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TO: Agency Chief Information Officers

FROM: Daniel C. Chan, Acting Chief Information Officer/
Acting Director of the Office for Technology *ndc*

DATE: December 21, 2011

SUBJECT: Annual Technology Plan Winter Update 2012-13

As mandated by the Budget Reform Act of 2007, the Budget Division must report annually to the State Legislature information on technology projects *with development costs of \$10 million or more* including:

- Project summary, including project purpose, proposed approach, key milestones, current status, timetable
- Proposed method of procurement, including whether the project will use centralized, decentralized or sole source contracts
- Proposed funding source
- Proposed financing method, and
- Estimated costs by fiscal year.

The ATP Winter Update facilitates the gathering of this information by allowing agencies to update their IT projects and proposals to reflect the most current information and to ensure alignment with New York State's IT strategic priorities.

Your agency should access and update the ATP by indicating which projects are advancing. The updated information captured from the ATP Winter Update is used to form the basis of the Report on Major Technology Projects which is submitted to the Legislature. This Report outlines all of the major technology projects that are included in the 2012-2013 Executive Budget.

The ATP application, accessible with your NYS Directory Services ID, will be available for agencies to begin updating their information on December 21, 2011. The deadline for submitting your ATP Winter Update is January 20, 2012.

Agency CIO and CFO sign-offs are required for your submission of the ATP Winter Update. Following the ATP Winter Update submissions, DOB will commence their final review and produce the required report by the statutory deadline.

Access to the ATP application is through the NYS Directory Services (NYSDS) at <https://ws04.nyenet.state.ny.us/> . If you have not yet identified all your agency's ATP user roles or have not yet been provided with NYSDS user IDs, please contact the CIO/OFT Customer Care Center at 1-800-697-1323.

If you have any questions concerning the ATP Winter Update process that cannot be resolved by the instructional materials, or if you encounter any difficulties with the ATP application, please contact the CIO/OFT Customer Care Center at 1-800-697-1323. For any fiscal concerns, please contact your DOB Budget Examiner directly.

Thank you for your continued cooperation as we seek to improve our acquisition and deployment of technology across our enterprise.