



## AITR Role Responsibilities and Training Requirements

The Code of Virginia requires that each agency designate an existing employee to be the agency's information technology resource (AITR) who shall be responsible for compliance with the procedures, policies and guidelines established by the Chief Information Officer of the Commonwealth.

The AITR is to act as liaison between his or her agency and VITA, ensuring that information (issues, concerns, questions etc.) flow smoothly between the two parties and that the right people are involved in the communication process.

The following is a checklist of AITR responsibilities and training requirements:

- Serve as primary point of contact for the agency for VITA communiqués and distribute to all affected parties within the agency and if necessary working with communication staff in the agency.
- Ensure that the agency IT investment information in the strategic plan is current and accurate in the Commonwealth Technology Portfolio tool, ProSight (More detailed information regarding the ProSight tool can be found [here](#)).
- Submit Commonwealth IT investments (projects and procurements) for approval to VITA in [ProSight](#).
- Participate in AITR meetings conducted by VITA, present agency concerns to VITA and distribute meeting minutes to all affected parties in the agency.
- Work collaboratively with VITA to resolve issues and concerns.
- Attend training to learn how to maintain IT investment information in the Commonwealth Technology Portfolio tool, [ProSight](#) and to obtain access to ProSight (unless agency has been exempted, generally because it does not have IT investments).
- Attend [Information Technology Strategic Planning](#) (ITSP) training.
- Attend the [Commonwealth Project Management Overview](#) to gain an understanding of IT policies, standards and guidelines.
- Perform other duties as necessary to ensure productive interaction with VITA to meet the agency's IT need as driven by the agency's business goals and objectives.