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| **Logical System Architecture Review (LSAR) Submission** | | | | |
| * Please complete and return this form to [SAR@tech.nj.gov](mailto:SAR@tech.nj.gov) * We will respond to your request regarding next steps as soon as your request has been reviewed. * If you have any questions, we are here to help. Please contact: [SAR@tech.nj.gov](mailto:SAR@tech.nj.gov). * If a Technology Initiation Proposal (TIP) review was held: Please update the project’s RECAP Excel spreadsheet that was sent with the TIP meeting notes, indicating status of each action item and include it with your LSAR submission. * If a Technology Initiation Proposal (TIP) review was **not** held: Please submit a completed Asset Classification form (provided by the SAR team) along with this LSAR. All SAR forms are available on OIT’s website at: <https://www.tech.nj.gov/it/whatwedo/sar/> | | | | |
| **Contact Information** | | | | |
| **Agency** | *<Agency Name>* | **Date of Request** | *<MM/DD/YYYY>* |
| **Agency CIO** | *<Agency CIO Name>* |  |  |
| **Agency CISO** | *<Agency Chief Information Security Officer Name>* |  |  |
| **Agency Point of Contact** | *<Name/E-Mail/Phone>* |  |  |
| **Vendor Point of Contact** | *<Name/E-Mail/Phone or N/A>* |  |  |
| **Project Information** | | | | |
| **Project Name** | *<Name as indicated on Tactical Plan>* | **Tactical Plan #** | *<999x999999>* |
| **Project Description** | Describe the general purpose and scope of the project: | | | |
| 1. Describe what has happened since the Technology Initiation Proposal (TIP) review meeting (Include any significant changes to project scope or new significant risks discovered): | | | | |
| 2. Status of Action Items from the TIP review (Please update the action items in the project’s RECAP Excel spreadsheet and attach or note updates here): | | | | |
| 3. What is the estimated completion date? | | | | |
| 4. What is the estimated cost for this project, by Fiscal Year (FY)?  Current FY: $  Current FY +1: $  Current FY +2: $ | | | | |
| **System Information/Components/Logical Overview** | | | | |
| 5. Select the shared NJ Enterprise Services that will be used by this solution:  Active Directory  e-Payment  Enterprise Data Transfer  Data Warehousing  myNJ Portal  Web Services  Web Service Security  Geographic Info Systems (GIS) | | | | |
| 6. Will you be procuring/requesting any Virtual Machines and/or New Hardware?  NO  YES  If YES, and if known, please list the purpose, desired OS and storage of each:  *NOTE****:*** *If you are procuring PHYSICAL hardware, please email* [*oit-datacenter@tech.nj.gov*](mailto:oit-datacenter@tech.nj.gov) *ASAP to verify that your capacity requirements can be met (i.e. power, network ports, SAN, rack space, etc.).*  ***IMPORTANT:*** *It is highly recommended and strongly encouraged that Agencies utilize the NJOIT shared infrastructure. Agency hardware will only be approved on an exception basis.* | | | | |
| 7. Will you be procuring any application Software?  NO  YES  If YES,   * New software is anticipated, list the brand, version number, estimated number of users for each: * Indicate when you expect to submit the procurement request(s) for the software purchase(s) to OIT * Indicate by what date the software must be installed. | | | | |
| 8. Describe your system’s components/languages/control mechanisms.   * Include any utilized Technologies, Frameworks, Programming Languages or Reporting tools employed by your system and the technologies to be used in this solution (include version numbers if known): * Identify what will be used for source code management: | | | | |
| 9. Will you use one of OIT’s Enterprise Application Server Environments?  NO  YES  N/A  If YES, please select  TomEE (Java)  contact: [OIT-deploy-request@tech.nj.gov](mailto:OIT-deploy-request@tech.nj.gov)  .NET  contact: [OIT-dotNet@tech.nj.gov](mailto:OIT-dotNet@tech.nj.gov)  If NO, in what environment will your app be built? | | | | |
| 10. Describe any interfaces with existing State systems, on or off premise (include any and all: send/receive/lookup/validation requests): | | | | |
| 11. Describe any data that is sent to the new solution, or that the new solution will send to an existing State system (e.g. does the solution need to get data from or push data to any State hosted resource, such as a data warehouse?): | | | | |
| 12. Describe how your Agency will ensure that the records/informational content will be accessible and useable throughout their required retention periods: | | | | |
| 13. What assistance and/or services are you looking for from OIT for the new solution (e.g. technical design consultation, connectivity and access details/options, etc.)? | | | | |
| **Information Architecture** | | | | |
| 14. Will data required by external systems be published for reuse through an enterprise data warehouse environment?  NO  YES  N/A  If YES, please explain: | | | | |
| 15. Is there a logical data model available for this project?  NO  YES  N/A  If NO, please explain:  If YES, please include the logical data model with this document | | | | |
| 16. Is there a front-end process, such as a Rules Engine, utilized to define your business rules?  NO  YES  If NO, are the business rules that govern data insertions, edits and deletions declared within a relational, SQL-compliant database management system to the greatest extent possible?  NO  YES  If NO, please explain: | | | | |
| 17. Will this project access a data source that is new, existing or a combination?  New  Existing  Combination  Please explain: | | | | |
| **Other Enterprise Services** | | | | |
| 18. If this application will require a new DNS/URL(s), please identify here:  *NOTE: Domains of xxx.nj.gov or xxx.state.nj.us are standard and free. Custom domain names must be approved by OIT. (ISS, ISS Hosting) Identify your name preferences:* | | | | |
| 19. Will your system require any of the following Enterprise services:  E-mail  Bulk Mail processing  Bulk printing  Telephony / IVR services  Media Serving (video, audio)  Document Imaging services  Please explain how your solution will utilize any of the above selected Enterprise Services: | | | | |
| **Authentication and User Access** | | | | |
| 20. Who will be accessing this application and by what methods?  State Employees over State Internal Network and if checked, are:  Multiple Agencies involved  State Employees over Public Internet and if checked, are:  Multiple Agencies involved  Private Dedicated Connection to Service Provider (e.g. secure extranet, VPN)  Public Internet Users  Other, explain: | | | | |
| 21. Select the Authentication services needed by this solution:  myNJ Portal Authentication Services  myNJ – Single sign-on (SSO) solution  myNJ – Premier e-Business Services (PBS) Integration  Directory Services (Specify Active Directory or other, and describe)    *NOTE: If data classification is identified as sensitive, multi-factor authentication must be enabled.* | | | | |
| 22. Will new user IDs or roles need to be created to support this solution?  NO  YES  If YES**,** explain and identify if these are existing myNJ users: | | | | |
| 23. Describe the various user roles for the solution (e.g. admin vs. regular user): | | | | |
| 24. Describe how State employees and/or vendors will access the system to administer the software: | | | | |
| 25. Describe controls for limiting outside vendor access (if present) for State of NJ User Accounts: | | | | |
| 26. Describe the solution’s audit trail capability that shows the actions performed by users and the date these actions were performed: | | | | |
| **System Access** | | | | |
| 27. Will this system connect to any outside agency or 3rd party systems?  NO  YES  28. Are new firewall rules needed (Agency/Campus or Enterprise) to allow conversation between servers in different locations?  NO  YES  If YES**,** are these connections within the Garden State Network (GSN)?  YES, please complete and submit the Firewall Request Form      NO, specify what type of connection is being used (Extranet, VPN, etc.):  Policy and required forms for dealing with business entities operating outside of the Garden State Network (click on links below to access forms):  [Business Entity / Extranet Policy](https://www.nj.gov/it/docs/ps/09-11-NJOIT_Business_Entity_IT_Services_andor_Extranet_Policy.pdf)  [Extranet Connection Form (formerly Appendix C)](https://www.nj.gov/it/docs/ps/0145_NJOIT_Extranet_Connection_Form.pdf) | | | | |
| 29. Is Load Balancing needed for this solution?  NO  YES  If YES**,** please complete and submit the Load Balancing Request Form (LBRF). | | | | |
| *NOTE: Firewall requests and Load Balancing requests should be initiated through ServiceNow by engaging our Enterprise Service Desk at* [*oit-esd@tech.nj.gov*](mailto:oit-esd@tech.nj.gov)*. Once the forms are completed, they should also be submitted as part of a ServiceNow request.* | | | | |
| 30. Is this solution customer facing?  NO  YES  If YES, please contact [njccic-waf@cyber.nj.gov](mailto:njccic-waf@cyber.nj.gov) to discuss details for utilizing the State’s solution for a Web Application Firewall (WAF).  *NOTE: All publicly-facing websites shall be protected by web application firewalls (WAFs) that inspect all traffic flowing to the website for common web application attacks.* *OIT currently uses Imperva for the GSN’s standard WAF services. Agencies may use Imperva at no cost. Other WAF services may be used in place of Imperva if they meet OHSP’s standards. Please contact* [*njccic-waf@cyber.nj.gov*](mailto:njccic-waf@cyber.nj.gov) *for more information*. | | | | |

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| **Logical Infrastructure Diagram (Mandatory)** |
| 31. Include a logical infrastructure diagram for this project here if it is not included in the attached Logical Design documents. Diagram should document all system components, indicating logical elements that currently exist and those proposed for implementation. The diagram should also depict any data that is shared between the proposed solution and other State systems, showing the direction(s) that the data travels to and from the system. For assistance in completing this diagram, your Vendor or in house development staff should provide you with a logical diagram that displays all of the logical components involved in your solution.  For any questions regarding how the State of NJ infrastructure should be represented in the diagram, please contact the OIT Solutions Architecture team ([SA@tech.nj.gov](mailto:SA@tech.nj.gov)) for assistance. |

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| Insert your Logical Diagram below by going to the Insert tab then Picture to get the diagram from your document folder.(Microsoft Visio Diagram is preferred) |

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| **Bandwidth Usage / Business Transaction Volume** | | | | | |
| 32. Describe the average number of transactions per month and any peak periods for this system (e.g. certain times of the week/month/year when transactions are exceptionally heavy): | | | | | |
| 33. Indicate the estimated bandwidth usage for this application:  LOW Limited data/usage (e.g. 1-5 users accessing application concurrently without any data transfer activity)  MED Moderate amount of data/usage (e.g. 5+ users accessing application concurrently with data transfer activity)  HIGH Large amount of data/usage (e.g. uploading/downloading large amounts of video and/or data warehouse files) | | | | | |
| **Security** | | | | | |
| The New Jersey Office of Homeland Security and Preparedness (OHSP) has implemented an Information Security Vulnerability Management Program into the System Architecture Review process, as part of the overall Agency and System Risk Review managed by OHSP/NJCCIC.  Departments and Agencies must plan and implement the Information Security Vulnerability Management Program into their System Development Life Cycle. Any questions please contact:[riskreview@cyber.nj.gov](mailto:riskreview@cyber.nj.gov)  *NOTE: For PCI (Payment Card Industry) Related Applications: A copy of the vendor’s Attestation of Compliance is required.* | | | | | |
| 34. Confirm that your Information Security Officer reviewed this project to ensure compliance with the [Statewide Information Security Manual (SISM)](https://www.nj.gov/it/docs/ps/NJ_Statewide_Information_Security_Manual.pdf):  **Please review the Statewide Information Security Manual (SISM) for specific Security Requirements.**  [**https://www.tech.nj.gov/it/docs/ps/NJ\_Statewide\_Information\_Security\_Manual.pdf**](https://www.tech.nj.gov/it/docs/ps/NJ_Statewide_Information_Security_Manual.pdf)  **Have you discussed/reviewed this project with your Agency's ISO or the NJCCIC as of yet?      NO  YES**  Agency ISO Name/contact info: | | | | | |
| 35. Indicate the data encryption requirements for this application:  **In Transport:**  Data requires no encryption while in transport  Data needs encryption while in transport over the Internet (SSL) (Browser to web server)  Data needs end-to-end transport encryption  **In Storage:**  Data does not need to be encrypted in storage (normal database security applies)  Sensitive columns must be encrypted in storage  The entire system requires a secure, separate environment beyond encryption and database & network security | | | | | |
| **Data Privacy** | | | | | |
| **Please confer with your Agency Privacy Officer to fill in this section. Refer to the following sections in the** **Statewide Information Security Manual (SISM) for further information: (PERSONALLY IDENTIFIABLE INFORMATION PROCESSING AND TRANSPARENCY (PT)** | | | | | |
| 36. Has an Asset Classification and/or Data Inventory been completed?  NO  YES  Please attach all documents. | | | | | |
| 37. Has a Privacy Threshold Analysis (PTA) been performed?  NO  YES  Please attach the PTA. | | | | | |
| 38. Did the PTA show that a Privacy Impact Assessment (PIA) is warranted?  NO  YES  If Yes, please attach all PIA documents for review by NJCCIC. | | | | | |
| **Help Desk/Operational Support** | | | | | |
| 39. Do you need Enterprise Service Desk (ESD) Help Desk support for this application?  NO  YES  Please describe any particular needs you have related to help desk support required for this project upon implementation:    **\*All applications require a Knowledge Event Guide (KEG) to ensure proper problem resolution.** Contact the OIT Service Level Management Group at: [OIT-KnowledgeMgmt@tech.nj.gov](mailto:OIT-KnowledgeMgmt@tech.nj.gov) for assistance with the development of the Knowledge Event Guide (KEG), formerly known as the Playbook. If the application does not require OIT monitoring, then a simple profile for the application should be placed on file at the OIT Help Desk. The Agency should provide this profile information to the ESD at [oit-esd@tech.nj.gov](mailto:oit-esd@tech.nj.gov). | | | | | |
| **System Monitoring** | | | | | |
| The OIT Service Level Monitoring (SLM) team can monitor individual application components, (hosted in a state data center), as well as the overall health of the system.  ***Please contact the SLM team to discuss your project monitoring needs:*** [***OIT-SLM@tech.nj.gov***](mailto:OIT-SLM@tech.nj.gov)  40. For each component **HOSTED at a Statewide Data Center**, will system monitoring be required **by OIT**:  NO – (not recommended) – No monitoring of system components is required or not applicable.  YES – Further discussion with the OIT Service Level Monitoring Team will be required to determine the level of monitoring needed by the agency | | | | | |
| 41. Based on the criticality of the application, would the business owner require monitoring of Application Performance Service Levels?  NO  YES  If YES, explain expectations: | | | | | |
| 42. A Synthetic Transaction executes a transaction to exercise the system programming and infrastructure and measure availability of service.  Does this initiative support Synthetic Transactions?  YES  NO  If NO, can a synthetic process be developed that would allow the execution of a transaction for electronic observation of system programming, infrastructure and availability of service?  Explain: | | | | | |
| **Disaster Recovery** | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | 43. Availability | *The extent to which data should be accessible by the parties intended. Select the most restrictive risk posed by a failure to maintain expected availability to the Information Assets (data) of this application.* | | | | Critical | Risk to Public Safety if information is not available |  | | Essential | Risk to core services if information is not available |  | | Business | Risk to support operations if information is not available |  | | | | | | |
| 44. Is the Availability Essential or Critical?  NO  YES  If YES, a Business Impact Assessment (BIA) is required. BIA template can be found online in SimpliGov at:  <https://njoit.prod.simpligov.com/prod/portal/ShowWorkFlow/AnonymousEmbed/cef8ec36-58c3-4381-a881-39066d19e58e>  **You are required to** contact [OIT-DR@tech.nj.gov](mailto:OIT-DR@tech.nj.gov) to discuss your Disaster Recovery requirements and build a recovery plan if your system/application is hosted within an OIT infrastructure. Submission of the BIA does **NOT** ensure system recovery. | | | | | |
| **Additional considerations as you prepare for this new solution** | | | | | |
| The State of New Jersey is committed to making information accessible to all, including individuals with disabilities. Information and communication technologies should meet or exceed the standards of the Web Content Accessibility Guidelines (WCAG) 2.0.  Follow the **Web Content and Accessibility Guidelines** (WCAG) below (click links to access information):  [W3C Web Content Accessibility Guidelines 2.0](http://www.w3.org/TR/WCAG20/)  [W3C Web Accessibility Initiative Resources](http://www.w3.org/WAI/Resources/#gl)  [Federal Information Technology Accessibility Initiative](http://www.section508.gov/)  Also, please review the NJ Web Presence Guidelines:  <https://www.tech.nj.gov/it/docs/NJ_Web_Presence_Guidelines.pdf> | | | | | |
| Follow the **Records Retention** policy as determined by the Division of Revenue and Enterprise Services. For additional information, contact them via phone at [DorInfo@treas.nj.gov](mailto:DorInfo@treas.nj.gov) for assistance with developing a records management plan.  *NOTE: If the Technology Initiation Proposal (TIP) required a Feasibility Study by the Automated Records Management System Committee (ARMS), please ensure that it was approved.* | | | | | |
| **Next Steps** | | | | | |
| **With regard to the SAR process, at the appropriate time in the process, next steps include:**   1. **Agency** provides information necessary for the Solutions Architecture group to perform a validated design of the solution.  Agency should contact the Solutions Architecture group at: [SA@tech.nj.gov](mailto:SA@tech.nj.gov) for assistance. 2. After the **Solutions Architecture** group has completed the validated design, they will inform the Agency to proceed with the next SAR step.    * the **Agency** is then responsible for:      + completing the Physical SAR (PSAR) document, including the validated design diagram (mandatory),      + updating the RECAP action item spreadsheet with status,      + accepting changes (revising as necessary) this marked up LSAR,      + submitting the preceding three documents to [SAR@tech.nj.gov](mailto:sar@tech.nj.gov) for PSAR review and scheduling.   On an **ongoing** basis, the Agency should:   * follow up on identified action items from all SAR review meetings * document the status/outcomes of action items in the RECAP action item spreadsheet * continue to have the detailed technical discussions that are required to keep the project moving forward toward deployment | | | | | |
| **Please do not write below this line. For OIT Use Only.** | | | | | |
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| **Document Receipt and Initial Review:** | | | | | |
| **Received by** | | *<Receiver Name>* | **Date Received** | *<MM/DD/YYYY>* |
|  | |  | **Date Reviewed** | *<MM/DD/YYYY>* |
|  | Proceed to schedule | | | | |
|  | More information needed (return to submitter for resubmission with additional information)  *<Specific additional information being requested will be listed here…>* | | | | |
| **LSAR Review Meeting or eReview:** | | | | | |
| **Meeting Facilitator** | | *Name / eReview - N/A* | **Date of Review** | *<MM/DD/YYYY>* |
| **Meeting Location** | | *Online MS Teams / eReview* | **Time (if meeting)** | *<HH:MM AM>* |
| **Attachments[[1]](#footnote-1)** | |  |  |  |

1. Attach any additional documents shared for review or reference. [↑](#footnote-ref-1)