox"/> Business Continuity	<input type="checkbox"/> Intelligence Operations
<input type="checkbox"/> Community and Social Services	<input type="checkbox"/> Internal Risk Management and Mitigation
<input type="checkbox"/> Controls and Oversight	<input type="checkbox"/> International Affairs and Commerce
<input type="checkbox"/> Correctional Activities	<input checked="" type="checkbox"/> Knowledge Creation and Management
<input type="checkbox"/> Credit and Insurance	<input type="checkbox"/> Law Enforcement
<input type="checkbox"/> Defense and National Security	<input checked="" type="checkbox"/> Legislative Relations
<input checked="" type="checkbox"/> Direct Services for Citizens	<input type="checkbox"/> Litigation and Judicial Activities
<input checked="" type="checkbox"/> Disaster Recovery	<input type="checkbox"/> Natural Resources
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Planning and Resource Allocation
<input type="checkbox"/> Education	<input type="checkbox"/> Public Affairs
<input type="checkbox"/> Energy	<input type="checkbox"/> Public Goods Creation and Management
<input type="checkbox"/> Environmental Management	<input type="checkbox"/> Regulatory Compliance and Enforcement
<input type="checkbox"/> Federal Financial Assistance	<input type="checkbox"/> Regulatory Development
<input type="checkbox"/> Financial Management	<input type="checkbox"/> Revenue Collection
<input checked="" type="checkbox"/> General Government	<input type="checkbox"/> Supply Chain Management
<input type="checkbox"/> General Science and Innovation	<input type="checkbox"/> Transfers to States and Local Governments
<input type="checkbox"/> Health	<input type="checkbox"/> Transportation
<input type="checkbox"/> Homeland Security	<input type="checkbox"/> Workforce Management
<input type="checkbox"/> Human Resource Management	<input type="checkbox"/> Other (Please provide description):
<input type="checkbox"/> Information Security	<input type="checkbox"/> Other (Please provide description):

APR Name	
APR Tracking Number	
Date Received	

5.2 Project Objectives

5.2.1 Project Status

(Indicate whether this is a new project, continuation or extension of a project in flight, or a restart of an initiative that was shelved, due to lack of funding or change in business priorities.)

New Continuation/Extension Restart

If this is a continuation, extension or restart project, please provide the number(s) of the APR(s) or ART(s) that were previously approved. 07-18

5.2.2 Business Goals

(How will this Project address the Problem Stated in Section 5.1.2)

to develop the capability to ingest, preserve and provide access to historical digital records of state government

5.2.3 Business Process Impacts

(Indicate any changes to business processes that will result from this project.)

The Archives is examining current policies and business practices and will likely develop and/or modify these policies and practices as system analysis and design progress. Ultimately, the system should provide decision support for the content management lifecycle processes involving all content. This additional capacity includes supporting processes such as records appraisal, records description and metadata collection, and records preservation. Development of a digital archives system, literally from the ground up, offers a tremendous opportunity to evaluate workflow practices in a paper-based archives to improve the speed of certain processes while increasing the capabilities of customers to use historical records in new ways.

5.3 Risks Impacting Successful Implementation of the Project

(Note: These are NOT risks of NOT implementing the project. A risk is an event that is an unwanted change, negatively impacts the project and has a probability of occurring. An example of a risk mitigation strategy is provided below.)

Risk Event	Risk Response (Mitigation, Retention, Avoidance)
Example: Process re-engineering will delay start of the Analysis Phase.	Add 1 additional FTE to BA staff and schedule more frequent working meetings with focus groups.
state agencies reluctant to cooperate	work with GTA to ensure agency cooperation
unable to import and preserve legacy records	convert data to the lowest common denominator
failure to conduct adequate BC/DR planning	planning already begun
failure to use technology neutral standards	participate on standards bodies
lack of sustainable funding source	build awareness of needs



APR Name	
APR Tracking Number	
Date Received	

5.4 Inter-Project Dependencies

(Describe any project dependent on this project or on which this project depends including projects from other agencies. Describe these dependencies.)

Revision:	3	Effective Date:	07/01/2007
------------------	---	------------------------	------------



APR Name	
APR Tracking Number	
Date Received	

5.5 Alternatives Description and Analysis

(Describe alternatives considered, present cost estimates for alternatives and indicate rationale for selecting requested approach and rejecting others, including collaboration with sister agencies with similar business objectives/needs.

Examples of alternatives considered should adhere the following format:

- *“Use of Existing System [System Name] as Base System and Modify as Required,”*
- *“Outsource Entire System,”*
- *“Develop System In-House”,*
- *“Procure System Off-the-Shelf,”*
- *“Install System in Agency Data Center,”*
- *“Install System in GTA Data Center,” etc. .)*

In an analysis of alternatives performed by the Georgia Archives, four alternatives and the subsequent tradeoffs were considered:

- Avoid the issue
- Require conversion of electronic files to paper or microfilm
- Require government agencies to preserve their own electronic records and make them accessible
- Develop a Digital Archives system

Avoid the Issue:

This alternative would allow the Georgia Archives to ignore the issue and continue a business as usual attitude. Agencies would continue to retain or destroy their digital content in whatever manner they currently do. Within available staffing levels, assistance and consultation would be available to state and local government agencies on the preservation and retention of electronic records.

While this option is definitely attractive as it requires no additional monies or staff for operations and does not change current business practices, the tradeoff is that it fails to meet the Archives mandate and mission to preserve and provide access to the historical records of the state, and it fails the citizenry of the state by jeopardizing their rights.

Convert Electronic Records to Paper or Microfilm:

Under this alternative, state agencies would be required to convert digital content to paper format in order to meet retention and archival requirements for long-term storage. The

Revision:	3	Effective Date:	07/01/2007
------------------	---	------------------------	------------



APR Name	
APR Tracking Number	
Date Received	

paper records or microfilm would be eligible for transfer to the Archives. The advantage here is the demonstrated ability to preserve both media for centuries.

The tradeoff here is that we lose the tremendous search and browse capability of the electronic record. Data mining of the vast amounts of data being collected and retained by agencies also becomes impossible. Databases and other dynamic objects would be rendered virtually useless by a snapshot and print strategy. In addition, the requirements for storage space would quickly outstrip the Archives storage capabilities and agency costs for conversion would quickly make this a less than desirable option.

Require Agencies to Preserve Their Own Electronic Records:

This alternative will require state agencies to preserve and provide access to their digital content. Each agency would develop its own solution(s) to the challenge of preserving records, resulting in inconsistent systems providing the citizen with uneven access to public records. Lack of standardization and centralization would also result in a duplication of effort and the expenditure of significantly more funds than should the Archives take on the role on behalf of the state. Additionally, should the Archives fail to meet its mandate in a digital environment, the continued need for an archival program to preserve a finite collection of paper materials comes into question as budgets grow tight.

Develop a Digital Archives System:

This alternative proposes the design and development of a Digital Archives system for the preservation and access of government digital content. Agencies would transfer (or allow the harvest of) selected digital content (documents, emails, publications, databases, web sites, etc) to the system for storage, further description, preservation, and access. Working with the Georgia Technology Authority, the Archives would issue technology standards to promote the creation of archives-ready records that would be more cost effective for the state to preserve. This standardization added to the centralized storage of historical digital content, would eliminate duplication of effort and maximize the funds dedicated to the preservation of such records. In addition, the Archives would continue to meet its mandate of preserving the history of the state and providing access to historical records.

The Georgia Archives has elected to pursue this alternative.

Revision:	3	Effective Date:	07/01/2007
------------------	---	------------------------	------------



APR Name	
APR Tracking Number	
Date Received	

6 Project Approach

(NOTE: BRIEF responses are desirable. If not applicable, please include an "N/A".)

6.1 Solution Description

6.1.1 Indicate whether the proposed solution is to develop and implement a new IT solution, to upgrade an existing solution (provide solution name), to replace/upgrade existing solution (provide solution name), or other (explain).
(Check all that apply.)

- New Solution
- Solution Upgrade:
- Solution Replacement:
- Other:

6.1.1.1 What is the annual cost associated with the applications being retired? \$ N/A

6.1.1.2 What fiscal year is being targeted for the applications being retired? N/A

6.1.2 Provide an overview of the end-users of the solution including physical locations.

(Examples: End-users are 50 Analysts in our Agency's central office in Macon; End-users are 300 employees distributed remotely in local school districts and 20 State-employees in the East Tower.)

48 employees of Georgia Archives, 10,000 members of the public per year, over 42 state agencies and 159 local governments

6.1.3 Indicate where proposed solutions will be hosted (GTA, Agency, Vendor, other. If other, please explain.)

(Check all that apply.)

- GTA Data Center
- Agency Data Center:
- Vendor Data Center
- Other: we are evaluating options for other storage sites

6.1.3.1 If the solution is to be hosted in GTA, please indicate the appropriate Agency contact and the GTA Data Center contact, if any.

N/A

Revision:	3	Effective Date:	07/01/2007
-----------	---	-----------------	------------



APR Name	
APR Tracking Number	
Date Received	

6.1.4 Indicate any planned reuse of existing systems, environments, and/or infrastructure resources.

Existing IBM Storage Area Network will be included in new architecture.

6.1.5 Provide an overview of the *proposed* solution including all major architectural components.

(An example of a "Conceptual Architecture" diagram, to aid your efforts in creating an architectural document is available from GTA, if needed. To request the example send a message requesting the diagram to apr@gta.ga.gov)

see attached *.vsd

6.1.5.1 Software Resources

*(The categories below are standard classifications of **application software functionality**. From the solution perspective, IT systems are generally composed of sub-systems that provide and/or deliver these types of functionality. For this project, please check all of the types of functionality that are expected to be included in the resulting solution.)*

<input checked="" type="checkbox"/> Analysis and Statistics	<input type="checkbox"/> Investment Management
<input checked="" type="checkbox"/> Asset / Materials Management	<input checked="" type="checkbox"/> Knowledge Discovery
<input type="checkbox"/> Business Intelligence	<input checked="" type="checkbox"/> Knowledge Management
<input type="checkbox"/> Collaboration	<input checked="" type="checkbox"/> Management of Process
<input type="checkbox"/> Communication	<input checked="" type="checkbox"/> Organizational Management
<input checked="" type="checkbox"/> Content Management	<input checked="" type="checkbox"/> Records Management
<input checked="" type="checkbox"/> Customer Initiated Assistance	<input checked="" type="checkbox"/> Reporting
<input checked="" type="checkbox"/> Customer Preferences	<input checked="" type="checkbox"/> Routing and Scheduling
<input checked="" type="checkbox"/> Customer Relationship Management	<input checked="" type="checkbox"/> Search
<input checked="" type="checkbox"/> Data Management	<input type="checkbox"/> Security Management
<input checked="" type="checkbox"/> Development and Integration	<input type="checkbox"/> Supply Chain Management
<input checked="" type="checkbox"/> Document Management	<input checked="" type="checkbox"/> Systems Management
<input checked="" type="checkbox"/> Financial Management	<input checked="" type="checkbox"/> Tracking and Workflow
<input checked="" type="checkbox"/> Forms Management	<input type="checkbox"/> Visualization
<input type="checkbox"/> Human Capital / Workforce Management	<input type="checkbox"/> Other:
<input type="checkbox"/> Human Resources	

6.1.5.2 Infrastructure Resources

*(The categories below are standard classifications of **both hardware and software "infrastructure"**. From the implementation perspective, IT systems are generally constructed using common components that deliver the core and/or basic capabilities upon which solution-specific applications operate. For this project, please check all of the types of infrastructure that are expected to be included in the resulting solution.)*

<input checked="" type="checkbox"/> Application Server	<input checked="" type="checkbox"/> Media Server
<input checked="" type="checkbox"/> Backup Server	<input checked="" type="checkbox"/> Messaging Services
<input checked="" type="checkbox"/> Data Warehousing	<input checked="" type="checkbox"/> Monitoring (System, Net, Power, etc.)
<input checked="" type="checkbox"/> Database Server	<input type="checkbox"/> Network Attached Storage
<input checked="" type="checkbox"/> Desktop	<input checked="" type="checkbox"/> Network Router
<input checked="" type="checkbox"/> Desktop/Office Productivity	<input checked="" type="checkbox"/> Network Switch
<input checked="" type="checkbox"/> Directory Server	<input checked="" type="checkbox"/> Optical Recognition



APR Name	
APR Tracking Number	
Date Received	

<input type="checkbox"/> Encryption	<input type="checkbox"/> Portal Server
<input checked="" type="checkbox"/> Extract, Transform, and Load	<input checked="" type="checkbox"/> Security/Access Management
<input checked="" type="checkbox"/> File Server	<input type="checkbox"/> Server (Unix)
<input checked="" type="checkbox"/> Firewall/Network Security Devices	<input checked="" type="checkbox"/> Server (Windows)
<input checked="" type="checkbox"/> FTP Server	<input checked="" type="checkbox"/> Storage Area Network
<input type="checkbox"/> Handheld Devices	<input type="checkbox"/> Video/Voice
<input type="checkbox"/> Identity Control/Biometrics	<input type="checkbox"/> Voice Recognition
<input checked="" type="checkbox"/> Imaging Creating, Storage, and Retrieval	<input type="checkbox"/> VPN
<input type="checkbox"/> Mail Server	<input checked="" type="checkbox"/> Web Server
<input type="checkbox"/> Mainframe	<input type="checkbox"/> Wireless Communication/Devices
<input checked="" type="checkbox"/> Management Server (Network, App., etc.)	<input type="checkbox"/> Other:

6.1.6 Provide the expected life of resulting solution (in years).

solution will serve as the perpetual archives for the state of Georgia

6.1.7 Indicate how project will impact sister agencies with common/similar business needs/objectives.

(If the approach WILL include collaboration with other agencies, please describe the nature of the collaboration and ensure that these agencies are identified in Sections 2.2 and 11, as appropriate.)

N/A

6.1.8 Explain how this project involves interfaces (application integration), by describing the interfaces between agencies systems, if applicable.

N/A

6.1.9 Explain how this project will share information with existing systems or components of existing systems, by providing a brief description of the data to be shared, i.e. SS#, birth date or financial information.

N/A

6.1.10 Is any assistance/support/service from GTA desired? If so, please indicate all that apply.

(If "Other", please specify. See GTA product and service catalog to determine applicable costs. The list of services continues on the next page.)

Computer Services
<input type="checkbox"/> Backup Services
<input type="checkbox"/> Citrix Access Service
<input type="checkbox"/> Data Storage
<input type="checkbox"/> Georgia.gov Content Management
<input type="checkbox"/> Laser Print Services
<input type="checkbox"/> IVR Services
<input type="checkbox"/> Print Services
<input type="checkbox"/> Web Application Maintenance and Support

Revision:	3	Effective Date:	07/01/2007
------------------	---	------------------------	------------



APR Name	
APR Tracking Number	
Date Received	

<input type="checkbox"/> Web Content Support
<input type="checkbox"/> Operating Environment Provisioning / Hosting
Tape Storage Services:
<input type="checkbox"/> On-Site
<input type="checkbox"/> Off-Site

Professional Services
<input type="checkbox"/> Communications - Infrastructure Design
<input type="checkbox"/> Communications - Operational Audit Services
<input type="checkbox"/> Contact Center Services
Data Sharing Services:
<input type="checkbox"/> Inter-Agency
<input type="checkbox"/> Local Agency
<input type="checkbox"/> Federal Agency
<input type="checkbox"/> Desktop Intrusion Prevention Software/Service
<input type="checkbox"/> Dial-Up Internet Service Provider (ISP)
<input type="checkbox"/> Georgia Video Network Services (GVNS)
<input checked="" type="checkbox"/> Independent Verification & Validation (IV&V)
<input type="checkbox"/> Multi-Protocol Label Switching (MPLS)
<input checked="" type="checkbox"/> Project Management
<input type="checkbox"/> Seat Management
<input type="checkbox"/> Systems Network Architecture
<input type="checkbox"/> Telecommunications Services
<input type="checkbox"/> Video Communications
<input type="checkbox"/> Virtual Private Network
<input type="checkbox"/> Security Assessment
<input type="checkbox"/> Security Consulting
<input type="checkbox"/> Virtual Private Network
Network and Voice Communications
<input type="checkbox"/> Wire and Cabling Services
<input type="checkbox"/> Wireless Communications
Other
<input type="checkbox"/>

(If you are a current customer to the legacy services below, please indicate if you will continue to use the services, by using the appropriate checkboxes.)

Revision:	3	Effective Date:	07/01/2007
------------------	---	------------------------	------------



APR Name	
APR Tracking Number	
Date Received	

6.2 Solution Security

6.2.1 Please indicate the security categorization of the proposed (or existing) information system according to potential impact of loss. Security categorization should include confidentiality, integrity, and availability aspects of information and the information systems. Security categorization is determined by the business and/or data owner of the system or application with assistance from the agency Information Security Officer.

(The range of values is High, Moderate or Low. Note: Please refer to the following publications on security categorization.

- *Confidentiality, Integrity, Availability: Georgia's Report on Data Security (http://gta.georgia.gov/vgn/images/portal/cit_1210/38/54/44450178GDADS-FINAL%20REPORT.pdf)*
Appendix A: Security Categorization of Agency Information and Information Systems (Page 25)
Appendix B: Security Categorization of Agency Information and Information Systems - Advice Document (Page 31).

- *Data Classification Guideline (http://gta.georgia.gov/vgn/images/portal/cit_1210/21/57/68634633data%20classification.pdf)*

Confidentiality: High Moderate Low
Integrity: High Moderate Low
Availability: High Moderate Low

6.2.2 Does this project require any unique security controls (like two factor authentication, encryption of data at rest, etc)?

Yes No

6.2.2.1 If "Yes", include a statement and justification.

6.2.3 Does this information system comply with the agency's security plan?

(The security plan must support the Agency IT Strategic Plan, and the Agency Strategic Plan should support the business plan.)

Yes No

6.2.3.1 If not, please provide a high-level approach planned to bring this information system in compliance with the agency's security plan.

6.2.4 If this project utilizes existing information system(s), please indicate if security assessment of such system(s) has been completed. Please include the date of the assessment.

N/A

Revision:	3	Effective Date:	07/01/2007
-----------	---	-----------------	------------



APR Name	
APR Tracking Number	
Date Received	

6.2.5 If this project proposes new information system(s), please indicate how security assessments of these system(s) are addressed in the technical approach or implementation plan.

Archives will collaborate with GTA and Audits to conduct security assessments and penetration testing to ensure that appropriate layers of security are in place to protect the historical record

6.2.6 Please indicate the backup requirements for this project.

real-time mirror backup as well as tape backups stored off-site is planned. Initial backup will be tape as well as analog film backup of digital images

6.2.7 Please indicate the business continuity requirements for this project.

system can be down (inaccessible) during a disaster but no data can be lost or corrupted

6.2.8 Does the proposed or existing information system for this project comply with the agency's Business Continuity plan?

Yes No

6.2.8.1 If not, please provide a high-level approach planned to bring this information system in compliance with the agency's Business Continuity plan.

6.2.9 Please indicate the disaster recovery requirements for this project.

system can be down (inaccessible) during a disaster but no data can be lost or corrupted

Revision:	3	Effective Date:	07/01/2007
------------------	---	------------------------	------------



APR Name	
APR Tracking Number	
Date Received	

7 Project Benefit Description

7.1 Tangible (Dollar) Benefits

(If a dollar amount cannot be assigned, please do not list the benefit in this section. At this time, it expected that estimates are a rough order of magnitude.)

Examples of tangible benefits are: Provide processing and program costs of the proposed solution when compared to the costs associated with the current system or business practice replaced by the proposed solution.)

Tangible Benefit Description (Annual)	“Who” Will Benefit?	“How” Project Will Provide Benefit	Cost Benefit (\$)
		Total Cost Benefit	

Tangible Benefit Description (One Time)	“Who” Will Benefit?	“How” Project Will Provide Benefit	Cost Benefit (\$)
		Total Cost Benefit	

Revision:	3	Effective Date:	07/01/2007
------------------	---	------------------------	------------



APR Name	
APR Tracking Number	
Date Received	

7.2 Intangible (Non Dollar) Benefits

(Examples: Improved Average Transaction Processing Time From __ Days to __ Days; Reduced Average Time Waiting for Customer Service Operator from __ Minutes to __ Minutes)

Intangible Benefit	“Who” Will Benefit?	“How” Project Will Provide Benefit
preservation of state history	citizens of state as well as government agencies	by preserving the corporate memory of decision-making by govt agencies and the family memory of citizens through birth, death, marriage and other govt records documenting the lives of citizens
increased access to public records	citizens of state as well as government agencies	through added transparency of govt actions; ability to use older records in long-range strategic planning and decision-making; and ability of the citizen to conduct research from home
speedy access to public records	citizens of state; govt agencies (those who currently use Archives)	records may be searched and viewed in real-time versus current wait times of 30 minutes to retrieve records
physical space savings	taxpayers; Archives	digital records require less square footage for storage. current holdings stored in 177,000 square ft of space. cost of facility

Revision:	3	Effective Date:	07/01/2007
-----------	---	-----------------	------------



APR Name	
APR Tracking Number	
Date Received	

Intangible Benefit	“Who” Will Benefit?	“How” Project Will Provide Benefit
		(completed 2003): \$42 million. space availability in this facility under current paper acquisition rates will last 15 years. this will be extended with the storage of digital records so that building can be used longer
staff efficiency	citizens of state; govt agencies; Archives	reduced processing time ensures that historical records are available for research more rapidly; currently processing of records takes 3-6 months under new system this will be reduced to 20 days

7.3 Benefit Measurement and Metrics

(Please provide a short description of how this project will achieve its intended purpose, by providing the metrics that will be used to measure success or the strategy that will be implemented to define success. Also, provide the timeframe for when measures will be taken and reported.)

CURRENT BUDGET PERFORMANCE MEASURES INCLUDE NUMBER OF RESEARCHERS TO VISIT THE ARCHIVES AND VOLUME OF COLLECTIONS ACQUIRED AND PROCESSED. THESE FIGURES WILL CONTINUE TO BE COLLECTED ON A QUARTERLY BASIS AND REPORTED TO THE SOS. IN ADDITION, THE TYPE OF RESEARCHER USING THE COLLECTIONS WILL BE CAPTURED SO THAT ACCURATE FIGURES ON THE USE OF RECORDS BY DIFFERENT POPULATIONS CAN BE REPORTED.

Revision:	3	Effective Date:	07/01/2007
------------------	---	------------------------	------------



APR Name	
APR Tracking Number	
Date Received	

8 Project Cost

(NOTE: BRIEF responses are desirable)

For GTA supplied services, please make certain the assigned GTA Customer Account Manager is enlisted to assist in determining the appropriate costs. In addition, please add 9% of the total project cost for IV&V contracted services, for projects that are \$1M or greater.

In Section 8.2, for the total costs, please double-click on the table to activate MS Excel. Clicking outside the activated area will deactivate the worksheet.)

8.1 Costing

8.1.1 For those GTA-supplied services identified in Section 6.1.10, indicate whether or not their costs are included in the following cost projections.

Yes No

8.1.2 For those Security requirements identified in Section 6.2, indicate whether or not their costs are included in the following cost projections.

Yes No Unique Security Controls.

Yes No Security Assessment.

Yes No Backup.

Yes No Disaster Recovery.

Yes No Business Continuity.

8.1.3 For projects \$1 million or greater, indicate that IV&V contract costs are included in the cost projections that follow.

Yes No



APR Name	
APR Number	

8.2 Total Estimated Project Costs and Post-Implementation Costs for ALL Impacted Agencies by Account Code and Year (At this time, it is expected that estimates provided are a rough order of magnitude.)

These charges include: IV&V, Program or Project Management and Support Services

Contact Archives for budget information.

Revision:	3	Effective Date:	07/01/2007
------------------	---	------------------------	------------

8.3 Acquisition Planning

8.3.1 If applicable, please indicate whether approach will be to purchase Commercial Off-The-Shelf (COTS) and install as is, to purchase software and then customize to install, to custom design software, or other. (Describe products as applicable.)

(Check all that apply.)

- Purchase COTS Software:
- Purchase and Customize COTS Software:
- Custom Develop Software
- Other:
- Not Applicable

8.3.2 Indicate acquisition approach, as applicable.

(Indicate if an RFP, Sole-Source, existing contract, etc. will be used.)

existing contracts will be used

8.3.3 Indicate any other acquisition considerations, as applicable.

Funding sources include existing Archives budget allocation and federal grant funds for FY 2008 and 2009.

9 Project Planning

9.1 Standards, Policies and Guidelines

9.1.1 Project Management:

For appropriate project planning please refer to the GTA Technology Project Management Standard located at:

http://gta.georgia.gov/vgn/images/portal/cit_1210/3028947Technology_Project_Management_Standard_031803.pdf

9.1.2 IV&V

Please refer to the GTA Independent Verification and Validation Standard located at:

[http://gta.georgia.gov/vgn/images/portal/cit_1210/12/50/40708209Independent%20Verification%20and%20Validation%20\(Standard\).pdf](http://gta.georgia.gov/vgn/images/portal/cit_1210/12/50/40708209Independent%20Verification%20and%20Validation%20(Standard).pdf)

9.2 Anticipated Project Start Date

Month: October Year: 2007

9.3 Anticipated Project Completion Date

Month: December Year: 2008

10 Notes and Assumptions

(Include any other information that may be helpful in understanding the proposed solution and the decisions that led to it. Descriptions of common development or operating environments, agency-standard technologies, shared infrastructure, conceptual diagrams, historical notes, etc. can be included.)

11 Signoffs

Lead Agency Name	
Lead Agency Senior IT Official Name	
Lead Agency Information Security Officer Name	
Lead Agency Financial/Accounting Official Name	

Agency 2 Name	
Agency 2 Senior IT Official Name	
Agency 2 Information Security Officer Name	
Agency 2 Financial/Accounting Official Name	

Agency 3 Name	
Agency 3 Senior IT Official Name	
Agency 3 Information Security Officer Name	
Agency 3 Financial/Accounting Official Name	

12 References

(All URL and document references are listed bellow.)

GTA Technology Review Policy, Independent Verification and Validation Standard and Technology Project Management Standard

http://gta.georgia.gov/00/channel_title/0,2094,1070969_40397818,00.html

Confidentiality, Integrity, Availability: Georgia's Report on Data Security

http://gta.georgia.gov/vgn/images/portal/cit_1210/38/54/44450178GDADS-FINAL%20REPORT.pdf

Appendix A: Security Categorization of Agency Information and Information Systems (Page 25)

Appendix B: Security Categorization of Agency Information and Information Systems - Advice Document (Page 31).

Data Classification Guideline:

http://gta.georgia.gov/vgn/images/portal/cit_1210/21/57/68634633data%20classification.pdf

GTA Technology Project Management Standard:

http://gta.georgia.gov/vgn/images/portal/cit_1210/3028947Technology_Project_Management_Standard_031803.pdf

GTA Independent Verification and Validation Standard:]

[http://gta.georgia.gov/vgn/images/portal/cit_1210/12/50/40708209Independent%20Verification%20and%20Validation%20\(Standard\).pdf](http://gta.georgia.gov/vgn/images/portal/cit_1210/12/50/40708209Independent%20Verification%20and%20Validation%20(Standard).pdf)

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