



APA Progress Report on the Commonwealth Data Standards, 5/12

APA Ref	Short Title	Summary	Due Date	Responsible Person(s)	Status	Status Date	Initial Plan/Status Updates
1	Data Standard Requirements	Discuss making the development & adoption of data standards for the remaining business areas a priority with the Secretary of Technology. The Secretary should require the CIO & VITA to develop a plan & timeline to complete each of the remaining data standards & hold them accountable for meeting their timeline.	7/13	Simonoff	NS U	Initial Plan 5/12	<p>Pursuant to Item 427 3C of the 2012 Appropriation Act:</p> <p>Task 1. Prepare a preliminary plan to develop & adopt data standards in the remaining business areas covered under the 2008 Appropriations Act, as amended. Include in the plan a preliminary scope, timetable, cost estimate & implementation strategy. Submit the preliminary plan to the General Assembly & the Governor's Office for review & comment. (11/12)</p> <p>Task 2. Based on input from the General Assembly & the Governor's Office, prepare a final plan for data standardization. Include in the plan a final scope, timetable, cost estimate & implementation strategy. Submit the final plan to the General Assembly & the Governor's Office for confirmation & adoption.</p> <p>9/12 VITA staff drafted the required interim plan, pursuant to Item 427 of the 2012 Appropriation Act. The plan proposes a methodology to determining the scope, timetable, cost estimate and implementation strategy to meet the statutory requirements for data standards. At the time of this report, VITA staff had started the process of routing the draft plan for review by the Commonwealth's CIO and Secretary of Technology. The interim Item 427 plan will be submitted on November 1, 2012, as required under the Act.</p>
2	Data Standard Requirements	The Secretary, CIO, & VITA review Cardinal's data standards for each of the seven (7) business areas & evaluate whether the Commonwealth should adopt them as enterprise data standards.	7/13	Simonoff	NS U	Initial Plan 5/12	<p>Task 1. Engage with the Commonwealth agencies developing Cardinal to determine which of the Cardinal data standards may be adopted as Commonwealth standards. (9/12)</p> <p>Task 2. Include the evaluation of Cardinal standards in the preliminary plan pursuant to Item 427 3C of the 2012 Appropriation Act. Determine the preliminary timetable, cost estimate & implementation strategy for adopting Cardinal standards as Commonwealth standards, as appropriate. Submit the preliminary plan to the General Assembly & the Governor's Office for review & comment. (11/12)</p> <p>Task 3. Based on input from the General Assembly & the Governor's Office, prepare a final timetable, cost estimate & implementation strategy for adopting Cardinal standards as Commonwealth standards, as appropriate. Submit the final plan to the General Assembly & the Governor's Office for confirmation & adoption.</p> <p>9/12 VITA staff have engaged DOA and DOT staff working on the Cardinal project to identify which standards would be appropriate for adoption as Commonwealth standards.</p>



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3	Data Standards Authority & Responsibility	Update the Enterprise Information Architecture framework documents to reflect the current work effort & processes for establishing data standards.	7/13	Simonoff	NS U	Initial Plan 5/12	<p>The Chart of Accounts standard has been identified as the first of the Cardinal standards to be moved forward for adoption, and the decision package is under development at the time of this status report.</p> <p>Task 1. Amend the Commonwealth Enterprise Architecture (EA) Policy to incorporate the Enterprise Information Architecture (EIA) framework and maturity model. (10/12)</p> <p>Task 2. Implement the planning process required under Item 427 3C of the 2012 Appropriation Act. On a parallel track with, & building from information gathered during, the planning process, prepare draft updates to the Commonwealth EIA framework & process model for data standardization. Complete the EIA updates & prepare for review concurrent with the preliminary plan. (11/12)</p> <p>Task 3. Based on input from the public review & comment process, refine the EIA framework & process model for data standardization.</p> <p>9/12 VITA staff has initiated the overhaul of the EIA governance framework, as recommended by the APA. On July 3, 2012, the Secretary of Technology adopted new EIA elements into the Commonwealth's Enterprise Architecture Policy 200-02. VITA staff also has implemented a survey instrument – the EIA Scorecard – to collect empirical data on the current state of EIA across the Commonwealth. These data will be used to support a strategic planning process to develop a Commonwealth Data Strategy for data standardization, data governance, data asset management and enterprise data sharing. At the time of this report, VITA staff was completing the final preparations to launch the COV Data Strategy planning process.</p>
4	Data Standards Authority & Responsibility	Redesign the framework to give VITA the authority & responsibility to identify & develop data standards. Also, create a plan that shows the number of resources necessary to assume leadership for data standards to fulfill statutory responsibilities & work with the Secretary of Technology & Governor's Office to obtain	7/13	Simonoff	NS U	Initial Plan 5/12	<p>Task 1. Engage with the Commonwealth CIO & the Secretary of Technology during the update of the EIA framework & Item 427 3C planning process. Identify resource requirements & any changes to the Code of Virginia that may be needed to clearly establish/define the statutory authority for data standardization, compliance & enforcement. (9/12)</p> <p>Task 2. Based on input from the Commonwealth's CIO & the Secretary of Technology, draft Code changes & resource requirements may be included in the preliminary plan under Item 427 3C of the 2012 Appropriation Act. Coordinate with the</p>



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		them.					<p>Secretary of Technology & the Governor's Office on any proposed resource requirements & Code changes. Submit the preliminary plan to the Secretary of Technology & the Governor's Office for review & comment. (11/12)</p> <p>Task 3. Based on input from the Secretary of Technology & the Governor's Office, prepare any final resource requirements & Code changes to be considered during the 2014 General Assembly. Submit the final plan to the Secretary of Technology & the Governor's Office for confirmation and adoption.</p> <p>9/12 The Item 427 plan will identify resource requirements needed to implement the Commonwealth Data Strategy and related data standardization efforts. VITA staff, as part of the interim Item 427 plan, has proposed a methodology for estimating the resource requirements. The interim Item 427 plan will be submitted on schedule November 1, 2012, in compliance with the 2012 Appropriation Act.</p>
5	Identifying Opportunities to Enforce Compliance with Data Standards	ITIM & PMD should include additional review processes to identify opportunities for data standards. The ITIM group should require agencies to include the impact of data standards on potential IT investments.	5/13	Simonoff	NS U	Initial Plan 5/12	<p>Task 1. Conduct an analysis of the current processes & determine if current processes can be modified or can be used as is, or if new process must be developed. (9/12)</p> <p>Task 2. Based on analysis in task 1. Develop or modify in coordination with PP&A existing processes used by ITIM and PMD for project selection, initiation, & change management that would identify new opportunities. (2/13)</p> <p>Task 3. Implement new processes.</p> <p>9/12 VITA PMD, ITIM and Data Governance staff have developed a survey instrument to be used by PMD/Data Governance reviewers to identify projects that would be in-scope for data standardization. VITA ITIM staff also has begun using the review process for agency IT strategic plans to enforce accountability and compliance with adopted data standards.</p>
6	Enforcing Compliance with Data Standards	PMD should modify the analysis tools identified in the Commonwealth Project Management Standard to include data standards criteria as part of the project approval & execution oversight processes. The criteria changes	1/13	Simonoff	NS U	Initial Plan 5/12	<p>Task 1. Conduct an analysis of the tools embedded in the CTP application and determine if current tools can be modified or can be used as is, or develop new tools. (9/12)</p> <p>Task 2. Based on analysis in task 1. Develop or modify in coordination with PP&A modification to existing analysis tools used by PMD for project selection, initiation, & change management. (12/12)</p>



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		shall guide PMD in approval recommendations & oversight assessments. PMD should also elicit the expertise of VITA's Data Governance team to ensure the project includes all relevant data standards. Projects that do not identify data standards or have not received an exception waiver should not be recommended to the CIO and Secretary.					<p>Task 3. Develop work flow if required to coordinate review between PMD staff & PP&A staff. (12/12)</p> <p>Task 4. Implement new tool(s)</p>
						9/12	VITA PMD, ITIM and Data Governance staff have developed a survey instrument to be used by PMD/Data Governance reviewers to identify projects that would be in-scope for data standardization. VITA Data Governance staff will conduct the review and advise PMD staff on the project's compliance and in-scope status for data standards. At the time of this report, the survey has been finalized and implemented by PMD/Data Governance.
7	Enforcing Compliance with Data Standards	Discuss Code authority with Secretary, CIO, & PMD to determine if the Code of Virginia does not give them authority to enforce compliance with the data standards, if warranted pursue suggesting that the General Assembly modify the Code of Virginia to clearly designate this authority.	7/13	Simonoff	NS U	Initial Plan 5/12	<p>Task 1. Engage with PMD, the Commonwealth CIO & the Secretary of Technology during the update of the EIA framework & Item 427 3C planning process. Identify any changes to the Code of Virginia that may be needed to clearly establish/define the statutory authority for data standardization, compliance & enforcement. (9/12)</p> <p>Task 2. Based on input from the Commonwealth's CIO & the Secretary of Technology, draft Code changes may be included in the preliminary plan under Item 427 3C of the 2012 Appropriation Act. Coordinate with the Secretary of Technology & the Governor's Office on any proposed resource Code changes. Submit the preliminary plan to the Secretary of Technology & the Governor's Office for review & comment. (11/12)</p> <p>Task 3. Based on input from the Secretary of Technology & the Governor's Office, include any final Code changes to be considered during the 2014 General Assembly in the final plan.</p>
						9/12	The Item 427 plan will examine any changes to the Code of Virginia that may be necessary to clarify enforcement and compliance requirements for adopted data standards. The interim Item 427 plan will be submitted on schedule November 1, 2012, in compliance with the 2012 Appropriation Act.
8	Data Standard Accomplishments	Provide sufficient resources to the Commonwealth Data Governance (CDG) team & require them to create a detailed work plan & timeline for the development &	7/13	Simonoff	NS U	Initial Plan 5/12	<p>Task 1. Engage with PMD, the Commonwealth CIO & the Secretary of Technology during the update of the EIA framework & Item 427 3C planning process. Identify resource requirements for CDG to implement the EIA framework & data standardization strategy. (9/12)</p>



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		implementation of data standards for the seven business areas. The work plan should include detailed tasks, responsibilities, & deadlines.					<p>Task 2. Include the CDG resource requirements in the preliminary plan under Item 427 3C of the 2012 Appropriation Act. Coordinate with the Commonwealth's CIO, the Secretary of Technology & the Governor's Office on CDG resource requirements. Submit the preliminary plan to the Secretary of Technology & the Governor's Office for review & comment. (11/12)</p> <p>Task 3. Based on input from the Secretary of Technology & the Governor's Office, prepare the final CDG resource requirements. Submit the final plan to the Secretary of Technology & the Governor's Office for confirmation & adoption.</p>
						9/12	<p>The Item 427 plan will identify resource requirements needed by Data Governance staff to implement the Commonwealth Data Strategy and related data standardization efforts. VITA staff, as part of the interim Item 427 plan, has proposed a methodology for estimating the resource requirements. The interim Item 427 plan will be submitted on schedule November 1, 2012, in compliance with the 2012 Appropriation Act.</p>
9	Data Standard Accomplishments	Develop a detailed, realistic plan & timeline to complete the Enterprise Information Architecture action plan. This timeline should articulate when the policies, standards, & procedures will be fully developed, approved, & implemented. The plan should include what tasks need to be completed, by when, & by whom to support the timeline & ultimately result in a data standards strategic plan. A data standards strategic plan will allow agencies in the early phases of systems development to anticipate & incorporate coming data standards into their development plan.	7/13	Simonoff	NS U	Initial Plan 5/12	<p>Task 1. Amend the Commonwealth Enterprise Architecture (EA) Policy to incorporate the Enterprise Information Architecture (EIA) framework & maturity model. (10/12)</p> <p>Task 2. Implement the planning process required under Item 427 3C of the 2012 Appropriation Act. On a parallel track with, and building from information gathered during, the Item 427 3C planning process, prepare a draft action plan for implementing the Commonwealth EIA framework and process model for data standardization. Complete the EIA action plan and prepare for review concurrent with the preliminary Item 427 3C plan. (11/12)</p> <p>Task 3. Based on input from the public review and comment process, and on a timeline parallel to the Item 427 3C planning process, refine the action plan for implementing the EIA framework and process model for data standardization.</p>
						9/12	<p>On July 3, 2012, the Secretary of Technology adopted new EIA elements into the Commonwealth's Enterprise Architecture Policy 200-02. VITA staff also has implemented a survey instrument – the EIA Scorecard – to collect empirical data on the current state of EIA across the Commonwealth. These data will be used to support a strategic planning process to develop a Commonwealth</p>



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Data Strategy for data standardization, data governance, data asset management and enterprise data sharing. The timeline for completing the COV Data Strategy and full EIA action plan will be integrated into the final Item 427 report. The interim Item 427 plan will be submitted on schedule November 1, 2012, in compliance with the 2012 Appropriation Act

