State of Alaska - Technology Management Council (TMC)
Decisions & Recommendations

As of 12.20.2010

Date	Topic	Decision or Recommendation
12/8/10	Approval of Revised Web Look & Feel Standards	The **TMC voted to approve the revised IS FWG Web Look & Feel Standard** with the February 23, 2005, policy language regarding web applications replacing the language in the otherwise approved policy. The council noted the Governor's Office keen interest in the Look & Feel requirements; but also maintains there are critical issues with regard to web applications that must be addressed before the membership will approve language pertaining to such applications.
10/25/10	Workstations w/Desktops	The **TMC voted to include workstations in the PC Desktop category for IT Standards here forward.**
9/27/10	CMB Voting Requirements	The **TMC reconfirmed the requirement for the CMB to chave 10 of all possible votes aligned in order to approve passage of an issue.**
7/22/10	IS FWG Vice-chair	The **TMC approved a change to the IS FWG charter to allow election of a vice-chair for the group.**
6/9/10	TMC IT Planning Recom-mendation to ERT	The **TMC approved a recommendation to the Enterprise Review Team with regard to the IT Planning process and specific IT Plan templates.**
6/1/10	CMB Voting Provision	The **TME approved updates to the CMB charter, including a revision in voting requirements.** The CMB must have 10 of all possible votes aligned in order to consider an issue put to vote has been approved.
5/13/10	FWG Charters	The **TMC Approved updates to FWG charters** that direct Fwgs to: 1) elect Chairs who will set agendas; 2) provide for a record of meeting(s) to be kept; 3) advise or recommend as opposed to "set" policy.
3/3/10	OCS Deployment in SOA Forest by DOL	The **TMC approved DOL's Pilot Deployment of an Enterprise MS OCS in the SOA Forest w/ PKI Infrastructure in the OCS Implementation**. It is intended as an enterprise offering for whichever agencies wish to join.
12/14/09	Website Look and Feel Standards Revision Approval	The TMC approved the IS FWG recommendations on updating the Website Look and Feel Standards. The approved document is here: https://wiki.state.ak.us/display/EIB/Look+and+Feel+Sub-Committee
11/30/09	Computer Monitors	The **TMC confirmed that, for procurement purposes, monitors are considered a part of any desktop system** and, as such, are included in the standards decision to allow any computer procurement from the WSCA site.
11/10/09	Standards listing	Current **State Information Technology Standards** are now maintained at https://intranet.state.ak.us/admin/ETS/plan/CurrentStandards.pdf. Please reference the latest version of these standards prior to any IT procurements.
10/8/09	Browser Development	TMC **reaffirmed no need for waiver for browser application development work.**
7/30/09	Blade Servers	**Blade servers** are a subset of servers and as such are **OK to Procure with Department IT Manager approval**. Department must choose one manufacturer.
7/13/09	Telework Recommen-dation	The TMC **offered support to the Executive Working Group AO#237 for establishing a Telework Policy for state employees in the Executive Branch** on several bases: potential cost-savings, producitivty gains, recruitment/retention benefits, and transportation/environmental gains. The council's recommendation acknowledged a number of challenges: lock of interaction by teleworkers with office colleagues, potential loss of productivity, data security challenges, IT infrastructure and support process changes that will be needed, and possible increased IT costs. On balance, the council believes that telework can be a valuable tool to reap susbstantial benefit for the State.
7/8/09	Netbook Standard	The TMC **declined to establish a standard for Netbooks** as the current cost is so low ans the lifecycle unclear that it makes more sense for the individual department IT Managers to establish a standard within the respective agencies or to procure on their own authority so long as the Netbook's cost was $500 or less but no more than $5000 for the entire purchase (i.e. 10 Netbooks @ $499 = $4990).
6/12/09	IT Policy on Agency Firewalls	1. TMC **recommends the following SOA Firewall Policy**: Agencies are required to obtain a TMC waiver prior to implementing any firewall. 2. The TMC will adapt its current waiver process to include waiver requests for firewalls although discussion of requested firewall waivers will be agenda items in regularly scheduled TMC meetings with members of the requesting agency, a representative of ETS Network Services staff and a representative of the State Security Office will also be included in the discussion. 3. This recommendation was forwarded to DOA Commissioner Annette Kreitzer on June 12, 2009. 4. Commissioner Annett Kreitzer's approval of this policy is dated: June 12, 2009.

5/20/09	Multi-function and/or Facsimile Minimum Configuration Policy	The **TMC approved the Network, Desktop and Telecommunications (NDT) Minimum Device Configuration Policy for Multi-function and/or Facsimile devices that requires the following:** 1) such devices must use TCP/IP; 2) must be capable of Ethernet 10/100 base T and use RJ45 jacks; must be compatible w/Microsoft Standard IP Port and printing protocols; must have following options -- allow DHCP configuration, TCP/IP host name, ability to modify host name, drivers that are NT/2000/xp compatible. In addition, **Super G3 (facsimile) protocol or mode is NOT supported. The Super G3 protocol or "mode" MUST BE DISABLED. For more information, please see the NDT page:**
5/13/09	TAG AD GPO Model	**The TMC agreed to accept the AD GPO model approved and recommended by the TAG**. It further determined to send the model to IT Managers and ASDs with a note that the TMC believes the model sets the right direction for the AD project.
2/18/09	MS Office 2003-07	To remain current with standards, **MS Office 2007 is the current version**. The 2003 version qualifies as "one prior." Microsoft has declared that Office 2003 is approaching end-of-life after which it will not longer support the application. The timeframe is roughly one year out. **The TMC RECOMMENDS that IT Managers use whichever version is current for their departments. If that version is 2003, it further RECOMMENDS that IT Managers plan for deploying Microsoft Office 2007 over the next year to assure compliance with standards when MS Office 2003 no longer qualifies.**
2/4/09	Call Centers Users Grp	The **TMC DECLINED to form a Functional Work Group for Call Center Users**. Its determination was based on the lack of technical concerns. There is no technical oversight role for the TMC to perform so an FWG is not appropriate. The RECOMMENDATION is for ETS to facilitate a Call Center Users Group much as it facilitates the Mainframe Joint Users Group.
12/10/08	Data Capture ABBYY	The **TMC has recommended approval for the DFG Waiver Request to purchase and deploy Data Capture ABBYY** with the caveat that the department's effort be used as a test-bed for the application as the current standard, KOFAX, has not proved entirely workable.
12/10/08	Generic Standard	The T**MC has approved the recommendation of DGS to allow a "generic standard" for procurement purposes** although it has required the following language to be posted online: "It remains TMC policy to purchase <u>only</u> Dell-brand, <u>business</u> desktops, laptops, and monitors."
10/15/08	Project Planning	The **TMC affirmed the concept that business drives technology, not the other way around.** It recommends that policy makers be "at the table" when decisions about projects such as DR/COOP are planned. Managers should be on the decision committee as technical people might feel an obligation to protect their departments' systems.
9/17/08	Domain Names	The **TMC approved a recommendation from the Internet Services FWG to change the current language for the DNS request policy** to clarify that only agencies with approved alaska.gov third level sub-domains are allowed to issues fourth-level sub-domains with approval only from the designated IT manager. Any other fourth level sub-domain and all third level "vanity" alaska.gov sub-dmains will continue to require approval by the IS FWG.
7/6.08	Bandwidth	The **TMC recommends a switch from IP address to identity**; also, an interim solution to increasing bandwidth is needed until a permanent soluton can be identified.
7.09.08	AD Build	The TMC would like **online access to build documents for Exchange, AD, Security Designs and other enterprise application deployments**.
6/11/08	AD & LDAP	**Migration FROM LDAP:** The TMC is concerned that nothing new be pointed at LDAP. It is understood that LDAP will remain in use until the final application that uses it is no longer operational; however, the TMC is decided: AD needs to be authoritative. The TMC decision that nothing new be pointed at LDAP will be more clearly disseminated to the IT Managers.
5/14/08	Policy	**BlueCoat** TMC suggests that there are some policy holes that need to be tightened, and processes need to be clarified. Does SSO have policy authority over bandwidth management tools? Please clarify the process which will be used when SSO challenges/issues with waivers approved by the AST. It is assumed that this will be the exception rather than the rule, but the policy should be clarified and communicated. TMC recommends that the process be documented. TMC can review and comment before it goes to AST for approval. 2. ETS is buying the initial licenses. Costs will be allocated through EPR.
5/14/08	Enterprise	TMC recommends to ETS that **more planning occur before deploying enterprise products,** eg to prevent things like having everything going out as a single IP address (turning on proxy without considering ramifications).
5/14/08	Journaling	**Journaling** should comply with existing AST policy. TMC recommends that journaling be turned off until Law issues an Opinion or the AST changes their 2/27/08 approval.
4/30/08	FWG	**Security FWG** SSO should submit issues to the TMC. If security issues are technical, they will be assigned to the appropriate FWG. Policy matters will be discussed by the TMC, and if necessary, TMC will convene a working group of departmental IT Managers to provide recommendations to the TMC and SSO
4/2/08	Enterprise Projects & Services	**Enterprise Projects & Services** -- As the Enterprise moves forward on projects, there needs to be a clear message from the top down. ETS must support enterprise service needs, and customers must be regularly contacted to ensure that they are in the loop on changes and projects that effect their services and business operations.
3/19/08	IT Standard	**Content/Document Management Standard --** After reviewing discussions following the TMC's March 12th decision, the TMC clairified that there will be no low-end standard set at this time.
3/12/08	IT Standard	**Web Filtering Standard --** Revised IT standard from WebSense to Bluecoat.
3/12/08	FWG	**Document/Content/Image Management Subcommittee -**- Withdrew assignment to Subc to develop recommendations for low-end content mgmt system for small offices including imaging capability and to review DNR's waiver request and business case.Added new assignment to to provide an document/content/image management inventory of State agencies including list of agencies using Stellent, licensing and support arrangements; Task Order information; in-house skill sets and contact info

3/12/08	Ent Projects -- AD	**Active Directory** -- Contingent on favorable CMB review/action, TMC will consider Dept. Labor request to establish one way trust relationship to SOA Forest. CMB to vet/document impacts, pros, cons of Labor's request. TMC will develop criteria and process for agency to request separate resource forest and clarify their intentions for AD & define how non-pilot departments will be able to work with the enterprise AD during the early adopter timeframe.
3/5/08	64 bit Operating Systems	**64 bit Dilemma --** Departments who need to deploy 64 bit technology will work with the SSO on an individual basis to develop pros and cons. The TMC will then be briefed so that a decision can be made. TMC Chair/ETS Director Dubey will coordinate this process.
2/20/08	Policy	**PDA/Mobile Devices/Hand Held Data and Voice Communications Devices --** The State can restrict the device thypes ETS must support to the models offered under the State contrace.
2/20/08	IT Standard	**Web Hits Analyzer --** No standard is needed for AW stats, although a waiver request is necessary because it is freeware.
2/20/08	IT Standard	**Mobius "View Direct Technology", or report distribution management software** Requested that the Enterprise, Applications and Technology FWG establish a working group of power users and subject matter experts who can recommend a solution to replace Mobius, the current IT standard for report distribution management software.
2/20/08	IT Standard	**IVR Solution** Established a temporary FWG to define requirerments and identify/recommend possible replacements for the current enterprise IVR standard, Tier/EPOS. IVR FWG should include subject matter experts and if possible, members who served on the 2005 IVR FWG. FWG may recommend a high-end and low-end standard if deemed appropriate.
2/6/08	FWG; DNS Appeal	**Appeal of DNS Decision Regarding spea.alaska.gov --** Upheld Internet Services Functional Working Group's decision to deny request.
2/6/08	Ent Projects -- Help Desk	**Help Desk Request for Information (RFI)** – Requested that ETS work with Gartner to develop *Request for Information* to identify solutions and estimated costs. *TMC Coordinator Note* -- Gartner subsequently advised that they were unable to provide RFI/RFP template. ETS does not have procurement resources to prepare RFI/RFP. Ted Israelson, HSS, will draft RFI/RFP for TMC approval.
2/6/08	IT Standards	**State Security Office Request for Inter-Agency Group to Address Encryption Solution for Lap Tops –** 1) Pending the State Security Office's (SSO's) concurrence and development of a written determination, Guardian Edge is adopted as the State encryption solution standard for desktop and laptop PCs. The SSO is requested to work with General Services to add this software to the ASAP Software contract award. TMC further recommends that Guardian Edge encryption solution should be required for all laptop and desktop PCs; 2) All laptop PCs require encryption software and State agencies are mandated to install it. Exceptions for lap top PCs that do not require encryption, eg a lap top used solely for training or access by the public, shall be requested via the waiver process. This requirement applies to all new lap tops**;** 3) Encryption is required for new lap top PCs; encryption for existing lap top PCs shall be installed at the discretion of the Departmental IT Manager.
1/23/08	FWG	**Self Service Password Management Solution** – Requested Network, Desktop & Telecommunications (NDT) FWG recommend economical solution to allow resets of all passwords State employee uses (SOA AD, Agency AD, LDAP, Cisco VoIP plus ACF2/RACF if cost effective). FWG to consider best balance betwe en price, user interface, ease of administration and password type coverage.
1/23/08	IT Standards; FWG	**Tablet PC** – Revised *IT Standard* to allow procurement without standard. Requires Dept. IT Manager approval, must comply with current standard for Windows MS-based operting system. Departments should pick one model.
1/23/08	Enterprise Projects	**TMC Active Directory (AD) Working Group** – Request Dept. IT Managers and TAG review *Recommendations for Enterprise Active Directory Servcies, version 14 FINAL,* TMC AD Working Group and provide comments to TMC Rep by 2/4/08
1/23/08	Legislation	**HB65 -- Personal Information & Consumer Credit** OMB is taking lead and will provide a blanket indeterminate fiscal note, so there is no need for individual departments to prepare one.
1/9/08	IT Standards	**Metadirectory, Use of MIIS, and TMC Instructions to CMB and IT Managers** A Metadirectory standard has not been selected. Use of MIIS was conditionally approved by the TMC in August 2006. The waiver process must be used if a change in MIIS use is requested
1/9/08	Enterprise Projects	**Domain Name Requests** The designated departmental Internet Services (IS) FWG Representative will review a 4th level sub-domain request for complian ce with the DNS Policy before it is sent to the IT Manager. 4th level sub-domain requests will be approved by the designated Department IT Manager.
1/9/08	Enterprise Projects	**AD Project Management Plan, version 0.00.30 --** TMC revised to narrow scope of project in interest of time and agency sensitivities and made a number of other changes that reflect the strategy for AD to evolve into the State's authoritative authentication service for enterprise applications, as well as to add Anchorage EED as an early adopter. Recommendeds that other agencies not migrate to enterprise AD until Pilot is completed so that lessons learned can be analyzed and applied. Requested that the tables and graphs be updated to reflect that end of Pilot is end of this phase of project. Recommended that pilot departments be provided estimate of agency staff resources required to implement the pilot project.
1/9/08	Enterprise Projects	**Active Directory (AD) Design, version 2.1 –** TMC referred this to the TMC AD Working Group and requested that the design be revised to include a cost/functional comparison between version 2003 versus version 2008
1/9/08	IT Policy	**Active Directory (AD) Enterprise Naming Conventions** – TMC approved this document with the understanding that more specific information needs to be submitted before implementation. TMC's intent is that the designated Department IT Manager will submit requests for new building codes to the Configuration Management Board.

1/9/08	Procurement	**Help Desk –** TMC's intent is to replace all departmental help desk and USD software with a single help desk system. Funding currently going toward USD should be redirected for this purpose. A solicitation (Request for Information (RFI)) - based on recommendations and requirements of NDT FWG - will be used to determine what products meet the State's needs, and the costs to implement the solution..
1/9/08	IT Standards	**Tablet PC** – Requested NDT FWG review/document requirements for guideline model and recommend 1-2 leading edge tablet pc models which run XP. *Coordinator Note* -- *Assignment rescinded 1/23/2008.*
12/12/07	IT Standards	**SPOT Satellite Messenger – Inquiry from Fish and Game** This service is used to communicate via satellites to report a caller's exact postion and a message to a 911 dispatch center or another predesignated emergency number. F&G is interested in the service. Service should be reviewed for technical adequacy and whether it will work in Alaska. If so, this would not violate any procurement standards and should be in purview of IT Manager. A preliminary review indicates that not all of Alaska is covered and the satellite map indicates that service to most of Alaska is within the fringes of the satellite's footprint and that information regarding exactly what 911 center a call would be routed to and the cost for programming calls is limited. Referred to State Security Office for follow-up.
12/12/07	IT Standards	**Audio Files, Recording and Playback** -- TMC approved Network, Desktop & Telcom FWG's recommendation that rather than adopt brand-specific standard, State's standard should be flexible enough to accommodate technology changes while allowing data to be easily shared. Minimum requireements that files be in Windows-recognizable format without proprietary sw; audio files should be smallest size available; and any sw used to record should be able to trim audio files to remove superfulous recording time.
12/12/07	IT Standards	**Photo Management and Printing Tool** -- Amend *IT standards* to allow photo management and printing tools to be procured without a standard, via departmental procurement policy, after approval by the designated Dept IT Manager.
12/12/07	FWG	**Geographic Information Systems (GIS)** TMC will not establish GIS FWG /Subcommittee until after inter-agency meetings occur
12/12/07	IT Standards	**Google Earth --**Due to concerns over licensing, IT standard revised to delete PC-Freeware-Google and allow PC - Google Earth Pro with approval of IT Manager.
11/30/07	FWG	**FWG/Subcommittee Operating Guidelines for Voting** TMC clarified that each department/ETS has one vote. If more than one vote is received from an agency, the vote from the agency's Primary Representative will be counted.
11/28/07	DNS Request -- Appeal	**Appeal of Internet Services FWG's denial of DNR'r request for map.alaska.gov domain name for Statewide Mapping Initiative** -- TMC requested clarification: Portal concept that all state agencies can use via cetnralized/decentralized model for GIS vector data; Summary of how portal would work for agency use (range of options, wheter server resides with respect to both agency and state firewall/DMZ); Summary of anticipated customer experience using portal *(Coordinator Note -- also see 7/11/2007)*
11/14/07	DNS Request	**DNS Request for matsu.alaska.gov --**ETS has advised that they do not have resources to establish matsu.alaska.gov as a domain name. Until ETS provides a business model, TMC is uanable to recommend approval. *(reference 10/31/07 Decision)*
11/14/07	IT Governance	**Configuration Management Board –** 1) Any changes to the enterprise directory or messaging services must be coordinated through the CMB. This includes changes by the Technical Advisory Group (TAG) or ETS; 2) TMC will review role/purpose of Change Control Board at later date to determine if it should be merged with CMB; 3) To ensure adequate review, a vote is required for each request. If there is no vote/comment within three days, the change request is automatically added to the meeting agenda for discussion by CMB.
11/14/07	IT Standards	**Metadirectory and Use of MIIS --** A Metadirectory standard has not been selected. Use of MIIS was conditionally approved by the TMC in August 2006, when ETS submitted a waiver request to use MIIS for identity integration between LDAP and Active Directory. The temporary need is "to automate initial populating of users from LDAP to Active Directory and provision e-mail accounts for Exchange" until LDAP is retired. Any changes to this must go through the Configuration Management Board (CMB), who may approve minor changes and provide recommendations to TMC on requests for major changes. Major changes must be approved by the TMC. *1/18/08 Update from TMC Coordinator --During Jan. 9, 2008 meeting, TMC rescinded requirement for MIIS changes to be reviewed by CMB. Requests to extend MIIS use should be requested through the waiver process.*
10/31/07	IT Standards	**Bluetooth – Data --** Use is not allowed through December 2007. TMC will consider whether to revised the standards to allow use after that time
10/31/07	TMC	**TMC Email Votes –**TMC email votes must be initiated through the TMC Coordinator
10/31/07	IT Standards	**MIIS & Metadirectory --** A Metadirectory standard has not been selected. Use of MIIS has been conditionally approved by TMC as result of ETS waiver requesting it as interim solution to tie together LDAP and AD and to transfer data to Exchange.
10/31/07	Security; FWG	**Follow-up on 8/2006 PCI Assignment** -- In response to inquiry from ETS Dep Dir, agreed that ETS will take off-line to obtain clarification, including: Is SSO or Mid Tier working this one? What/where is project plan and when are they doing things? (8/2006 --AST directed ETS to implement recommendations; TMC assigned to State Security Office. TMC accepted eGovernment recommendations earlier in 2006).
10/31/07	Security	**State Security Office (SSO) Request for Inter-Agency Group to address Encryption** Requested ETS SSO provide this inf to ETS Director & TMC: 1) Estimated Quantity: a) how many laptops need to be encrypted (everyone in state?), b) List of agencies who have sensitive data, including i) risks by groups, and ii) process used to determine the groups at risk; 2) In regards to pending legislation (e.g. SB 222), identify possible ramifications to Enterprise; 3) Identify why encrypting is necessary and what business needs are being met; and 4) Estimated Costs of solution - break down initial and ongoing operational costs and how it will be spent. Once the data is received, TMC will assign this to NDT FWG & request they develop specifications & test plans to evaluate/test specific products.

10/31/07	DNS Request -- Appeal	**Appeal of Internet Services FWG's denial of DNR'r request for map.alaska.gov domain name for Statewide Mapping Initiative** -- Dropped from agenda as "pending item" until DMVA and DNR complete their July 11, 2007 assignment to contact departmental subject matter experts and Designated IT Managers in order to discuss and explain the Statewide Mapping Initiative.
10/31/07	DNS Request	**Domain Name Request – Request from Matanuska-Susitna Borough for the State to delegate to it the DNS name matsu.alaska.gov** Request that ETS estimate the additional administration/time required to implement the request; determine the best billing mechanism to recover costs; and work with Mat-Su to ensure their agreement and, if they agree, present solution to TMC. *see 11/14/2007 Decision*
10/17/07	IT Policy; IT Standards	**Domain Name (DNS) Policy** – Approved the Internet Services Functional Working Group's (IS FWG's) recommendation to amend the State's policy with one change to require IT Manager approval for fourth level sub-domains: "Agencies with approved alaska.gov third level sub-domains (dnr.alaska.gov) are allowed to issue fourth level sub-domains (energyinfo.dnr.alaska.gov) with approval from the designated Department Information Technology Manage. IS FWG approval is not required for fourth level sub-domains.. Third level "vanity" sub-domains (vanity.alaska.gov) will continue to be approved by the IS-FWG."
10/9/07	IT Standards	**Google Earth** -- Approved adding PC - Google Earth freeware to IT Standards, contingent on understanding that use is allowable *12/12/07 Coordinator Note* -- Due to concerns over licensing, IT standard revised to delete Google Earth freeware and to allow Google Earth Pro to be used with approval of IT Manager.
10/3/07	Enterprise Projects	**Enterprise Active Directory and Enterprise Projects** At the request of the Commissioner of Administration's Office, TMC will start the process to define the way to go forward. TMC recommendations will be presented to the Enterprise Investment Board (EIB) after vetting through the Administrative Services Team (AST). TAG will hold off until the parameters and basic plan is defined.
9/5/07	IT Project	Unanimously recommended approval of Department of Environmental Conservation's **FY08 IT Project *Air Database Migration*** .
9/5/07	TMC	Revised TMC Procedures to clarify that **TMC agenda** consists of outstanding or new business,; standards, and governance group business; and that an agenda item may be added at the request of one TMC member. Requests for new business items must be submitted to the TMC Service Area Representative through the Designated Department IT Manager with a copy to the TMC Coordinator at ETS.
8/22/07	Waiver	**Waiver Requests for Online Payment Processing Systems --** TMC will refer requests to Enterprise Applications & Technology FWG for their recommendations after review by their Beaches and Accepts Subcommittee
7/31/07	Waiver -- Appeal	**Appeal of TMC denial of Alaska Mental Health Trust Land Office Waiver Request for Document Management System and Department Database Standard --** Upheld denial
7/31/07	FWG	**Document Management System and Department Database Standard for Small Offices –** Established Subcommittee - to be comprised of former members of Document Management/Image Management/Content Management FWG – of the Enterprise, Applications and Technology FWG. The Subcommittee should consider the needs and requirements of smaller agencies, investigate whether Stellent has a compatible low-end solution to allow a unified format for both a high-end and low-end, and develop a list of requirements for a low-end document/content/image management solution.
7/11/07	DNS Name -- Appeal	**Appeal of Internet Services FWG's denial of DNR'r request for map.alaska.gov domain name for Statewide Mapping Initiative** -- Deferred action to allow DMVA and DNR time to contact departmental subject matter experts and Designated IT Managers *(Coordinator Note -- see 11/28/07 for addt'l inf)*
6/27/07	FWG	**Content/Document Management System for Small Offices --** Requested Ent FWG review DNR TLO waiver request & business case for Document Locator or Cabinet NG and work with DNR TLO and Judy Webb, former DMIMCM FWG Chair, to provide recommendation for standard for low-end system which includes imaging capability.
6/27/07	CMB	**Configuration Management Board** -- TMC will be included in email group for informational purposes. Request inf from Chair about 1) Record of on-going requests; and 2) Best way to obtain listing of requests processed through CMB
6/27/07	TMC	**Voting via email** is approved for procedural items, eg waiver requests or routine *IT Standards* changes. TMC members shall submit requests for email votes to the TMC Coordinator.
6/27/07	IT Policy	**Wireless Points of Access** -- Approved the NDT FWG's recommendations with change specifying that policy applies for wireless points of access used in State offices connected to Statewide Network.
6/27/07	IT Standards	**Wireless Points of Access** -- Approved the NDT FWG's recommendations that 802.11 a/b/g be required for the following categories: PC-Laptop, PC-Wireless Network Interface Cards, and Systems Services - Wireless Points of Access. Requested SSO identify business need - if any - to review and/or approve procurements of low end wireless access point and bridges for remote field use only with no connection to Statewide Network.
6/27/07	Waivers	**Requests for additional units after the initial procurement** -- Clarified that when a waiver request is approved and an initial purchase is made, subsequent purchases of additional units can be made if the agency identifies this as a possibility in initial waiver request. The waiver form will be revised. Waivers that are submitted on old form and approved, or do not identify this as possibility will be considered a "one time" purchase approval.
6/27/07	Appeal	**map.alaska.gov Domain Name Request** -- Requested that DNR IT Mgr Richard McMahon email agency SMEs & designated IT Mgr to explain *Stwide Digital Mapping Initiative* and appeal of denial of request for map.alaska.gov; ask for position statement from each dept; and provide summary of responses to TMC. Forward info to IS FWG.
6/13/07	FWG	**Garrison Payment Processing System --** Requested that 1. DEC FSS consult with Ent FWg Beaches & Accepts Subc on the online credit card payment processing system; and 2. The Ent FWG work with the Subcommittee to provide recommendations to the TMC as soon as possible.

5/16/07	IT Standards	**Help Desk Software Standard --** TMC will not pick a help desk software standard right now, pending EIB discussion on the 10 projects. (The 10 projects includes one for Enterprise Help Desk) NDT FWG assignment modified to request they finish requirements & functional comparison & turn over to TMC
5/3/07	IT Standards	**IT Standard for Mainframe Client/Terminal Emulation Software** – Approved BlueZone
5/2/07	IT Standards	**64 Bit Workstations/Operating Systems** - 64 bit servers and workstations can listed on the Premier web site – but not 64 bit operating systems. The only option currently available should be 32 bit operating system. If an agency wants a waiver for 64 bit operating system on a server or workstation, State Security Office requires they must ensure that the unit is physically contained and waiver must be approved by TMC after a review by the SSO.
4/18/07	FWG	**Request to Set Up FWG to ReWrite *On-Line Public Notice* Application** -- TMC declined and recommended that a functional analysis be completed and used to develop the technical specifications and build the application.
4/18/07	IT Plan	**IT Projects Which are not in Agency *IT Plan*** – In situations where an IT project was approved in a prior year *IT Plan* but the project was not finished and the project is not in the agency's current *IT Plan:* The IT Manager/ASD shall submit a revised Appendix C for a continuation project. The IT Project list will be revised, and the Appendix C shall be posted with the agency current *IT Plan* . No further TMC nor Enterprise Investment Board (EIB) review is necessary. In the case that a project is funded/planned after the *IT Plan* was approved: The agency shall submit a new Appendix C for review and approval by the EIB/TMC.
4/18/07	IT Standards	**Upgrade from FileMaker Pro –** Upgrades to existing software can be made with approval of agency IT Manager.
3/21/07	Procurement	***Application Development Platform and Database Standards*** – Maintain process as is
3/21/07	IT Standards	**Mainframe Client/Terminal Emulation Software** – Requested that General Services/ETS initiate procurement for a contract award & ensure member with technical expertise in this area be represented on proposal evaluation committee.
3/7/07	IT Standards	**Bluetooth** – Bluetooth is approved for headsets and smartphones but not approved for data use such as keyboard to Blackberry
2/21/07	Training	Approved *Video Conference* ***Quick Reference Guide Placard*** as "living document" and directed ETS to finalize/post in all video conference rooms
2/7/07	Policy	**IT Policy on Statewide Network** - Approved NDT's recommendation
2/7/07	Procurement	**ATG (All Terrain Grade) version of the Dell Latitude D-620** – Will be added to Premier Page, contingent on its' compliance with mill specifications.
2/7/07	Procurement	**64 Bit Workstations** – Will continue to be offered on Premier Page - with 32 bit operating systems (State Security Office policy does not allow use of 64 bit operating systems on workstations.)
2/7/07	FWG	**Mainframe Client/Terminal Emulation Software** – Requested NDT FWG combine low-end and high-end categories in IT Standards and provide technical specs
2/7/07	IT Standards	**IT Standard development process** – Functional Working Group (FWG) recommendations for information technology (IT) standards will include either technical specification identifying functional requirements or a written determination to document why brand name specific technology is necessary
1/10/07	Recommendation	**DesktopSearches and Indexing** – Recommenting that the State Security Office develop policy to prohibit use of products that store or initiate file transfers to servers not under direct control of state government.
1/10/07	IT Standards	**Written Determinations for IT Standards** – TMC will modify assignments to FWGs to require that a written determination be provided with recommendation; TMC will maintain written determinations. General Services is not asking that written determinations be prepared for existing standards.
12/13/06	Enterprise Projects	**Enterprise Projects** eg Microsoft Exchange/AD and VoIP - Clarified that enterprise projects may require project governance structure through implementation. Following implementation, operational issues, eg change management, will be coordinated through IT governance process/EIB/TMC.
12/13/06	Standard	**Malware** -- Approved NDT FWG's recommendation to leave IT standard as is - requires IT Manager approval - and that legal review of Spybot requirements posted on-line at http://www.safter-networking.org/en/license/index.html may be necessary
12/13/06	FWG	**Help Desk** -- Clarified that NDT FWG is recommend a software standard. Ent FWG is to rename their "Enterprise/USD Helpdesk" subcommittee to something like "USD Enhancement" and not include "helpdesk" in subcommittee's title
11/29/06	FWG	**Help Desk Software** -- Requested that Network, Desktop & Telcom FWG recommend a standard, and include a business case with the recommendation. Due date is 2/15/2007, with monthly status reports requested.
11/17/06	Recommendation	**Security** - Approved recommendations to Adm Svc Directors Team (AST): Enterprise AD should have priority over Exchange implentation; exp and strong password policy; include depts without IRT members in security notifications thru dept security designees; expand Fix & Patch policy; change CSA client deployment to enterprise approach but keep app server mgmt at dept level for now; retire unsupported systems, eg NT 4 & Office 97; retire VNC remote adm sw; Net Access Control should be higher on ETS' priority list; ETS security ops need to follow change control procedures.
10/4/06	Standard	**PC - Minimum Required Software on newly acquired equipment** - Approved Network, Desktop & Telcom FWG's recommendation that minimum include current or one previous version of Windows, Ofice, Acrobat Reader and Symantec Antivirus; and Cisco Security Agent with some changes.
9/6/06	Contract Award	**NetworkD** -- Approved request for General Services to include NetworkD on contract award for products and services.
9/6/06	FWG	**Plone** extranet communications tool -- Requested Enterprise Applications & Technology FWG review waiver request and business case and report back to TMC with recommendations.
8/23/06	Contract Award	**Computer Leasing Program** -- Requested General Services implement a computer leasing program.
8/9/06	Standard	**Project Management** -- moved project mgmt software to *Approved Standards* with standard of Microsoft Project - requires Dept IT Manager approval; deleted PC - Project Management from *Pending.*
8/9/06	Security; FWG	**PCI Recommendation** -- AST have directed ETS to implement recommendations; TMC assigned to State Security Office. TMC accepted eGovernment recommendations.

8/2/06	Standard	**PC - Desktop** revised Dell Precision workstation to include models 470 and 670 as older models are being retired.
7/26/06	FWG	Discuss follow up on **Payment Card Institute (PCI) recommendation** with Adm Serv Directors during their 7/27/2006 meeting
7/26/06	FWG	**FWG Subc** - Request for subcommittees (Beaches and Accepts; myAlaska) to each have a vote on the FWG they report to. FWG voting rules were not changed. Ea agency may assign rep/back-up to FWG. Subc makes recommendation to FWG. FWG makes recommendation to TMC and includes subc report with recommendation. Subc may appeal FWG decision to TMC. TMC makes decision for enterprise.
7/26/06	Standard	Revised **PDA - Operating System** - Changed Windows Pocket PC to Windows Mobile
7/26/06	Standard	Revised **PC - Anti-Virus/Malware** - Approved Symantec for Anti-Virus and moved Malware to category "Approved to Procure without a Standard" (does require dept IT Manger approval).
5/31/06	FWG	**Approved 5/31/2006 *FWG Assignments*** *as of May, 2006*
5/31/06	Standard	Revised **Hardware - Copiers (Networked Multi-function)** standard to require dept IT Manager approval
5/31/06	Standard	Revised **Printers** standard to include "may be multi-function printers".
5/31/06	Standard	Revised standard for **Communications - Satellite Phones and Services** to require dept IT Manager approval and to reflect current contract award is for both Iridium and Globalstar phones.
5/17/06	Standard	**MS TAG - Metadirectory assignment** (see 4/19/2006) allows consideration of SUN products.
5/17/06	FWG	**Security** - Dissolved Security FWG and requested State Security Office to attend all FWG meetings to address security issues after receiving *State of Alaska State Security Office Charter* dated March 2006. **Enterprise Applications & Technology** - Approved Charter **Meeting Sch/Chair for Kick-Off Meetings** - Internet Services (Mary) 1:30 pm, May 25; NDT (Paul) 8:30 am May 24th; EAT (John) wk of May 29th
5/17/06	Standard	**Application Development and Databases** - Clarified that waiver is required if a group departs from their department's standards. The waiver should be requested after the project had been documented in the departmental IT plan and the business case approved but before begining or issuing a task order for the work.
5/17/06	Standard	**Scanners** -- 1. Change "Scanners for desktop or personal use" to "Document Scanners for desktop or personal use"; 2. Add "Biometric, Fingerprint, Retinal Scanners" to IT Standards "Approved to Procure without Standard" with IT Manager approval required
5/17/06	Policy	Amend **FWG Charters** to include ongoing assignment: Review and provide technical specifications for upcoming contract awards as needed to the TMC six months prior to expiration of contract awards for IT equipment.
5/17/06	Standard	**Portable Projectors** Assignment to Network, Desktop & Telecom (NDT) FWG -- Review and provide technical specifications for upcoming contract award to TMC six months prior to Feb 2008 c.a. expiration date
5/3/06	FWG	Approved **Charters** for Desktop, Network and Telecommunication; Internet Services; and Security FWG. Requested Jan discuss role of IRT/State Security Office with ETS Dir to ensure concurrence with responsibilty that IRT work with Security FWG within existing IT governance structure when developing policy and procedrues.
4/19/06	Policy	**Internet Credit Card Processing (Accepts)** -- Approved motion to require ETS to maintain Accepts interface in both Java and .Net. Approved with 5 yeas, 1 abstain
4/19/06	Standard	Pending Standards -- assign **Metadirectory** to MS TAG; other items listed as "TBD" will be assigned to new FWGs at a later date.
4/5/06	FWG	Reviewed ***FWG Due Dates*** and id'd pending/new assignments needing reassignment to new FWGs: Ent-Beaches & Accepts and myAk Subc, USD issues; IS - web standards, webmaster study, web-based presentation sw, video editing standard, look & feel compliance timeline, global search, implementation guidelines for on-line privacy, ongoing=domain name server admin; NDT-work w/ETS Parkinson on mainframe client sw; w/Monagle on State Data Net Policy; video-review inventory, training program recommend, scheduling tools, define sw to be required on state PCs
3/22/06	FWG	Consolidated **FWGs**: Microsoft Technology Advisory Group (TAG); Desktop, Network, and Telecommunication; Enterprise Applications and Technologies; Internet Services (Web); and Security.
3/22/06	FWG	Cancelled **Desktop FWG** assignment: Define software that should be required on all pcs (reassign to NDT)
3/22/06	FWG	Cancelled **Desktop FWG** assignment: inventory mainframe client data
3/22/06	FWG	Cancelled **Desktop FWG** assignment: provide recommendation based on DNR Dell portable projector evaluation. No response from FWG nor DNR; TMC will not approve any more "conditional" waivers. Also, GS is establishing a contract award for portable projectors.
3/22/06	FWG	Approved **DMIMCM FWG's *Security and Metadirectory Models*** *Final Report* , Updated May 25, 2005
3/22/06	Standard	**Barcode Scanner** - Approved DMIMCM FWG's recommendation that a standard was not needed for two reasons: the typical barcode scanner is very inexpensive (about $100), and most barcode scanning software programs typically recommend using a certain brand to operate smoothly.
3/22/06	Policy	ETS Assignment to update IT policy on **statewide data network**: Reviewed 2/28/06 draft from ETS and decided to assign this to Network, Desktop and Telecommunication FWG when it is created. Will request NDT FWG come up with questions and that ETS Network work with NDT FWG to draft revised policy statement for TMC approval.

3/22/06	FWG	Reviewed **Payment Card Industry (PCI) Security Compliance Recommendation**: *The eGovernment Functional Workgroup recommends that the TMC establish an enterprise mechanism to bring all state agencies into compliance and assure compliance is maintained in the future.* Jan Moyer will discuss internally within ETS and then provide recommendation to ASDs.
3/22/06	Standard	Approved eGovernment FWG's **Internet Credit Card Processing** Recommendation with one change to last sentence, para 2 to clarify that if Accepts is not used for a new development of internet credit card processing a waiver request must be submitted to the TMC. Also inquired about Accepts compliance with PCI requirements, to which eGovt FWG Chair responded on 3/29/06: Version 2 of Accepts (which is in production) is fully compliant. Version 1 of Accepts is not yet, but will be within two months.
3/8/06	Standard	**Application & DBMS Development** - approved EED's request to change their DBMS standard from Oracle to MS SQL and to do new application development will be done in .NET.
3/8/06	Standard	**Network Attached Storage (not SAN)** - add to "Approved to procure without a standard" and requiring IT Manager appproval"
2/27/06	FWG	Merged Security FWG and MS Security Focus Group
2/27/06	FWG	Revised ***FWG Working Rules and Guidelines*** to allow Alternates - appointed by ASD; change voting rules so that decisions need 50% plus one of members present to pass vote
2/27/06	Policy - Enterprise Projects	**Microsoft EA Project** - clarified that MS technical advisory groups set up for project implementation but ongoing operations will be addressed through existing IT governance process. Decision on Active Directory will be made at end of project (whether separate FWG or assigned as new)
2/22/05	Policy	**Network Operating Systems** - Passed motion that the AD part of department file and print needs to be incldued in the MS referential architecture and design phase
1/25/06	Standard	**Digital Recording Software** - add to "approved to procure without a standard" and must be able to save recordings in commonly accessible format such as waves, MP3, etc.
1/25/06	FWG	Approved eGovt FWG's recommendation: "The eGovernment FWG moved the Web FWG's recommendation for the **online privacy statement** policy and language on without change. However, we do send a strong statement that serious consideration should be given to putting this in P3P format."
1/25/06	FWG	**VPN Client for Pocket PCs** - Assigned ETS' recommendation for an evaluation on non-standard solution to Security FWG.
1/11/06	Standard	**Application Development** - approved DCCED's request to change their application development standard from Java & Oracle Forms and Reports to MS Visual Studio .NET/Visual Basic. DCCED will continue to maintain legacy apps in Oracle Forms and Reports while new new development will be done in .NET.
1/11/06	Policy	**Portable Projectors** - agreed that definition of a portable projecter is "if it can be moved". Recommended that GS include a statement in portable projector contract in progress that the contract may be terminated with 30 day notice if the standard changes.
1/11/06	Standards	Did not approve adding **Boxlight projectors** to Standards for portable multi-media
1/11/06	Standards	Move **"Video-Permanent Multi-Media Video Projector"** to the Standards under "Approved to procure without a standard" and requiring Dept IT Mgr approval.
12/14/05	Standards	Update standards to accommodate **products in the Microsoft Enterprise Agreement**.
12/14/05	Standards	Did not approve the **Novell Zenworks standard** for Novell environments due to the Microsoft enterprise agreement.
12/14/05	Standards	Since Dell is the standard for servers, **Dell blade servers** may be procured without a waiver.
12/14/05	Standards	Added **"Tools that manipulate PDFs**" to the standards under "Approved to procure without a standard" and requiring Dept IT Mgr approval.
11/2/05	Standards	Approved the Desktop FWG's recommendation that **web browser plug-ins** be allowed at the discretion of each department's Designated IT Manager.
11/2/05	FWG	Did not approve the Desktop FWG's recommendation on **Multi-Media Video Projectors** until the FWG reviews DNR's evaluation of a non-standard projector and the FWG gives a final recommendation to the TMC
11/2/05	FWG	Forwarded the Web FWG's recommendataion to adopt an **online privacy statement policy** and language to the eGovt FWG for their comments as it relates to myAlaska's privacy statement and other online services.
11/2/05	Standards	Changed the **printer standards from specifics to HP** with Dept IT Mgr approval. Can be set at departmental level. The printer server standard did not change. The portable printer was moved to "Approved to procure without a standard" so no brand.
10/19/05	Standards	Approved the Security FWG's recommendations to: allow **Bluetooth** for use on headsets and smartphones of voice devices only, but not on data type devices (such as keyboards, printers, etc); Bluetooth option "Discoverable" is left at NO; and to not permit attaching third party devices that install additional Bluetooth profiles that allow the use of data devices (like keyboards).
10/19/05	FWG	In response to the Web FWG's recommmendation for a **usability study to determine the relevant changes to the state standard that would enhance the user's access to government services and information**, the TMC asked the FWG to recommend an evolutional approach to improving the state web site.
10/19/05	FWG	Approved a recommendation from the Web FWG to adopt a **state style sheet** that underlines hypertext links in the body of a page and underlines other hypertext links, such as lists, on mouseover.
10/19/05	IT Plan	Meet with ASDs and IT Mgrs on ways to improve the **IT Planning process.**
10/19/05	Standards	Confirmed that **Dreamweaver was the standard for web page development.**
10/19/05	Standards	Create a temporary FWG to recommend if there should be a **datacenter standard for servers.**
9/28/05	Standards	Have ETS discuss expanding the **Satellite telephony standard** to two vendors

9/28/05	FWG	Ask Desktop FWG to research and make a recommendatin on setting a standard for **WebEx**.
9/14/05	Policy	Suggested an alternative to use **SSN as an identifier** to Personnel and Payroll
9/14/05	FWG	Disapproved the recommendation to allow **alternate Reps on FWGs. Alternates may attend but cannot vote**. The ASD can change their departments Rep as needed.
9/14/05	FWG	**Dissolve the File and Print (NOS) FWG** due to the MS Exchange project.
9/14/05	Standards	Add **TV and Video Monitors** to the standards with Dept IT Mgr approval under "Approve to Procure without a standard" where it does not conflict with other standards.
9/7/05	Standards	Added **Cisco Security Agent** as a standard for Host based Intrusion Detection Service and removed from the pending list.
8/24/05	Standards	Approved the IVR FWG's recommendation for **Epos (Tier) for all Interactive Voice Recognition**.
8/24/05	FWG	Confirmed **voting rules for FWG**s are based on the number of official representatives on each FWG. Depts that "opt out" are not included in the number.
8/24/05	FWG	Approved **Project Management FWG's recommendation to suspend meetings** until more assignments are given.
8/24/05	Standards	Change the **Monitor standard** to and Dell UltraSharp LCD monitor with IT Manager approval. Depts can set the size standard in their dept within this standard.
8/10/05	Policy	Assigned creating a **Wireless methodolgy or encryption template** from the Security FWG.
8/10/05	Policy	**Approved the Security FWG's recommended policy for Wireless security** with a few verbiage changes." Wireless access points that will be attached to the State of Alaska's Network may not be installed until a Departmental Wireless Security Access Plan has been approved by the Security Functional Work Group. Plans should include both physical and network access security, client authentication and other information about the installation. Plans will be submitted to the Security FWG through your department's FWG representative."
8/10/05	Standards	Approved the Security FWG's recommendation to allow **Bluetooth for cell phones**.
8/10/05	FWG	Asked the Desktop FWG to look at the **existing projector standard** including Dell projectors and to determine if a standard is needed.
8/10/05	Standards	Added **stamps.com** to the standards under "Electronic postage - optional alternative to postage meters".
7/20/05	FWG	Approved having a **rotating chair of a FWG**.
7/20/05	FWG	**Non-executive branch agencies** may attend FWG meetings but they may not vote.
7/20/05	FWG	**Contractors may attend FWG** meetings if they are invited as presenters.
7/20/05	Standards	Ask Security FWG to make a recommendation on using **Bluetooth for cell phones**
7/6/05	Standards	Add Optiplex 620 to the **Dell Premier page**.
7/6/05	Standards	Added "and will not reside on the State Network" to "**Technology that will reside on Federal Network"** in the Approved to Procure without a standard.
6/22/05	IT Plan	Approved Commerce/RCA's new Business Case Appendix C for an **Electronic Document, Workflow and Time Management System**.
6/22/05	Qtrly Reports	Approved changes to **4th quarter project status report** form and instructions
6/22/05	Standards	Clarified Standards document for **Desktops, Laptops, and Servers**.
6/22/05	Standards	Changed several **printer standards** to more generic models (5500 changed to 5xxx and 46xx to 4xxx)
6/22/05	Standards	Allowed all **UPSs** to be procured with Dept IT Manager approval - no $1500 limit.
6/8/05	Standards	Add **Dell Latitude X1 ultra light** to the standards.
5/18/05	Standards	**PHP** is not a standard and cannot be used for any new systems without a waiver.
5/4/05	FWG	Clarified assignment to **IVR FWG** for both a low end and a high end recommendation for an IVR solution.
5/4/05	Waivers	**Waivers for Look and Feel Standard** should be sent to Web FWG for approval. Appeals should be sent to TMC.
5/4/05	Policy	Clarified **strong password policy** issues for ETS for implementation. Changed the password expiration from 45 days to 90 days.
5/4/05	Standards	Added "or functionally similar product in Adobe suite" to all places in Standards where **Adobe products** were listed to handle lower end products such as Adobe Elements instead of Adobe Photoshop.
5/4/05	Standards	Clarification that **SAN require a TMC waiver** along with NAS.
4/13/05	Standards	Added **HP Network Multi-function printers** to the Approved Standards
4/13/05	Standards	Remove the suspension of **LanDesk** on the Asset Management (Inventory) and Enterprise Patch Management standards.
4/13/05	Standards	Add "**Licensed wireless VHF Data Modem**" to "Approved to Procure without a Standard"
4/13/05	Standards	Add **barcode scanners** to "Approved to procure without a standard".
4/13/05	Standards	Add **Field PC and Data Logger** to Ruggedized hardware list in "Approve to Procure without a standard"
4/1/05	Standards	Remove Systat and SAS Institute's **SAS/SPSS/SPLUS** from "Approve to procure without a Standard" under Software Statistical so there is no standard for statistical software
3/30/05	FWG	Deferred decision on combining **Helpdesk and Asset FWG**s until Governance final report is complete.
3/30/05	Standards	Add **MIL-STD 810F testing standards** to ruggedized laptop and tablet PC standards
3/30/05	IT Plan	Approved EED's new Business Case Appendix C for **Advance Alaska Portal and Outreach** after receiving more information and sent to EIB for final approval
3/16/05	Standards	Add **Blackberry** to the Approved Standards under PDA operating system.
3/16/05	IT Plan	Reviewed modified EED's Business Case Appendix C for **Advance Alaska Portal and Outreach** but more information needed.
3/2/05	IT Plan	Reviewed EED's new Business Case Appendix C for **Advance Alaska Portal and Outreach** but requested additional information.

2/23/05	FWG	Remove recommend a **PC Encryption** standard from the Security FWG and remove from the pending standards also.
2/23/05	FWG	Approved FWG reviewing all state web pages for **standard look and feel** and direct FWG to give the inventory report to the TMC when completed.
2/23/05	Standards	Approved **Web and eGovt FWG's line of demarcation** and requested it be included in the Standard Look and Feel Standards
2/23/05	Policy	Re-approved the Web FWG's recommended **Domain Name Request Policy** except removed renewals of existing external domain names from the approval process. Renewals will be reported to the Web FWG through the department's Rep on this FWG..
2/16/05	IT Plan	Approved Labor's new Appendix C to **upgrade the Worker's Comp system and complete Electronic Data Exchange** prior to EIB approval.
2/16/05	Procurement	**Asset tags** should be mandatory on all PCs and servers purchased through Dell but should not be required on monitors.
2/16/05	FWG	Asked Desktop FWG to compare Attachmate, Hummingbird, Bluezone, and QWS3270 Plus and to recommend a standard for a **Mainframe Client tool.**
2/16/05	Standards	Reconvene the IVR FWG to recommend a new **IVR standard** including considering a high end and a low end.
2/9/05	Standards	Approved the eGovt's recommendation of **Beaches** for all new development of applications requiring ACH payment and revenue collection.
2/9/05	Standards	Remove the old **Dell model laptops** (D400, D600, D800) from the standards and replace with D410, D610, and D810.
2/2/05	FWG	The **Intrusion Detection Standard** recommendations need to cover PCs, servers, and other devices such as copier/printers and network printers.
2/2/05	FWG	Clarified **assignments for Security FWG** - the FWG needs to choose the requirements for the security categories and pick the security products
2/2/05	Standards	Added "**Airport Mgmt, Highways Mgmt, and Vessels Operations Systems and Vehicle Diagnostic tools**, that do not conflict with other standards and requires approval by the Dept IT Mgr" to the "Approved to Procure without a Standard".
2/2/05	FWG	Assign the Desktop FWG to review the **PC – Remote Control Software** standard including reviewing the available products and the requirements that are missing with the existing standard.
1/19/05	FWG	Decided it was not necessary for the Security FWG to review the security of the **Electronic Funds Transfer** soluiton.
1/19/05	Procurement	Ok for employees to use the **Symantec** employee use plan to procure anti-virus software for home use.
1/19/05	TMC	The **TMC rep for General #2 Service Area** is unavailable until late March. Decided to ask the Service Area if they wanted to appoint a different rep.
1/12/05	Procurement	Told **DGS to make its software contract** mandatory.
1/12/05	FWG	Clarified to Desktop FWG to provide **Software Distribution and Deployment recommendations** for both Netware and Microsoft. Also include an inventory and assessment of how this software is used now.
1/12/05	FWG	Approved the **Web FWG's mission statement**.
1/12/05	Standards	Approved the Web FWG's recommendation to add "**video editing software"** to the "Approved to Procure without a Standard"
1/12/05	Standards	Approved the eGovt FWG's recommendation of **myAlaska as the standard for identity management, e-signatures and authentication for Government-to-Citizen (G2C) and Government-to-Business (G2B)**.
1/12/05	FWG	Approved the **Web and eGovt line of demarcation for State external web sites** with a few changes.
1/5/05	Procurement	Approved the Desktop's recommendations for **Dell Asset Tags** (size and placement of tags, and report layout). Work with DGS and Dell to make it offical.
1/5/05	Policy	Lengthened the recommended timeframe for all State pages to **comply with the approved look and feel policy to June 30, 2005**.
1/5/05	Standards	Agreed with the Web FWG that a **standard is not needed for global search and replace of text based documents** including MS Word and PDF. Remove from the Pending part of the Standards.
1/5/05	Policy	Add the **Web Look and Feel Policy** to the Statewide IT Policies on the Web
1/5/05	Standards	Agreed with the Web FWG that a **standard is not needed for web based presentation software**. Remove from the Pending part of the Standards.
1/5/05	Standards	Modified the **Network Connections category** in "Approved to Procure without a Standard" to "Requires Dept IT Manager approval and notification to ETS via USD prior to implementation" and removed "if WAN connection is not available".
1/5/05	Waiver	Waivers are required for **non-standard pilots** if there is any procurement involved. This makes everyone aware of the pilot and reduces duplication.
12/15/04	ETS	Recommended using the designated IT Manager for each Department as the coordinator in converting the old VPN accounts to the **strong password authentication process** for LDAP.
12/15/04	Standards	Add Powervault tape backup to the **Dell Premier page** so do not have to order separately from a server.
12/15/04	Standards	Temporarily **suspend the LanDesk standard** for Asset Management and Patch Management until a pilot is completed to test remote sites.
12/15/04	FWG	Ask ASDs and IT Managers to review and comment on the **Project Management FWG's Recommendations for Project Management** at the State. Comments are due January 14th to your TMC Rep.
12/8/04	Procurement	Once a product is chosen as a standard, DGS may negotiate a **volume agreement** for all procurements that are optional. If the product is mandatory such that all departments must participate in the procurement, the TMC must approve entering into a volume agreement prior to negotiation with the product vendor.
12/1/04	FWG	Rescind the **FWG Operating Procedure** of "One TMC member should be at each FWG meeting as a liaison to the TMC." and notify all FWGs so they are aware. A TMC member will not be assigned to each FWG. If a FWG requires input from the TMC, the Chair should request the infomation or request that a TMC member attend the next FWG meeting.
12/1/04	FWG	Assign the Desktop FWG to determine if the State should have a **list of freeware and open source software that should be on PCs** and a list of freeware and open source software that should not be allowed on the desktop.
12/1/04	FWG	Assign the Desktop FWG to determine which **DELL tag** to be used and where to place it on new PC purchases

12/1/04	Standards	Approved the eGovt FWG's recommendation of **Finalist and Zip+4 for Zip Code standards for Web or Client** and the recommendation that Zip Code software must be at a minimum CASS (Coding Accuracy Support System) certified.
12/1/04	FWG	The **eMessaging FWG should hold off on developing requirements** until funding is available. The TMC also agreed with the FWG that IBM and First Class not be included in the evaluation.
12/1/04	Implementation	ETS should work with the Security FWG to **implement the Cisco Security Agent** software including roles and responsibilities of the depts and ETS, default policies and training, and how CSA will be implemented.
11/24/04	Standards	Add a **new category to the pending Standards of Software Distribution and Deployment**
11/24/04	Standards	Clarified that **MS Access** may only be used for a database query and reporting tool and for a single user database application. If used as a single user database, it cannot be used over the WAN or replicated over the WAN. The Standards document will be updated to reflect this clarification.
11/24/04	Standards	Create a **new section for Security** in all three parts of the Standards document.
11/24/04	Waivers	**Requests for all DNS names** (standard or non-standard) will be handled by the Web FWG, not the TMC.
11/17/04	Standards	Asked for the Desktop FWG's question on the **Status of a Network Operation System** to be sent to the Director of ETS requesting a decision from the EIB.
11/17/04	Standards	Approved the Security FWG's recommendation of **Cisco Security Agent (CSA) as the standard** for the Technology Category "Zero Day Protection".
11/3/04	FWG	Approved the Security FWG's **Security Awareness Training Program** and directed them to proceed with Human Resources to implemenet the program.
11/3/04	FWG	Approved the **creation of a Help Desk FWG** to define the business requirements necessary to meet Help Desk needs.
11/3/04	Security	Clarified that the **State Security Officer** should submit his security issues to the TMC through the Director of ETS.
11/3/04	Standards	Clarified "Approved to Procure without a Standard" but **spliting "Subscription Renewals" from "Annual Maintenance / Upgrades / Replacement Parts** of Non-Standard Production Systems excluding desktops and laptops"
11/3/04	Standards	Clarified that the **Standards include "hardware, software, data subscriptions, and other technology items"**.
10/20/04	Policy	Denied Corrections' request for an **enterprise surplus policy**.
10/20/04	Standards	Approved the Security Patch Management sub-group's recommendation to accept the selection of **LanDesk Patch Management Module as the State's enterprise standard** for patch management.
10/20/04	Procurement	Approved the **Dell Precision 470 and 670 workstations** as standards.
10/20/04	Procurement	Approved the following: "All agencies in the State of Alaska use **Dell's property tagging system for PCs (and monitors)** at the manufacturer level. The information will include a departmental id or number for departmental reporting purposes. General Services will provide "blocks" of serialized property control numbers to departments. The department id, property control number, serial number and D.O. number (and other information if needed) would be included internally on PCs, on manufacturer reports and bar coded on the physical asset tags. ii. Each property asset tag would be in the same location on the exterior of each PC with the same information in read only memory within the PC. The internal information would follow the Common Information Model (CIM) standard used by most enterprise management systems."
10/20/04	FWG	Approved the Desktop FWG's **open office pilot plan** and assigned a due date for the report of January 28, 2005
10/20/04	FWG	Notify ETS that the Security FWG thinks implementing the **strong password** is the highest priority for security for the state.
10/6/04	Procurement	**Symantec Enterprise License Agreement** in place and RSAs sent to departments for their portion of the invoice.
10/6/04	Standards	Change the**19" flat panel monitor** standard to the 1905FP
9/15/04	FWG	Reviewed the deliverables due from the **Video FWG** but sent them back for a recommendation on each instead of a description of the situation.
9/15/04	Standards	**Added "excluding desktops and laptops"** to "Annual Maintenance / Upgrades / Replacement Parts / Subscriptions Renewals of Non-Standard Production Systems" in the Standards document under "Approved to Procure without a Standard"
9/8/04	FWG	Approved the **IVR FWG**'s recommended standard with a 6 month pilot by DOA/R&B.
9/8/04	FWG	Approved the **Web FWG's Look and Feel Standards** after changing one word from "may" to "shall".
9/8/04	FWG	Approved the **DM/IM/CM FWG's Business Case** recommendations and standards, and sent the Business Case to the ASDs for their approval due to potential budgetary impact.
8/25/04	FWG	Assisted to the Asset FWG to recommend using **Dell's property tagging on PCs** and how would interface with DGS' Property Control System
8/25/04	Standards	Approved the Desktop/Systems FWG recommendation to add **Voice Recognition Software** to "Approved to procure without a standard"
8/25/04	Standards	Approved the Desktop/Systems FWG recommendation to add **Tape Drives** to "Approved to procure without a standard" and reference the peripheral part of the Standards document.
8/25/04	Standards	Approved the Desktop/Systems FWG recommendation to add **Data Recovery** to "Approved to procure without a standard"
8/25/04	Standards	Approved the GIS FWG's recommendations for **GIS standards.**
8/25/04	FWG	Sent the Asset FWG's recommendation of selecting **LanDesk Patch Management Module** as the standard patch management to the Security FWG and asked for their recommendation by 10/4/2004.
8/25/04	Standards	Approved the Asset FWG's recommendation of **LanDesk as the enterprise asset management standard** for tracking physical component attributes (inventory management, electronic distribution, version and license tracking, usage monitoring, refresh/retirement and provisioning).
8/18/04	Waivers	The **TMC review of Department IT Plans** will not replace the waiver process as the standards may change and the plans may not contain enough detail to make a full determination. Waivers will still be required for non-standard purchases in FY06.

8/11/04	FWG	Agreed that ETS should organize agency **training for using video conferencing** equipment.
8/11/04	Standards	**Spybot Search and Destroy** is not mandatory on each Desktop at this time. Other security software may become mandatory on every Desktop in the near future. Agencies are free to use this product in the meantime and it is included on the standards list.
8/11/04	FWG	Reviewed the Desktop FWG's **Open Office Pilot Plan**. Like the plan but need better metrics for the pilot and determine how to measure success or failure. Criteria needs to be developed in advance (Ted Israelson will gather additional criteria).
8/4/04	IT Plan	Suggested changes to the **IT Planning forms** for FY06.
8/4/04	FWG	Approved the Project Management FWG's **Quarterly IT Project Status Report** format with the understanding that the EIB may change the percentage limits for the dashboard. The TMC thought the limits were too tight.
8/4/04	Standards	Changed the $150 **limit in "Approved to Procure without a Standard"** to "IT Procurements under $500 per Unit with a "Not to Exceed Total cost of $5000" for which no Approved or Pending standard exists."
8/4/04	Standards	Clarified **Server Peripherals i**n "Approved to Procure without a standard" for tape drives and Network attached storage.
7/27/04	FWG	Clarified Due Dates and assignments for **Video FWG**
7/21/04	ETS	Approved the **DMZ/Extranet Overview** for posting (see the FWG Assignments, Deliverables, Due Dates under ETS)
7/21/04	FWG	The TMC asked the Security FWG for their **Security Awareness Plan** by 8/2/2004
7/21/04	FWG	The TMC clarified that the **Web FWG is responsible for presentation and content, and the eGovt FWG is responsible for web applications (application, server, database awareness)**. The TMC assigned the two FWGs to further define the line of demarcation and to prepare a joint document outline the responsibilities.
7/14/04	FWG	Asked Security FWG to create **security categories for standard**s and to recommend products in each including guidelines explaining the interaction between the products and categories
7/14/04	FWG	Asked the Project Management FWG to design the **format and metrics for reporting project status** to the EIB by 8/16/2004
7/14/04	FWG	Asked **IVR** FWG for final recommendation by 8/30/2004
7/7/04	TMC	Items may only be added to the **TMC agenda** by the TMC Chair or the Service Area Representatives on the TMC.
7/7/04	FWG	Asked the Security FWG to recommend if **Spybot Search and Destroy** should be mandatory on each Desktop.
7/7/04	Waiver	Decided it was OK for departments to issue **RFPs** prior to submitting a TMC Waiver as long as the RFP has language in it that states the **departmental standards for Database and Application Development Environment** and their desire for the proposal's solution to conform with these standards.
7/7/04	Policy	Approved the GIS' recommendation to leave the **July 26, 1994 GIS Policy** intact.
7/7/04	FWG	Reviewed the eGovt's recommendation for **zip code software**. Their recommendation only applied to the mainframe and the AS400 which are not standards. Directed the FWG to recommend a zip code standard for web and client server by 8/9/2004.
7/7/04	Standards	Added **"low end wireless access point and bridge"** to "Approved to Procure without a standard" for remote field use only with no connection to the State's WAN or the Internet, for local area network applications only such as fish weir sonar operations. This equipment is not to be redeployed to connect to the State Network when it is not in use in the remote field site.
7/7/04	Standards	Added Polycom as the standard **Audio Conferencing Equipment**
7/7/04	Standards	Added **Satellite Phones** to the Standards with Iridium as the standard
6/30/04	Standards	Decided to upgrade the **Desktop standard configurations** to the new 280 models. Will work with Dell to get the Premier page updated. Also assigned recommending changes to the Dell standard configurations to the Desktop FWG.
6/30/04	FWG	Review Standard recommendations from the **GIS FWG**. Returned to them for more specific guidelines.
6/16/04	FWG	Asked the Desktop FWG to **inventory Mainframe Client software** in Depts so could determine a direction for the state.
6/16/04	FWG	Expanded the **role of the Desktop FWG to include Systems issues** and assigned them the task of recommending a Tape Drive Standard
6/16/04	Standards	Added **Polycom equipment** that supports H.323 and H.264 protocol to the Approved Standards
6/16/04	Waiver	Added Page number references from Dept IT Plan on **Waiver Form**
6/9/04	FWG	Asked Web FWG to decide if a standard needs to be set for **global search and replace of text based documents** including MS Word and pdf documents.
6/9/04	FWG	Directed the Desktop and Asset FWGs to work together when choosing an **Asset Management Tool** so the Helpdesk Tool requirements are addressed at the same time. The TMC suggested a subcommittee.
6/9/04	TMC	TMC will not consider **waivers** or other requests unless they come through the Designated Dept IT Manager.
6/4/04	Standards	Added **Dell Precision Workstations** to the "Approved Standards" with IT Manager approval and configurations sent to the TMC after the procurement.
6/4/04	Standards	Approved the Desktop FWG's recommendation to add **mini-switches up to 8 ports** to "Approved to procure without a Standard".
6/4/04	Standards	Approved the Desktop FWG's recommendation to add **Mozilla browser** as an Approved Standard under "PC - Web Browser".
6/4/04	Standards	Approved the Desktop FWG's recommendation to add the following **freeware** to the standards a. In Approved Standards under "Web Browser Plugins", add Java Run Time Environment (JRE), Google Toolbar for Internet Explorer with pop-up blocker, Macromedia Shockware, and Flash b. In Approved Standards under "PC-Antivirus/Malware", add "Spybot Search and Destroy"
5/26/04	Procurement	Decided to move forward on an Enterprise License Agreement with **Symantec for Anti-Virus**.

5/18/04	FWG	Reviewed the **E-Messaging FWG's Needs Assessment** Step 1 document.
5/18/04	Standards	Approved the Security FWG's recommendation to not set a policy "prohibiting the use of **non-encrypted remote control products for desktop use** and that any remote control products implemented require authentication". This does not prohibit an agency from creating its own internal policy promoting the use of encryptable remote control products.
5/18/04	Standards	Approved the Desktop FWG's recommendation to add **VMWare and Microsoft Virtual PC** to the Standards. Added it to the Approved Standards under PC and Server Operating Systems with Department IT Manager approval.
5/18/04	FWG	Approved the **E-Messaging Charter**.
5/18/04	FWG	Approved the **DM/IM/CM FWG's** Differences and Reasons and Value documents.
5/18/04	FWG	Approved the **Strong Password Guidelines** as recommended from the Security FWG with some changes.
5/12/04	Standards	Broaden the **Dell standard configurations** to include the OptiPlex small form factor and minitower.
5/12/04	FWG	Reviewed **Strong Password Guidelines** from Security FWG with input from ETS.
5/12/04	FWG	Prioritized **deliverables of GIS FWG** as software, then policy, and then shared GIS.
5/12/04	FWG	Direct all **FWGs to amend their charters to coordinate all similar projects between departments** per the December 17, 2003 IT Plans memo from Jim Clark. Similar projects were identified as imaging, online permitting, timekeeping/electronic timesheets, electronic signature/myAlaska, online credit card transactions, and GIS/GPS.
5/12/04	FWG	Reviewed and accepted the **GIS software inventory.**
5/12/04	FWG	Reviewed and accepted the **DM/IM/CM project inventory** with the understanding that several new projects still need to be added.
5/12/04	Web Page	Rename the **LDAP** section to "Working Documents" and move the IT Plans back to the main page under an LDAP.
5/5/04	Web Page	Change the **IT Planning website** so all documents are public (not protected by LDAP) except working documents.
4/28/04	Standards	Accepted the Desktop FWG's recommendation for leaving the **standard for remote control tools** as Windows XP tools and SSH/VNC.
4/28/04	Standards	Approved the eGovt FWG's recommendation for **standards for Digital Certificates** but asked for more information on the recommendation to administer them centrally.
4/28/04	TMC	New business for the TMC will be added to an Outstanding Items List. The **TMC agenda** will only consist of a) procurement waivers and b) FWG recommendations and questions for review. New business items will be added to the agenda after two TMC members have requested the item be added. Agenda items must be requested by noon on the day before the TMC meeting.
4/21/04	Standards	Decided to not create interim **standards for Document, Image, or Content Management**. Modified the Standards document for these categories to indicate that purchasers must check with the DM/IM/CM FWG on potential standards.
4/21/04	Standards	Approved the Security FWG's recommendation to not allow the use of **Bluetooth technology** in the State of Alaska in its current release but to revisited this decision in the future after more development and security issues have been resolved by the developers of Bluetooth.
4/21/04	ETS	Accepted the Security FWG's recommendation to direct ETS to expire **LDAP passwords** as soon as possible.
4/21/04	FWG	Assigned the following to the Desktop FWG a. What **software is required on all PCs** such as Norton Anti-Virus? b. Should **Mozilla** be added to the standards list for a browser? c. Should **VMWare and Soft PC** be defined as standards?
4/21/04	ETS	Asked ETS to document their **Network Restructuring project** including goals, plans and target dates.
4/19/04	FWG	Reviewed and accepted the e-Messaging FWG's status report of the **current email system.**
4/14/04	FWG	A **vote in a FWG** needs to be all in email or all in the meeting - not a combination. The Chair may decide if email voting will be used for their FWG as a generalization for that FWG - not for each individual vote. If the Chair decides to allow email voting in their FWG, then it is OK to approve meeting summaries via email votes (i.e., this can be considered a time sensitive issue).
4/7/04	Standards	Approved the Desktop FWG's recommendation that **802.11g is the standard for new procurements of wireless devices.**
4/7/04	Standards	Assigned the task of developing a **wireless security standard** to the Security FWG.
4/7/04	Standards	Approved the Desktop FWG's recommendation to replace the Dell laptop Intel-specific 802.11b standard mini-PCI card with the Dell Truemobile 1300 dual-band 802.11b and 802.11g wireless adapter card when procuring **new laptops**.
3/26/04	FWG	Approved the **Project Charter for the Project Management FWG** after changing Assumption #3 to only apply to all IT projects over the threshold qualifications yet to be determined.
3/26/04	Policy	Reviewed the Web FWG's proposed policy on **uniform look and feel**. The TMC asked the FWG to reword the cooperative effort portion and also to address a procedure to handle exceptions.
3/26/04	Policy	Approved the "**Basic Office Software Minimum Standards Policy**" from the Desktop FWG. It will be posted under the Statewide IT Policies at http://www.state.ak.us/local/akpages/ADMIN/info/policy/
3/26/04	Standards	Approved the Desktop FWG's recommendation on *Networked Multi-Function Copier*s that they can be approved to procure without a standard (because requirements vary widely).
3/26/04	Standards	Approved the Desktop FWG's recommendation for no change in the current **desktop remote control standard** at this time.

3/26/04	FWG	The TMC agreed to inform the Desktop FWG that they will entertain proposals for **Open Office** (on Windows and on Linux). They asked the FWG to craft a pilot plan and give back to the TMC for further direction.
3/26/04	Standards	The TMC clarified for the Desktop FWG that the minimum standard for **MS Office** was 97.
3/26/04	FWG	The Web FWG is a standing committee with the responsibility of recommending **policy on the use of web services** for the State of Alaska.
3/26/04	TMC	If the **Director of ETS has delegated authority** to someone else in his absence, the delegated person may participate in TMC meetings including voting rights. Since other TMC members are appointed through their Service Area Team, the member may not delegate TMC authority in their absence.
3/24/04	FWG	Approved giving the IVR FWG more time to complete their **IVR recommendation**.
3/24/04	Waiver	The standard **waiver form** should be used for all new systems and applications that do not meet the selected standards for that Department.
3/24/04	FWG	**Email votes** can be allowed for pressing or time sensitive issues between FWG meetings but votes at FWG meetings are final.
3/24/04	FWG	**Attendance at the Security FWG** is defined as mandatory. If a designated Security FWG member misses three consecutive meetings, the Chair will notify Jan Moyer who will notify the Department's Administrative Services Director, giving them the opportunity to appoint someone else as their Rep.
3/16/04	FWG	Finalize the agenda and assignment for the eGovt FWG.
3/16/04	Standards	Departments need to pick a **database standard and an application development standard** for their department by March 31st. All new systems and applications will require a waiver if they do not meet the selected standards for that Department.
3/16/04	Standards	Updates to the State **Desktop and Laptop Standard Configurations** will be maintained on the Dell State of Alaska Premier Page and on the Standards web page. All changes must come through Tim Hahnlen or Jan Moyer.
3/16/04	FWG	Acting on a formal request from the Security FWG, the TMC: a. Asked ETS to complete the **strong Password** application at their earliest convenience and to provide an indication of when it will be completed. b. Asked the Security FWG to propose an implementation plan to the TMC for the strong password.
3/12/04	FWG	Finalized **agenda and assignments for Document/Image/Content Management FWG**.
3/10/04	FWG	FWGs need to include **ETS staff** responsible for implementing the policies or solutions that are recommended in the FWG. It is better for ETS staff to be involved in the discussions so all the necessary information is available to the FWG prior to voting on recommendations.
3/5/04	Standards	Reviewed recommendations from the Desktop FWG and approved the following: a. **Microsoft Office** is the basic office productivity software standard. b. The minimum version of basic office productivity software for all executive branch agencies is MS Office 97 standard edition.
3/5/04	Procurement	**IT Procurement Procedures** are documented on the IT planning web site at http://www.state.ak.us/itg/plan/ including checking the standards list and how to submit a waiver to the TMC.
3/5/04	Waiver	Cutoff time for **waivers** to be included on the TMC agenda is Noon on Tuesdays.
3/5/04	Waiver	The **Waiver** form must be filled out completely before the TMC will review them.
3/5/04	Waiver	The subject on the **waiver** email must be TMC/Waiver/*DEPT/request title.*
3/5/04	Policy	Reviewed **Email Attachment Blocking Recommendation** from the Security FWG and approved as: E-Mail Attachment Blocking Policy E-mail attachments, which match one of the six extensions common to infection vectors .PIF, .SCR, .BAT, .EXE, .CMD and .COM, be blocked until further notice. Included in this policy is the concept of notification via a message, similar to the one below, to be forwarded to the intended Recipient. ---------- [Filename: test.scr, Content-Type: text/plain] The attached file has been removed by the email server based upon its Name or type because such files might be executable and contain a virus. If this was a legitimate file you can ask the sender to change the filename extension and send again.
2/25/04	Standards	Approved Desktop FWG Recommendations for **Video Projectors, Tablets PCs, Desktop Fax, and Desktop Scanners**.
2/25/04	Policy	The TMC should review **security and other IT policies** before they go to the EIB. TMC will identify areas where policies are needed, determine who is most appropriately tasked with drafting policy recommendation, and make policy recommendations to the EIB. Pending policy decisions should not supercede the ETS Director's ability to manage/control the IT infrastructure.
2/18/04	Standards	Approved the Web FWG's Recommendations for **Desktop Publishing and Presentation and Graphics Standards**
2/13/04	FWG	The IVR FWG should assume the recommended **IVR solution** should last a minimum of 5 years.
2/13/04	FWG	A FWG representative may cast a **vote by email** if they are not at a FWG meeting depending on a majority vote in the FWG.
2/13/04	FWG	There are no **quorums** required for FWG meetings.
2/13/04	FWG	The person **representing a FWG** for a Department may be changed at the ASD's discretion but it is not recommended that the switch be done in the middle of a topic or issue, as it is too disruptive to the group.
2/13/04	FWG	There are **no Proxies** allowed in FWG meetings.
2/13/04	FWG	All **FWG reports and recommendations** need to be sent to TMC Coordinator Jan Moyer at ETS by the assigned due date. *Note -- TMC Coordinator changed to Deb Gazaway Johnson eff. 1/2006*
2/13/04	Web Page	**Decisions made at TMC meetings** will be posted at the "IT.alaska.gov" web site (behind LDAP) as soon as this domain name has been created.

2/3/04	Standards	**Approved Standards** will be posted on the Statewide IT Planning Web site without requiring an LDAP userid and password.
2/3/04	Standards	Each department needs to choose the **Application development platform standard** for their department and notify Jan Moyer of your standard by March 15th. Variance from this standard, like all standards, needs a waiver request to the TMC. Department standards will be posted on the web site under the IT Standards section. Any ITB, RFP, or Task Order relating to IT must meet Departmental standards or requires a waiver from
2/3/04	Standards	Procurement of **Networked Multi-function Copier (Printer/Scanner/Copier/Fax)** require a waiver request to the TMC. The Desktop FWG has been given the assignment of determining if there should be a standard.
2/3/04	Dept IT Manager	**IT Training** can be approved by the designated Dept IT Manager and does not require additional approval by the TMC.
2/2/04	Standards	Approved **Printer Standards** as Recommended from the Desktop FWG a. Desktop printers are defined as not able to be connected to a Cat5 cable. b. Network Printers are defined as connected to a Cat 5 cable. c. Desktop dot matrix and impact printers do not require a standard and are not subject to TMC review. d. HP is the standard make (manufacturer) for Desktop printers. This includes color inkjet, photo inkjet, low-end laser, and multi-function printers. e. The HP Color Laser 5500 is the high-end Network color laser jet printer standard. f. The HP 46xx series is the mid-range Network color printer standard. g. The following standards are approved for black and white network printers: a. Low End: HP 2xxx series b. Mid Range: HP 4xxx series c. High End: HP 9xxx series
2/2/04	Standards	Approved the following **File Compression** standards a. The standard file compression program for State desktops is the free ZipGenius. b. The purchase and use of WinZip is allowable when it is required to exchange WinZip encrypted files with non-State entities.
2/2/04	FWG	3. Start up the following **FWGs:** a. EGovt (MyAlaska, Credit Card. ACH, EFT, online permitting) – Feb 23rd b. Document Mgmt/Imaging Mgmt/Content Mgmt – Feb 20th c. Electronic Messaging – Feb 27th d. Video Conferencing – March 1st e. Electronic Timekeeping – Deferred for now. f. GIS – March 9th
2/2/04	Policy	The following **TIC Policy documents** need to be revised or deleted as indicated. They are now called Statewide IT Policies and are located at http://www.state.ak.us/local/akpages/ADMIN/info/policy/ a. Capital Improvement Projects (CIP) Review Policy – superseded by the new governance process b. Electronic Mail (Email) Policy – delete as is obsolete. c. Geographic Information Systems (GIS) Policy – assign to the GIS FWG to review. d. Statewide Electronic Imaging Policy – delete as is obsolete. e. Statewide Kiosk – delete as is obsolete. f. Statewide Data Network Policy – refer to ETS to review and update. g. Information Architecture Policy – superseded. h. State Policy Regarding Personal Use of State Office Technologies – remove the TIC from the title. i. Interim Computer Network Security Policy – Will be Superseded by Security FWG policies. j. Basis Office Productivity Software Minimum Standard Policy – Assigned to Desktop FWG to update if necessary.
2/2/04	Policy	The **TIC Statute** also needs to be rewritten to reflect the new IT Planning process and governance
1/28/04	Standards	Update the Approved Standard under **Network LAN Topology** that the minimum standard is Category 5e as defined in DGS' standards for leasing and facilities for wiring specifications and that it requires Department IT Manager approval.
1/28/04	Standards	A TMC waiver request is required for a **DSL connection, cable modem connection, or any Dial Up ISPs** that are not obtained through ETS. These requests will only be granted if a WAN connection is not available.
1/21/04	Waiver	Approved new Standard Waiver Request form and post it on the IT Planning Web site under Technology Standards.
1/21/04	FWG	The number of votes necessary to pass decisions in a FWG may be adjusted if the number of assigned representatives change.
1/21/04	Dept IT Manager	Department IT Managers must send any non-standard configurations (desktop, laptop, and server) electronically to Jan Moyer in ETS at least quarterly (Jan 1st, April 1st, July 1st, and Oct 1st). A standard format will be designed and distributed to all Department IT Managers.
1/14/04	FWG	Created a FWG for **Interactive Voice Response (IVR)**. Scheduled for Tuesday February 3rd from 1:30-3:30pm.
1/14/04	TMC	**Revoke TMC Decision** #9 on 12/29/03 "TMC meetings are not open to the public".
1/14/04	Dept IT Manager	**Issues** should be brought to your Service Area Representative through your designated Department IT Manager.
1/14/04	User Groups	**User groups** may be formed or continue as needed independent of the TMC.

1/7/04	Waiver	Amend the Information Required for a **Waiver** to: a. Explain what the request is trying to accomplish b. Cost c. Why the standard will not work? d. If the technology requested is on the pending standard list, explain why this request cannot wait for a standard to be decided e. Does an Enterprise IT system need to interface with this request? f. Does this request interface with an Enterprise IT system? g. Explain Network Implications, if any. h. How will this be supported and by whom?
1/5/04	Standards	Use of ***Freeware and Open Source software*** will be managed through the standards process. Non-standard Freeware or Open Source software may not be used in production systems unless approved by the TMC. A request to the TMC to deploy a system using Freeware or Open Source software requires submission of a business case through your Dept IT Manager. Existing production systems using Freeware or Open Source software may be maintained.
1/5/04	Standards	Standard **configurations for Desktops and Laptops** are posted on the IT Planning Web Site under "State Information Technology Standards". Desktops and Laptops may only be purchased if there is an urgent need, your ASD designated IT Manager has approved the Procurement, and one of the Standard Configurations are procured.
1/5/04	Dept IT Manager	If there is an urgent requirement for a **non-standard configuration**, the Department IT Manager must approve and report the configuration to the TMC.
1/5/04	FWG	**Decisions at FWG meetings** need 50% of the assigned representatives plus one to pass a vote. The count of assigned representatives needs to be decided at the first FWG meeting and documented in the Meeting Summary.
1/5/04	FWG	IVR will be added to the list of **high priority FWGs**.
12/31/03	FWG	**FWG recommendations, meeting summaries, and reports** will be posted on the IT Planning web site. FWG membership will also be posted.
12/29/03	Standards	The TMC has defined **three Dell monitor configurations**. To procure any other monitor requires TMC approval. i. Dell UltraSharp™ 1703FP flat panel, height adjustable stand (17.0 VIS) ii. Dell UltraSharp™ 1800FP flat panel display (18.1 viewable) iii. Dell UltraSharp™ 2001FP flat panel display (20.0 viewable)
12/29/03	Waiver	**Urgent requests** not already delegated to the Department IT Manager may be accommodated by the TMC. Submit urgent requests through your Department IT Manager who will forward the request to their TMC Service Area Representative with a copy to TMC Coordinator Jan Moyer at ETS. *Note -- TMC Coordinator changed to Deborah Gazaway Johnson eff. 1/2006*
12/29/03	FWG	**Quorums and decisions at FWG meetings are based on a simple majority** of the appointed representatives. The required number must be determined at the first FWG meeting and posted in their meeting summaries.
12/29/03	FWG	The following FWGs have been identified as high priority and will be started first. **a. File and Print – began Dec 30th** **b. Desktop – scheduled Jan 9 at 8am** **c. Security** **d. Enterprise Messaging** **e. myAlaska** **f. Credit Card** **g. ALMR** **h. Asset Management** **i. Project Management** **j. Web**
12/29/03	FWG	The **ISAC** will become a FWG and will follow defined FWG procedures. It may also create a Security User's Group.
12/29/03	Standards	No standard will be set for the following technologies at this time so they are being removed from the Pending section of the Standards Document. **a. PC – Thin Client Desktop** **b. Network – Bandwidth Management** **c. Peer to Peer Computing**

12/29/03	Standards	The Desktop FWG will meet on January 9, 2004 at 8:00am to begin recommendations for standards for these technologies: a. **Desktop Fax** **b. Desktop Printers** **c. File Compression** **d. Tablet** **e. Computer Video Projector** **f. Network Printers** **g. Desktop Scanners** **h. PDA** **i. Desktop Publishing**
12/29/03	TMC	TMC meetings are not open to the public. (Revoked on 1/14/2004)
12/29/03	Dept IT Manager	**Agenda items for the TMC** should be given to the TMC Service Area Representative through the Department IT Manager with a copy to Jan Moyer at ETS. *Note: Coordinator changed to Deb Gazaway Johnson eff. 1/2006*
12/29/03	Dept IT Manager	**Requests to add or change standards** or raise the priority on a pending standard must be submitted to your TMC Service Area Representative through your Department IT Manager with a copy to TMC coordinator Jan Moyer at ETS. *Note: Coordinator changed to Deb Gazaway Johnson eff. 1/2006*
12/29/03	TMC	**TMC members represent all the organizations in their Service Area (SA)** including corporations and commissions. Issues, requests and concerns are brought to the TMC member through the ASD designated Dept IT Manager.
12/29/03	TMC	Mike Noel is participating in the TMC as a *non-voting member* as a resource to assist with establishing the TMC. He is a non-renewable resource.
12/29/03	TMC	TMC **appointments are defined as 18 months in length, with staggered terms.** In January 2005, three of the TMC will be reappointed. The remaining three will be reappointed in July 2005.
12/24/03	TMC	TMC will **publish the decision made on all waiver, exemption, and exemption requests** with reasons given for all denials.
12/24/03	Standards	If one agency receives approval for an exemption, a **blanket exemption for this technology is not granted** unless the technology is added to the Standards as "Approved to Procure without a Standard".
12/24/03	Dept IT Manager	**Memorandums and other official documents pertaining to IT procurements and Standards** will be sent to the Department IT Manager and not just to the Service Area Representatives on the TMC.
12/24/03	EIB	Department Commissioners may **appeal TMC decisions** to the Enterprise Investment Board (EIB).
12/24/03	FWG	Each **FWG is comprised of one member from each Department and one from ETS**. The ASD makes the appointments for their Department. Departments may opt out of a FWG.
12/24/03	FWG	TMC members may attend FWG meetings.
12/24/03	FWG	State employees who are not FWG representatives may attend the meetings but in listen only mode.
12/24/03	FWG	Non-FWG members may be invited for their expertise to participate by the FWG chair.
12/24/03	FWG	One TMC member should be at each FWG meeting as a liaison to the TMC. (revoked)
12/24/03	FWG	**FWG will select their own Chair**. TMC will chair the first meeting, explain the assignment, assist in choosing a chair, and explain how the process works.
12/24/03	FWG	**FWG makes recommendations** to the TMC. These recommendations are used by the TMC in its decision making process.
12/24/03	FWG	The **FWG may take additional items in consideration** for review as long as it pertains to the assignment. The Assignment is the minimum requirements.
12/24/03	FWG	**FWG meetings** should be scheduled around other meetings where practical, such as TMC, ISAC, other FWG, WUG, MUG, and WAC.
12/24/03	FWG	**Summaries of the FWG meetings** will be kept of the topics discussed, argument pros and cons if requested, decisions made, and vote counts. Indications of who voted which way will only be noted if requested by a FWG member.
12/16/03	TMC	**Decisions made at TMC meetings** will be posted at http://www.state.ak.us/itg/plan/ and will require an Email (LDAP) user-id and password to view.
12/16/03	TMC	TMC will meet every Wednesday, normally at 9am for 2 hours.
12/16/03	Standards	Departments will report their **progress on migrating to state standards** via an update to the annual IT plan.
12/16/03	Dept IT Manager	The **Department IT Manager** referenced in these decisions is to be **designated by the Administrative Services Director (ASD)** of the Department.
12/16/03	Dept IT Manager	**Department ASD and/or the Department IT Manager are responsible** for ensuring that IT procurements in their department are in compliance with established State Information Technology Standards and aligned with their Dept IT Plan. Non-compliance will be considered a procurement violation.
12/16/03	Dept IT Manager	Any IT questions, issues and requests for standard **waivers, exceptions, or exemptions for the TMC must be submitted in writing through your Department IT manager (or ASD designee)**.
12/16/03	Standards	Current **State Information Technology Standards** will be maintained at http://www.state.ak.us/itg/plan/ Please reference the latest version of these standards prior to any IT procurements.
12/16/03	Standards	**IT procurements are divided into three categories** a) Approved standards b) Approved to procure without a Standard c) Pending a Standard

12/16/03	Standards	**Approved to procure without a Standard** items will be : i. Annual maintenance and upgrades of non-standard production systems (via either contractual maintenance, or procure upgrade to an existing licensed product) ii. Cables iii. CD duplicator iv. External USB/Firewire Hard Drives v. IT procurements under $150 for which no approved or pending standard exists (if approved by Departmental IT procurement policy) vi. Keyboards vii. Mice, track balls, and pointing devices viii. Microsoft Project ix. SAS/SPSS/SPLUS software x. Server peripherals if purchase the same brand as the server xi. Standalone KVM xii. Standalone UPS xiii. Technology that will reside on the Federal Network and follows Federal standards xiv. USB flash drives
12/16/03	Standards	**Standard needs to be set and procurement is disallowed without TMC exemption** includes : i. All standards with TBD or with *, **, or *** ii. Computer Video Projector iii. Network KVM iv. Network UPS v. Peripherals different than brand of the server vi. Scanners for Imaging vii. Tape Drives viii. Zip code software
12/16/03	Dept IT Manager	If an urgent need exists and the procurement is approved by the Department IT Manager, Dell desktops and laptops may be purchased now without additional TMC approval. If the need is not urgent, departments must wait until the standard is complete and the *** are removed.
12/16/03	Standards	The **current version of MS Office Suite/Office System Standard edition** is the standard for procurement purposes. The standard for the version used is set in each Department.
12/16/03	Standards	**Windows XP Professional** is the standard version approved for procurement purposes. The standard for the version used is set in each Department
12/16/03	Dept IT Manager	**Task Orders and Professional Services contracts require sign off by Department IT Manager** for standards compliance and alignment to Dept IT Plan. Non-compliance will be considered a procurement violation.
12/16/03	Standards	**Dell digital flat panel monitors** will be included with Dell configurations for new purchases. If a separate one is needed, it must be a Dell digital.
12/16/03	TMC	**Decisions voted on at TMC meetings must have a minimum of 4 Yes** votes to pass. No proxy voting is allowed although a vote may be made via email.
12/16/03	TMC	**TMC members may not appoint substitutes**. If they will miss three or more meetings, their Service Area Team may appoint a substitute from their Service Area.
12/16/03	TMC	There is **no appeal process directly back to the TMC**.
12/16/03	Waiver	**Waivers, exemptions, and exceptions to Standards** must be in writing and must contain the following information: a. Explain what the request is trying to accomplish b. Cost c. Why the standard will not work? d. If the technology requested is on the pending standard list, explain why this request cannot wait for a standard to be decided e. Does an Enterprise IT system need to interface with this request? f. Does this request interface with an Enterprise IT system?
12/16/03	FWG	Functional Work Groups (FWG) are **compromised of one member from each Department and one from ETS**. The ASD makes the appointments for their Department. Departments may opt out of a FWG.
12/16/03	Standards	**MS Access** may be procured as part of MS Office Professional when both MS Access and MS Office are required and approved by Dept IT Manager.
12/16/03	Standards	**MS Access** may only be used for a database query and reporting tool, and for a single user database application.
12/16/03	Standards	The current version of **MS Access** is the standard for procurement purposes. The standard for the version used is set in each Department.
12/16/03	Standards	MS Publisher is not the Approved Standard for **desktop publishing. A standard is still pending**.
12/16/03	Standards	The current version of **Adobe Acrobat** is the standard for procurement purposes. The standard for writing **PDFs is set in each Department**.
12/16/03	Standards	The TMC has approved **standard configurations for Dell Desktops and Laptops**. Non-standard Desktop and Laptop configurations may be procured but must be a Dell and need approval by Dept IT Manager (TMC approval not required).

12/16/03	Dept IT Manager	All **Desktop and Laptop procurements** require Department IT Manager approval. Department IT Manager must report to the TMC all non-standard Dell desktop and laptop configurations purchased so the TMC can track why non-standard is necessary. The standard configurations may be modified based on this information.
12/16/03	Dept IT Manager	All **server procurements** require Department IT Manager approval. Department IT Manager must report to the TMC the configurations of all servers purchased. Standard configurations may be created based on this information.