



OCIO Policy

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OCIO-2025-IT01	01	IT Strategy Development and Submission Policy	TBD	1 of 3

1.0 PURPOSE

This policy establishes the guidelines and procedures for the development, submission, and management of IT strategies for agencies within the Executive Branch of the State of Nevada. The policy ensures alignment with statutory requirements outlined in NRS 242.115 and promotes consistency, efficiency, and collaboration in statewide IT planning.

2.0 SCOPE

This policy applies to all Executive Branch agencies, excluding the Nevada System of Higher Education and the Nevada Criminal Justice Information System, as outlined in NRS 242.115(2).

Authority This policy is issued under the authority of NRS 242.115, which mandates the Chief of the Office of the Chief Information Officer (OCIO) to:

- Develop policies, standards, and guidelines for information systems.
- Coordinate the development of a biennial state plan for information systems.
- Assist agencies in developing short- and long-term IT plans.
- Establish guidelines for IT procurement and maintenance.

3.0 REFERENCES & RELATED POLICIES

NRS 242.115

4.0 DEFINITIONS & ROLES

Agency: Any department, division, or entity under the Executive Branch of the State of Nevada.

IT Strategy: A comprehensive plan outlining an agency's current and future information technology goals, needs, and resources.

OCIO: Office of the Chief Information Officer.



STATE OF NEVADA

OFFICE OF THE CHIEF INFORMATION OFFICER

Power Automate Workflow: An automated process that manages submissions, notifications, and document archiving.

5.0 POLICY

1. IT Strategy Development

- Agencies must use the designated Microsoft Form to structure their IT strategy.
- The form will guide agencies through essential components, including alignment with statewide IT standards and the Governor's strategic goals.

2. Submission Requirements

- Completed IT strategy drafts must be submitted electronically through the Microsoft Form.
- Each submission must include the agency's mission statement, IT goals, and projected short- and long-term plans.

3. Automated Processes

- Upon submission, the system will: a. Generate a PDF copy of the IT strategy draft. b. Email the submitter a copy for review and refinement. c. Archive the document in the designated SharePoint folder for OCIO staff access.
- A tracking mechanism will update the SharePoint list with submission details, including the agency name, submitter name, submission date, and document link.

4. Review and Feedback

- OCIO staff will review all submitted IT strategies for alignment with statewide policies and standards.
- Feedback will be provided to agencies within [timeframe, e.g., 30 days] of submission.

5. Biennial IT Plan Integration

- Submitted IT strategies will serve as foundational inputs for the statewide biennial IT plan coordinated by the OCIO.

6.0 RESPONSIBILITIES

1. Agencies:

- Develop IT strategies using the provided tools and guidelines.
- Ensure timely submission of completed drafts.

2. OCIO:

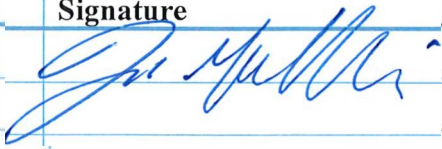
- Provide agencies with the necessary tools, templates, and training.
- Review and provide feedback on submitted strategies.
- Maintain and update the centralized repository of IT strategies.

Compliance Failure to comply with this policy may result in delays in IT project approvals or allocations. The OCIO reserves the right to escalate non-compliance issues to the Governor's Office.

Review and Revision This policy will be reviewed biennially and updated as necessary to reflect changes in statutory requirements, technology advancements, or organizational priorities.



APPROVED BY

Title	Signature	Date
CIO		05/15/2025

DOCUMENT HISTORY

Revision	Date	Change
001	1/10/2025	Introduction

