Executive Branch Information Technology
Office of Information Technology Services
2800 SW Topeka Blvd., Building 100
Topeka, KS 66611

Kansas
Office of Information Technology Services

Phone: (785) 296-3463
Fax: (785) 296-1168
oits.info@ks.gov

Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

May 30, 2023

Todd Herman, Director
Procurement and Contracts

Dear Mr. Herman:

The high-level project plan for the Office of Information Technology Services GRC Implementation project is enclosed. Mark Abraham is the primary contact for the project and can be reached at (785) 296-7029. This letter constitutes approval of the project pursuant to K.S.A. 75-7209.

K.S.A. 75-7209 states all specifications for any competitive acquisition related to an approved information technology project shall be *reviewed* by the chief information technology officer for the branch of state government of which the agency or agencies are a part. The requirement that agencies obtain CITO approval of proposed IT projects has been adjusted to be in agreement with JCIT suggestions. As a result, all specifications for any competitive acquisition related to an approved IT project shall now be *approved* by the CITO before release.

If a variance of 10% or more in time or cost to the approved high-level project plan would occur with vendor selection, a revised high-level project plan must be submitted for CITO approval and the CITO's approval shall be received, *prior* to contract award. The CITO will notify JCIT of such events as per their request.

Once the final contracts are awarded, the high-level project plan will need to be updated with detailed information and receive final CITO approval. As required by statute and reinforced by the JCIT, the detailed project plan must receive CITO approval *prior* to project execution. This detailed project plan should include information found at the following link: https://ebit.ks.gov/kito/epmo/proposed-information-technology-project-plans.

As of July 1, 2013, new CITO-reportable projects are assessed a fee to support KITO operations. The fee will be assessed against the total project cost identified in the agency's detailed project plan. The fee will be billed quarterly until the project's Post Implementation Evaluation Report (PIER) is received. Fees will be based on the following rate structure:

- Projects valued between $250,000 and $10,000,000 - .0035 of the Project cost
- Projects valued greater than $10,000,001 - .0005 of the Project cost
- Infrastructure projects - .00035 of the Project cost

If there is any further assistance I may provide, please contact me.

Respectfully,

DocuSigned by:
Jeff Maxon
670B8750658F441...

Jeff Maxon, Interim CITO
Executive Branch

cc: Kelly O'Brien, CITO, Judicial Branch
Alan Weis, CITO, Legislative Branch
Adam Proffitt, Director of the Budget
James Fisher, KLRD
JCIT Membership
Kelly Johnson, OPC
Brian Reiter, OITS
Mark Abraham, OITS
Lee Adams, OITS
Megan Burton, KSHS
Cole Robison, OITS
Alex Wong, CITA
Sara Spinks, KITO

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Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

April 12, 2023

Jeff Maxon, Interim Chief Information Technology Officer
Executive Branch Information Technology
Office of information Technology Services
2800 SW Topeka Blvd, Building 100
Topeka, KS 66611

Dear Mr. Maxon:

The Office of Information Technology Services is requesting approval of our high-level project plan for the GRC Implementation project. The goal of the GRC project is to leverage the State's ServiceNow platform to add a more intuitive, user friendly Integrated Risk Management (IRM) capability to their suite of readily available cybersecurity services within Service Now for State agencies, boards, and commissions. This project will be phase 1 of 2 phases and will be treated as separate projects. Phase 1 will be responsible for setting up and configuring the necessary entities in the State's Service Now to manage risks for this foundational effort.

The total project cost is estimated at $278,501 [External Costs - $278,501 Internal Costs - $0.00].

The attached high-level documentation describes the work and costs to complete this project. Please review the submitted documentation and should you have any questions, please feel free to contact me at (785) 296-7029 or Mark.Abraham@ks.gov

Thank you in advance for your assistance.

Sincerely,

DocuSigned by:
Mark Abraham
02765C5534A0484...

Mark Abraham, Chief Information Security Officer
Office of Information Technology Services

State Entity Checklist for High-Level IT Project Plan

State Entity: OITS	
Project Name: GRC Implementation.	
Greater than $250,000/ less than $1,000,000 (Y/N): Y	
Greater than $1,000,000 (Y/N): N	
IT Project Plan Documents	**Included (Y/N)**
For forms and/or more detailed information on completion of plan: see https://ebit.ks.gov/kito/it-project-oversight/proposed-it-project-plans	
For ITEC Policy and/or more detailed information on approval of IT projects, see ITEC 2400 and 2400A https://ebit.ks.gov/itec/resources/policies	
Cover Letter Requesting Project Approval	Y
IT Project Request Explanation--DA518	Y
IT Cost Benefit Statement--DA519	Y
Work Breakdown Structure	Y
Task Name (tasks should be descriptive)	Y
Start	Y
Finish	Y
Milestone	Y
Architectural Statement (ITEC Policy 4010 and 9500) https://ebit.ks.gov/itec/resources/policies	
Statement of products and standards compliance	Y
If different, attach CITA waiver	N/A
Ownership of Software Code and Related Intellectual Property (ITEC Policy 1500)	
Statement of compliance	N/A
If different, attach CITO waiver	N/A
Accessibility Statement (ITEC Policy 1210) https://ebit.ks.gov/itec/resources/policies/policy-1210	Y
Statement indicating intent to use Voluntary Product Accessibility Template® (VPAT®) to assess compliance with ITEC 1210 as part of the procurement/development and testing process, or attach exception from State ADA Coordinator. For more information see: https://www.itic.org/policy/accessibility/vpat.	Y
Attach approval letter from State Director of IT Accessibility	Cole
Electronic Records Retention Statement (K.S.A. 45-403 and K.S.A. 45-213 through 45-223) For more information see -- https://www.kshs.org/p/records-management-and-the-law/11348	Y
1. Identify replaced paper records	N/A
2. Identify new business functions	Y
3. Reasons for business functions	Y
4. Records requirements for business function	Y
5. Documents in another system?	N/A
6. Public access requirements	N/A
7. Access control requirements	N/A
8. Identify all records with retention period of ten or more years	N/A
9. Estimate three year cost of addressing records identified in No. 8	N/A
Attach approval letter from State Archivist.	Y
Risk Identification Summary (Form ITEC PM02-11a)	Y
Risk Assessment Model (RAM) Summary - High Level Plans	Y
Fiscal Note, if appropriate	N/A
Electronic copy submitted four weeks prior to contract award and/or project execution	N/A

This checklist is for state entity use and the completed form should be submitted with the IT Project Plan

Rev. 09/20 (hyperlinks)

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 518

1. Project Title:	2. Project Priority	3. Estimated Dates	
GRC Implementation		Planning Start:	4/25/2023
Agency:		Execution Start:	6/12/2023
OITS-KISO		Close-Out End:	9/26/2023
4. Project Description and Justification:	**Date Submitted:**	4/25/2023	

The Kansas Information Security Office (KISO) seeks to leverage the State's ServiceNow platform to add a more intuitive, user friendly Integrated Risk Management (IRM) capability to their suite of readily available cybersecurity services for State agencies, boards, and commissions. KISO requires that their solution be scalable as well as meet the complexities of their needs.
Cask is a ServiceNow professional services provider that has supported OITS with other ServiceNow initiatives. Cask has a Security & Risk Practice, which solely focuses on ServiceNow's IRM (previously Governance, Risk & Compliance (GRC) and Security Operations modules.
With this effort, the Cask Security & Risk practice and OITS seek to begin a two-phase program which will develop foundational IRM capabilities on the ServiceNow platform. Phase 1 will develop a minimum viable product (MVP) combined with a "teach to fish" approach. Our scope will include one (1) department, the Office of Information Technology Services, which will then provide a repeatable model for OITS to leverage across other Departments. This will be approximately 16 weeks end to end

Is this an Infrastructure Project? (Y/N)	N
Will Business Process Modeling be completed during the IT project and business design? (Y/N)	N
Will national and/or industry data standards be used? (Y/N)	Y
If yes, please specify.	Security standards will follow NIST 800-53R5.

List any collaboration that has taken place in the planning of the IT Project, and/or will take place during execution of the project. Include tools, methods, and best practices used for providing collaboration, user input, and continued social networking.

OITS KISO will provide requiments, testing and consulting to the Vendors Carasoft and Cask. The vendors will perform the tasks required to complete the project. Using the AGILE method

5. Estimated Project Cost

Category	Cost
Internal Cost (Salaries)	$0
Contractual Services	$277,530
Commodities	$0
Capital Outlay	$0
Sub-Total Project Costs	$277,530
Total KITO Rate Fee	$971
Total Project Costs	**$278,501**

KITO Rate Structure

Project Value Range		Quarterly Rate
$250,000	$10,000,000	0.00350
$10,000,001	Greater	0.00050
Infrastructure Projects		0.00035

Project Quarterly KITO Fee: $971

6. Project Subprojects (include name, start and end dates, and cost of each Subproject):

Subproject Name	Start Date	End Date	Internal Cost	External Cost	Total Cost
Planning	4/25/2023	8/4/2023	$0	$0	$0
Execution					
Execution	6/12/2023	9/22/2023	$0	$277,530	$277,530
					$0
					$0
					$0
KITO Fee			$0	$971	$971
Execution Sub-Total	6/12/2023	9/22/2023	$0	$278,501	$278,501
Close-Out	9/25/2023	9/26/2023	$0	$0	$0
Grand Internal, External, and Total Costs			$0	$278,501	**$278,501**

7. Amount by Source of Financing:

State Fiscal Years	1. SGF	2.	3.	4.	5.	6.	7.	**Total**
SFY 2023	$278,501							$278,501
SFY 2024								$0
SFY 2025								$0
SFY 2026								$0
SFY 2027								$0
SFY 2028								$0
Total Project Costs	$278,501	$0	$0	$0	$0	$0	$0	**$278,501**

Description of funds listed above

6110 Service Rate /

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 519

1. Project Title	2. Estimated Dates		Projected Months from Execution to Close-Out
GRC Implementation	Planning Start:	4/25/2023	4
	Execution Start:	6/12/2023	
	Close-Out End:	9/26/2023	

3. Agency	4. Project Director/Project Manager
OITS-KISO	Alex Wong/ Lee Adams

5. Qualitative and Quantitative Savings Explanation

The State of Kansas, Office of Information Technology Services (OITS) is the central IT services office for the State's executive branch agencies. OITS currently uses ServiceNow to provide IT services support for select agencies across the State. OITS seeks to expand its use of the ServiceNow platform to support the Kansas Information Security Office which provides information security oversight across the enterprise.

The Kansas Information Security Office (KISO) seeks to leverage the State's ServiceNow platform to add a more intuitive, user friendly Integrated Risk Management (IRM) capability to their suite of readily available cybersecurity services for State agencies, boards, and commissions. KISO requires that their solution be scalable as well as meet the complexities of their needs.

Cask is a ServiceNow professional services provider that has supported OITS with other ServiceNow initiatives. Cask has a Security & Risk Practice, which solely focuses on ServiceNow's IRM (previously Governance, Risk & Compliance (GRC) and Security Operations modules.

With this effort, the Cask Security & Risk practice and OITS seek todevelop foundational IRM capabilities on the ServiceNow platform. for OITS, which will then provide a repeatable model for OITS to leverage across other Departments.

6. Qualitative and Quantitative Savings Estimate

Description of Savings		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Cost Avoidance (Soft Dollars)							
Discussions have taken place with OITS Network architects and the vendor to determine the best practices and layout			$929,520				
5% of state staff salary for 3 days (Estimated based on the Govenor's 2019 Budget Report)				$1,394,280			
5% of state staff salary for 4 days (Estimated based on the Govenor's 2019 Budget Report)					$1,859,039		
5% of state staff salary for 5 days (Estimated based on the Govenor's 2019 Budget Report)						$2,323,799	
Subtotal	$6,506,638	$0	$929,520	$1,394,280	$1,859,039	$2,323,799	$0
Cash Savings (Hard Dollars)							
Subtotal	$0	$0	$0	$0	$0	$0	$0
Other (Include Intangible Benefits)							
Standardized managemnet for issue, remediation and Exception lifecycles		Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	
Automating the P&C process to Service Now, thus reducing task time from manual data input and eliminating spreadsheets		Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	
Reliable and consistent Vendor support		Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	
Subtotal	$0	$0	$0	$0	$0	$0	$0
Quantitative Savings	$6,506,638	$0	$929,520	$1,394,280	$1,859,039	$2,323,799	$0

7. Summary*		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Project Costs	**Total** $278,501	$278,501	$0	$0	$0	$0	$0
Net Cost Benefit	**Total** $6,228,137	-$278,501	$929,520	$1,394,280	$1,859,039	$2,323,799	$0
Cost Benefit per Month	$1,626,660						
Calendar Months to Break Even	0						

8. Ongoing Cost	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Operational Cost for three ensuing SFYs	$0	$0	$0	$0	$0	$0

* Project Costs = Total Cost of Project over all Fiscal Years from all Funding Sources
Net Cost Benefit = Total Qualitative & Quantitative Savings minus Total Project Costs
Cost Benefit per Month = Total Qualitative & Quantitative Savings divided by Length of Project in months
Calendar Months to Break Even = Total Project Costs divided by Cost Benefit per Month

Revised 2/21

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
1	GRC Implementation	108 days	0 hrs	Tue 4/25/23	Tue 9/26/23			No
2	**Planning**	**72 days**	**0 hrs**	**Tue 4/25/23**	**Fri 8/4/23**			**No**
3	Request CITO approval for HL	25 days	0 hrs	Tue 4/25/23	Mon 5/29/23			No
4	**Engagement and Project**	**5 days**	**0 hrs**	**Mon 6/5/23**	**Fri 6/9/23**			**No**
5	Project Setup and Launch	5 days	0 hrs	Mon 6/5/23	Fri 6/9/23			No
6	**Discover**	**10 days**	**0 hrs**	**Mon 6/12/23**	**Fri 6/23/23**	**5**		**No**
7	Kick off meeting	5 days	0 hrs	Mon 6/12/23	Fri 6/16/23			No
8	Current State assesment and Archetecture	10 days	0 hrs	Mon 6/12/23	Fri 6/23/23			No
9	**Design and Create**	**39 days**	**0 hrs**	**Mon 6/12/23**	**Fri 8/4/23**			**No**
10	Design:Policy and Compliance with advanced	20 days	0 hrs	Mon 6/19/23	Mon 7/17/23			No
11	Request CITO approval of detailed plan	20 days	0 hrs	Mon 6/12/23	Mon 7/10/23			No
12	Create: P&C	20 days	0 hrs	Mon 7/10/23	Fri 8/4/23			No
13	**Execution**	**73 days**	**0 hrs**	**Mon 6/12/23**	**Fri 9/22/23**			**No**
14	**Evaluate**	**15 days**	**0 hrs**	**Mon 8/7/23**	**Fri 8/25/23**			**No**
15	UAT Preperation and	15 days	0 hrs	Mon 8/7/23	Fri 8/25/23	12		No
16	**Realize**	**19 days**	**0 hrs**	**Mon 8/28/23**	**Fri 9/22/23**			**No**
17	Training	10 days	0 hrs	Mon 8/28/23	Mon 9/11/23	15		No
18	Go Live Preperat	4 days	0 hrs	Tue 9/5/23	Fri 9/8/23			No
19	Go live	5 days	0 hrs	Mon 9/11/23	Fri 9/15/23	18		No
20	Hypercare	10 days	0 hrs	Mon 9/11/23	Fri 9/22/23			No
21	**Closing**	**2 days**	**0 hrs**	**Mon 9/25/23**	**Tue 9/26/23**	**20**		**No**
22	Pier review	1 day	0 hrs	Mon 9/25/23	Mon 9/25/23			No
23	lessons learned	1 day	0 hrs	Tue 9/26/23	Tue 9/26/23	22		No

State Archivist
State Archives Division
6425 SW 6th Avenue
Topeka KS 66615-1099

Kansas Historical Society

785-272-8681, ext. 272
megan.burton@ks.gov
kshs.org

Matthew Chappell, Acting Executive Director

Laura Kelly, Governor

April 24, 2023

Jeff Maxon, Chief Information Technology Officer-Executive Branch
2800 SW Topeka Blvd
Building 100
Topeka, KS 66611

Dear Mr. Maxon,

As part of the approval process for information technology projects over $250,000, the State Archivist is required to evaluate the impact of information technology projects on government records with long-term (10+ year) retention requirements. If the project impacts long-term records, the State Archivist must ensure that appropriate provisions have been made for these records in the high-level and detailed project plans, in the system design, and for their ingestion, if prudent and feasible, into the Kansas Enterprise Electronic Preservation (KEEP) system. An Electronic Records Retention Statement and approval letter from the State Archivist must accompany high level and detailed project plans submitted to you in your role as the Executive Branch Chief Information Technology Officer.

In compliance with this process, Lee Adams, Project Manager, recently sent to me for review an Electronic Records Retention Statement for the Kansas Office of Information Technology's Governance, Risk, and Compliance Implementation project high-level plan. From my review of the project plan materials, it appears that this project will not impact records with long-term retention.

The Electronic Records Retention Statement for the high-level project plan is approved. A copy of this approval letter should be included when submitting the project plan for approval.

Sincerely,

Megan Burton

Megan Burton
State Archivist

Cc: Cole Robison, Director of IT Accessibility, OITS
Lee Adams, Project Manager, OITS

Executive Branch Information Technology
Office of Information Technology Services
2800 SW Topeka Blvd., Building 100
Topeka, KS 66611

Kansas
Office of Information Technology Services

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Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

May 22, 2023

Jeff Maxon, Interim Chief Information Technology Officer
Office of Information Technology Services
2800 SW Topeka Blvd., Building 100
Topeka, KS 66611

Dear Mr. Maxon:

As part of the approval process for information technology projects over $250,000, a statement indicating compliance with State Information Technology Executive Council (ITEC) Policy 1210 *Information and Communication Technology Accessibility Standards* must be filed with the Branch Chief Information Technology Officer and approved by the Director of Information Technology (IT) Accessibility. I recently received from Lee Adams an Accessibility Statement for the GRC Implementation project for review in compliance with this process.

This statement affirms that the project will comply with the requirements of ITEC Policy 1210 and will require an Accessibility Conformance Report (ACR) to be provided.

The Accessibility Statement for the GRC Implementation high-level project plan is approved. A copy of this letter should be included with the submittal of the GRC Implementation high-level project plan for Branch CITO approval.

Sincerely,

DocuSigned by:
Cole D. Robison
B7372BF57AD54B7...

Cole D. Robison
Director of IT Accessibility

cc: Mark Abraham, Office of Information Technology Services
Lee Adams, Office of Information Technology Services
Anthony Fadale, State Americans with Disabilities Act Coordinator
Sara Spinks, Director, Kansas Information Technology Office

Executive Branch Information Technology
Office of Information Technology Services
2800 SW Topeka Blvd., Building 100
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DeAngela Burns-Wallace, Chief Information Technology Officer

Laura Kelly, Governor

April 12, 2023

RE: GRC Implementation

The Kansas Information Security Office (KISO) seeks to leverage the State's ServiceNow platform to add a more intuitive, user friendly Integrated Risk Management (IRM) capability to their suite of readily available cybersecurity services for State agencies, boards, and commissions. KISO requires that their solution be scalable as well as meet the complexities of their needs.

Architectural Statement

The Kansas Information Security Office (KISO) complies with ITEC Policies 4010 and 9500 as found at https://ebit.ks.gov/itec/resources/policies/itec-policy-4010 and https://ebit.ks.gov/itec/resources/policies/itec-policy-9500.

Current, planned, and future KISO projects are in compliance with the Kansas Information Technology Architecture version 12.0. In-house development and vendor supplied technologies will be implemented in accordance with State Architecture standards.

Ownership of Software Code and Related Intellectual Property Statement

The Kansas Information Security Office (KISO) will comply with ITEC Policy 1500 as found at https://ebit.ks.gov/docs/default-source/itec/itec_policy_1500.pdf.

Accessibility Statement

The Office of Information Technology Services is in compliance with the Accessibility requirements (ITEC Policy 1210) as found at https://ebit.ks.gov/itec/resources/policies/policy-1210. The GRC implementation project will utilize software currently in use for the State of Kansas utilizing Service Now software which is also currently compliant to ITEC Policy. All vendors on this project will provide a compliance statement.

Electronic Record Retention Statement

1. For each business function supported by the new system, what paper records are being replaced and which will continue to exist in both paper and electronic form?

There are no records to replace for this Project.

2. What new business functions will be implemented?

With this effort, the Cask Security & Risk practice and OITS seek to begin a two-phase program which will develop foundational IRM capabilities on the ServiceNow platform. Phase 1 will develop a minimum viable product (MVP) combined with a "teach to fish" approach. Our scope will include one (1) department, the Office of Information Technology Services, which will then provide a repeatable model for OITS to leverage across other agencies

3. What are the reasons for performing the business functions?

Issue, Remediation, and Exception lifecycles will be managed in a clear, standardized, systematic approach with consistent documentation of processes. Together, this transformation from manual to automated activities will allow the flow of data to be constant and with minimal human intervention, leaving less room for human error.

4. What legal, regulatory or operational requirements, including State Records Board approved retention schedules, exist for keeping records related to each business function?

N/A

5. Will any of the data necessary to document the business functions either be maintained in another system within the agency or in a system outside the agency? If so, please specify.

No

6. What are the legal, regulatory or operational requirements to providing public access to the records?

N/A

7. What are the legal, regulatory or operational requirements for controlling access to the records in order to ensure confidentially?

N/A.

8. Identify all records with retention periods of ten or more years that will be affected by the project or indicate that the project has no such records involved.

N/A

9. Estimate of the three-year total cost of addressing records identified in No. 8 above and included on the DA519, Item #8.

N/A

Risk Identification Summary
(Top Five Risks)

A description of project risks, the probability of the risk occurring, the impact of the risk on the project, and the suggested mitigation activities.

Last Risk Assessment Date: Prepared by:

Category	***Prob***	***Imp***	***Risk***	***Mitigation Approaches***
Resource	Low	Med	Due to competing priorities, there is a potential for OITS resources to become unavailable during the project for meetings, trainings, migrations, etc.	Mitigate by eliciting management support for making OITS resources available when needed. May record meetings and vendor training sessions/demos for OITS resources may review and get up to date on the project tasks.
Project Management	Low	Med	Lack of or miscommunication between OITS Project management and Vendors Project Management may cause some confusion	OITS Management will keep a shareable issues log and defer to the Vendor Project Management where applicable
Financial	Low	Low	Availability of Funds	Use of financial models to understand the actual project costs and recovery period.
Technology	Low	Med	There is potential for lack of access to the vendor to the OITS system should a connectivity issue occur	Ensure Vendor has access to KS.gov where applicable

Legend
Prob = Probability of Occurrence
Imp = Impact

RISK ASSESSMENT MODEL
High Level Plan - Summary Report
Ver. 1.0

Agency Name: Office of Information Technoligy Services (OITS)

Project Name: GRC Implementation

1. Introduction

The Risk Assessment Model measures risk in distinct areas. Below are the average scores based on the results from the questionnaire. Each area indicates the measured risk on a scale from 1 to 9, with 9 being the highest risk. Scores lower than 2.0 are considered "Low Risk", scores higher than 2.0 are "Medium Risk" and scores higher than 3.0 are considered "High Risk".

2. Summary

Score	Risk Level	Risk Area
1.5	LOW	Strategic Risk
2.0	MEDIUM	Financial Risk
2.4	MEDIUM	Project Management Risk
1.0	LOW	Technology Risk
1.0	LOW	Change Management / Operational Risk

Note: If you get "#VALUE!" as a result in any of the "Score" or "Risk Level" fields, you have unanswered questions. Go back and check your answers.

3. Signature

I have reviewed the results of the Risk Assessment Model. The results are indicators only and do not represent all the risks of the project. ITEC will use the results as the basis of discussion, and will not rely solely on the output.

Project Director

RISK ASSESSMENT - Summary Report

High Level Plan - List of Comments

(Expand Row Height to Show all Text)

1
2
3
4
5
6
7
8
9
10
11
12 Not Applicable
13
14