



Process ID	Owner	Process	Description
1.0a	Department of Planning and Budget (DPB)	Issues Strategic Planning Guidance for Commonwealth of Virginia (COV)	DPB communicates instructions and guidance for IT Decision Packages, and sets the schedule for when they are due.

Process ID	Owner	Process	Description
1.1a	Agency Finance, Agency IT Representative (AITR)	Determine IT Budget Needs (if shortfalls exist)	As part of the budget process, each agency reviews the projected information technology (IT) work to be completed for the coming year against the agency’s existing base budget and determines if additional general funds are needed.
1.2a	Agency Finance, AITR	Draft IT Decision Packages	If additional general funds are needed, the agency then prepares a business case and drafts decision packages within the Performance Budgeting System for submission to DPB for the next budget cycle and appropriately denotes it as IT.
1.3a	AITR	Update IT Strategic Plan (ITSP) to Reflect IT Decision Packages	The AITR updates the ITSP to reflect the information documented within the IT Decision Package.
1.4a	Agency Head	Approve IT Decision Package and ITSP Updates	The Agency Head approves and submits the IT strategic planning updates to DPB for review and approval. Typically, this occurs in during the Fall timeframe.
1.5a	Agency Finance, AITR	Submit IT Decision Packages and IT Strategic Plan Updates	Agency Finance submits the IT Decision Packages to DPB for review and approval, and the AITR enters any ITSP updates into CTP. Typically, this occurs in during the Fall timeframe.
1.6a	DPB	Send IT Decision Packages	DPB sends the IT Decision Packages to the COV CIO for review and recommendations.