Process ID	Owner	Process	Description
1.0a	DPB (Department of Planning and Budget)	Drive Strategic Planning Process	Virginia's strategic planning process comprises a parallel set of activities involving DPB and the Executive Branch of government. DPB issues instructions to Executive Branch agencies for agency strategic planning.
1.1a	DPB	Plan for Budget Biennium Update	DPB determines the schedule for agency business planning and a procedure for each biennium update and conducts the necessary training.
1.2a	DPB	Issue Strategic Planning Guidance	From the Performance Budgeting System, provides the guidance for agencies to develop their business plans.
1.3a	DPB	Issue Base Budgets to Agencies	DPB issues the base budget amounts to each agency in order for that agency to forecast planned expenditures for the upcoming biennium.

Process ID	Owner	Process	Description
1.4a	IT Investment Management Division (ITIMD)	Plan for Budget Biennium Update for IT Strategic Plan (ITSP)	ITIMD determines the schedule for agency IT strategic planning and procedures for the review and approval of the IT portion of the strategic plan by the Commonwealth of Virginia Chief Information Officer (COV CIO). Also, ITIMD conducts the necessary training for the in-scope Executive Branch agencies and reviewers. ITIMD works with VITA Finance to deliver budgeted infrastructure for agencies to use in their ITSPs.
1.5a	ITIMD	Prepare ITSP Guidance for In-scope Executive Branch Agencies	ITIMD drafts the necessary guidance for updates to an agency's IT Strategic Plan; publishes on the VITA Website; and notifies the Executive Branch agencies.
1.6a	VITA Finance	Provide IT Infrastructure Costs for ITSP	In order to forecast the planned budget for IT expenditures as part of the ITSP, VITA Finance provides projected VITA service fees to ITIMD to preload in each agency's ITSP in the Commonwealth Technology Portfolio (CTP).
1.7a	ITIMD	Load IT Infrastructure Costs	Preload IT Infrastructure Costs into the VITA Service Fees line in the projected budget tables within the agency ITSP.