

# **COMMONWEALTH OF VIRGINIA**

**2004 Guidance**

**for**

**Agency IT Strategic Plan Updates**

**Issued**

**by the**

**Commonwealth Chief Information Officer**

**May 14, 2004**

## 2004 Guidance for Agency IT Strategic Plan Updates

### Section I – Introduction

The ‘2004 Guidance for Agency IT Strategic Plan Updates’ provides an overview of the Agency IT Strategic Plan (ITSP) update process and specific instructions for 2004 plan update submissions. All Agency IT Strategic Plan updates will be submitted as IT Strategic Plan amendments through a new Web-based IT Strategic Plan amendment process in the Commonwealth Agency Technology Strategic Plan Application (CATSPA). All agency ITSP amendments approved by Agency Heads as of June 1, 2004 will be considered by the IT Investment Board for priority ranking in the Recommended Technology Investment Projects (RTIP) Report due to the Governor and General Assembly on September 1, 2004. Section II of this document provides guidance on IT Strategic Plan updates. Instructions for entering the plan updates into the CATSPA are included in Section III. Appendix A provides links to information that may facilitate agency IT strategic planning.

### Overview

The agency IT strategic plan updates should comply with the IT Strategic Planning Guidance for the 2004-2006 Budget Biennium, issued in April 2003, the current Commonwealth of Virginia Strategic Plan for Technology, the Commonwealth Technology Management Policy, and the Commonwealth Enterprise Architecture. The original plan guidance is available on the CTP Web site at [http://www.vita.virginia.gov/ctp/Strategic\\_Guidance.cfm](http://www.vita.virginia.gov/ctp/Strategic_Guidance.cfm).

Agencies should update their IT Strategic Plans to reflect changes to business priorities and associated technology investments resulting from changing business needs or implications of the final 2004 – 2006 Commonwealth Budget. ITSP amendments may include the modification of the following:

- Agency strategic goals, critical issues, the agency strategic IT vision
- Major and Non-major IT Projects, and
- Major and Non-major IT procurements

All proposed or continuing projects, including telecommunications projects, with expenditures planned for the 2004-2006 Budget Biennium, regardless of funding source, should be identified in the Agency IT Strategic Plan. Project proposal submissions are no longer required to receive planning approval for Major IT projects. However, specific information is being requested in the plan update for Major IT projects. The Major IT project information will be used to evaluate and rank projects for the Recommended Technology Investment Projects Report due to the Governor and General Assembly on September 1, 2004. Agency Heads are required to approve all Agency IT Strategic Plan amendments. All Agency IT Strategic Plan amendments approved as of June 1 will be included in the Recommended Technology Investment Projects Report.

Changes to agency asset information (Part 3 of the ITSP) are not being requested at this time. Updates to asset information will be collected as part of the agency transition activities to VITA. Institutions of higher education with decentralized procurement authority are not required to submit Non-major IT procurements.

**Key Dates**

<b>ACTION</b>	<b>COMPLETION DATE</b>
<b>2004 Guidance for Agency IT Strategic Plan Updates Issued</b>	<b>May 14</b>
<b>Online IT Strategic Planning (ITSP) Amendment Computer Based Training Posted to CTP Web site</b>	<b>May 14</b>
<b>CATSPA Opened for Agency Access</b>	<b>May 14</b>
<b>Last Date for Agency Approval of ITSP Amendments for Inclusion in the Recommended Technology Investment Projects (RTIP) Report to the CIO</b>	<b>June 1</b>
Preliminary RTIP Report to CIO and IT Investment Board IT Project Review Committee	July 7
<b>Agency ITSP Amendment Reviews and Approvals Completed by the CIO</b>	<b>July 18</b>
Preliminary RTIP Report to IT Investment Board (Tentative)	July 25
CIO/IT Investment Board Approval of RTIP Report (Tentative)	August 4
Final RTIP Report to Governor and General Assembly	September 1

**Evaluation Criteria**

**Agency IT Strategic Plan Amendments - Evaluation and Approval**

The Agency Head must approve Agency IT Strategic Plan amendments. Once the Agency Head has approved the amendment, the Project Management Division (PMD), on behalf of the CIO, will review all Agency IT Strategic Plan Amendments for:

- Completeness
- Adherence to planning guidance
- Compatibility with the Commonwealth of Virginia Strategic Plan for Technology
- Compatibility with the Agency IT Strategic Plan
- Compatibility with Enterprise Architecture Standards

Based upon the amendment review, the PMD will provide an approval recommendation to the Proponent Secretary for comment. The approval recommendation will then be submitted to the CIO. The CIO will approve or disapprove all Agency IT Strategic Plan Amendments. Approved ITSP amendments become part of the agency approved ITSP, which will serve as a reference for the PMD to validate agency technology investments, planned procurements, and project requests.

ITSP amendments received and approved by the Agency Head as of June 1 will provide input into the Recommended Technology Investments Projects Report for the Governor and General Assembly. Disapproved IT Strategic Plan amendments may be modified by the agency and resubmitted as a new amendment. The PMD will work with agencies to revise and resubmit plan amendments that are disapproved by the CIO.

### **Project Evaluation Criteria - Major IT Projects Evaluation Criteria**

Agencies are asked to identify all planned Major IT Projects, as part of the Agency IT Strategic Plan. A Major IT Project is defined in the *Code of Virginia* as: "Major information technology project" means any state agency information technology project that (i) is mission-critical, (ii) has statewide application, or (iii) has a total estimated cost of more than \$1 million." All Major IT Projects requiring any expenditure of funds during the 2004 – 2006 Budget Biennium must be identified in the Agency IT Strategic Plan, including "Active" projects in progress.

Evaluation and approval criteria for Major IT Projects as specified in the *Code of Virginia* include:

- Degree to which the project is consistent with the Commonwealth overall strategic plan (as evidenced by the Strategic Plan for Technology, the Commonwealth Enterprise Architecture Enterprise Business Strategies, and the Department of Planning and Budget agency strategic planning information for 2003). For further information on agency strategic plans, and performance, see the Department of Planning and Budget Virginia Results Web site <http://www.dpb.state.va.us/VAResults/Index.cfm>
- Technical feasibility of the project
- Benefits to the Commonwealth of the project, including customer service improvements
- Risks associated with the project
- Continued funding requirements
- Past performance by the agency on other projects

Knowledge of evaluation criteria should assist agencies in the identification and selection of Major IT Projects for inclusion in the Agency IT Strategic Plans. Detailed information provided by each agency in subsequent project proposal submissions will be evaluated against these criteria.

### **Project Evaluation Criteria – Non-major IT Projects Evaluation Criteria**

Agencies are asked to identify all planned Non-major IT Projects, including telecommunications projects, as part of the Agency IT Strategic Plan. Non-major IT Projects are those technology projects with an estimated total project cost of less than or equal to \$1 million and not deemed mission critical or designated as having statewide application by the CIO. Non-major IT Projects with an estimated total cost of more than \$100,000 require approval of the CIO.

Agencies are asked to identify within the Agency IT Strategic Plan, Non-major IT Projects requiring any expenditure of funds during the 2004-2006 Budget Biennium with an estimated total cost of \$100,000 or more. Non-major IT Projects will be evaluated against the same general criteria as Major IT Projects.

## **Procurements - Evaluation Criteria**

According to the *Code of Virginia*, all technology procurements must be executed under procedures established by VITA. Agencies are asked to identify all planned procurements with an estimated cost of \$50,000 and more, including telecommunications procurements, as part of the Agency IT Strategic Plan. The plan should include: all planned procurements supporting Major or Non-major IT Projects; Major IT Procurements not supporting projects, with an estimated cost equal to or greater than \$1 million; and Non-major IT Procurements not supporting projects, with an estimated cost of \$50,000 and over but less than \$1 million.

All technology procurements with an estimated cost of \$50,000 and over will be evaluated to determine if they are:

- Consistent with the Commonwealth and Agency IT Strategic Plans
- Adhere to the Commonwealth Enterprise Architecture

Procurements supporting Major or Non-major IT Projects will be approved as part of the project approval process.

## **ITSP Assistance**

The Commonwealth Agency Technology Strategic Planning Application (CATSPA) is now being supported under the Virginia Customer Care Center (VCCC). The phone number for the VCCC is **1-866-637-8482**. CATSPA support will only be provided during business hours, but the VCCC is open 24/7/365 to document support requests.

## **Section II – Commonwealth IT Strategic Planning Guidance**

IT Strategic Planning Guidance for the 2004-2006 Budget Biennium, issued in April 2003, should be utilized in determining projects and procurements for inclusion in the agency ITSP. The original plan guidance is available on the CTP Web site at [http://www.vita.virginia.gov/ctp/Strategic\\_Guidance.cfm](http://www.vita.virginia.gov/ctp/Strategic_Guidance.cfm).

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### Section III - Agency IT Strategic Plan Amendment Instructions and Format

IT Strategic Plan amendments are to be submitted using the Web-based Commonwealth Agency Technology Strategic Planning Application (CATSPA) on the Commonwealth Technology Portfolio (CTP) Web site <http://www.vita.virginia.gov/ctp/index.cfm>. As you read through the amendment guidance, a word or phrase encased with square brackets [] indicates a labeled button providing a hyperlink to another function within the CATSPA application. Important information in the amendment guidance is bolded for your convenience.

**CBT training is available on the CTP Web site. It is strongly recommended that this training be completed before navigating through the new CATSPA system.** For new or modified system functionality, navigation instructions have been included in this document and the section has been marked as ‘New’ or ‘Modified’. CATSPA Online Help is available and can be accessed by clicking the blue question mark symbol (?) beside the page title at the top of each screen. All Agency IT Strategic Plan information is considered “**Governor’s Confidential Working Papers**” until such time as the CIO approves the amendment.

#### **Establish a Pegasus Account for CATSPA**

A security application program called Pegasus controls access to all secured VITA Web applications, including CATSPA. A Pegasus account allows an individual to use a single user name and password for all secured VITA Web applications to which the user has access. Therefore, you will have only one Pegasus account and password. Although it is possible to already have an existing Pegasus account (for another secured VITA Web application) at this time, **no one has access to CATSPA through Pegasus.**

**If you do not have a Pegasus account, you must establish an account on the Pegasus system. It may take several days to establish a Pegasus account and receive access to CATSPA. It is extremely important, given the short timeline for entering and approving ITSP amendments, that all agency personnel responsible for entering and approving the CATSPA plan updates IMMEDIATELY request Pegasus accounts.** The account owner must perform the request for the Pegasus account on-line. Please note that the Agency Head or designee is responsible for approving ITSP amendments. The Agency Head or designee must also establish a Pegasus account with access to CATSPA.

To request a Pegasus account with CATSPA access or to request CATSPA access for an existing Pegasus account, click on the link, [http://www.vita.virginia.gov/ctp/Strategic\\_Data.cfm](http://www.vita.virginia.gov/ctp/Strategic_Data.cfm). Make the appropriate selection (Existing User or New User) and click the Continue button. If you are an Existing User, you must enter your Pegasus account name and password, and you will be asked to validate your Pegasus profile information. Upon completion of this validation, the application will submit your request to allow your Pegasus account to access CATSPA. You will be notified via e-mail when the access has been established. If you are a new user, you will be prompted to supply New User Account information. Upon completion of this information, the application will submit your request for both a Pegasus account and access for that account to CATSPA. You will be notified via e-mail when the account and access is established.

The information that you validate for an existing account or enter for a new account is used to enable you to reset your own password in the event the password expires or you forget your password. The VITA Pegasus Account Web page contains a link, which allows you to modify

your personal information. You may also reset your password from the login page in the event you forget your password. If you forget your account name, you must contact the VITA Customer Care Center at (804) 786-3932.

### **Logon Instructions**

Access CATSPA through the Commonwealth Technology Portfolio (CTP) Web site <http://www.vita.virginia.gov/ctp/index.cfm>:

- Click [IT Strategic Planning] from the navigation bar at the top of the screen, or from the list of links at the bottom of the screen.
- Click [Enter ITSP Data] from the Information Technology Strategic Planning Links listed near the top.
- Or link directly to the VITA Pegasus Account page: [http://www.vita.virginia.gov/ctp/Strategic\\_Data.cfm](http://www.vita.virginia.gov/ctp/Strategic_Data.cfm). The VITA Pegasus Account page provides specific instructions and links for requesting access to CATSPA through Pegasus, logging on to CATSPA, and obtaining and managing a Pegasus account.

After validation of the user name and password through Pegasus, the CATSPA login window is presented and the role(s) associated with the user is (are) displayed. Select the appropriate role from the pull-down list and click [Login].

### **ITSP Plan Amendment Preparation Instructions**

The instructions below describe how to enter an amendment. The process is designed to allow access to all segments of the Agency IT Strategic Plan. The steps described may be followed sequentially, or the user may navigate directly to the section of the plan to be modified. An amendment may consist of a single change to one aspect of the plan or may include the modification or addition of multiple projects and/or procurements.

#### **Home Page (New)**

When the Login process is complete, the CATSPA Home Page is presented. The “News” section is frequently updated and displays news topics that may be helpful or important. The “Task List” section displays Amendments that require the attention of the user logged in based on the role the user has selected. For example, if an Agency IT Resource (AITR) has submitted an Amendment for approval, the Agency Head will see the Amendment in the Task List after logging in. Click [Plan/Amendment List] to view the agencies Base Plan and any Amendments. Amendments can be created, edited and deleted here, if the user role permits.

#### **Plan/Amendment List Page (New)**

This screen lists the Base or Approved Plan for an agency plus any existing amendments and the amendment approval status. Click [New Amendment] to initiate the amendment process and input descriptive information about the amendment. A new amendment, named "Default Title", will appear at the bottom of the list. Click [Edit] beside the new amendment to display the Amendment Form Page and continue to add information. An amendment can be deleted until it is approved by the Agency Head. Click [Delete] to remove an amendment.

### **Amendment Form Page (New)**

The Amendment Form (Web) Page allows users, depending on their role, to update General Information about the Amendment, evaluate and approve the Amendment, and view and update the Amendment Justification.

- Click [Edit] beside General Information, to change the Title and Description for an Amendment. You must complete General Information before you can update any detail information in the plan.
- Click [Modify Amendment] to proceed to the Process Steps Page. These steps allow navigation to all elements of the Strategic Plan, including Key Customers, Key Activities, Projects, and Procurements.

The Evaluations and Approvals section displays the hierarchy of roles required to create and approve an Amendment. A [Submit] hyperlink is dynamically located at the level where the next approval is required. When an approval action is completed, an email will be sent notifying the user at the next level to perform a specific task,

The Amendment Justification section displays a system generated log of significant changes made to the amendment, and the date of change. Click on the Date to add or update the agency Reason for Change. Statements entered into the “Reason for Change” information should be concise, descriptive, and easily understood. The nature of the change should be clearly specified, i.e. “Changed project start date to 07/01/2004”. The reason why the data was changed may also be included.

To view Amendment Justifications in combination with Evaluations and Approvals, click [Display Chronology]. To return to the previous format, click [Display Details]. Under certain conditions, information in the Evaluations and Approvals section is reset. When this occurs, a copy of this information is retained for viewing within the Chronology Function.

### **Process Steps Page (Modified)**

This page identifies the steps and tasks associated with completing and submitting the IT Strategic Plan Amendment. While the steps and tasks can be completed out of order, it is STRONGLY recommended that they be approached in the order listed when adding a project or procurement. However, only the process steps relevant to the amendment need to be completed. To begin a task, click on the task identifier listed under the step.

### **Agency Profile and Strategic Direction (Step 1 Task A)**

Basic profile information about each agency must be reviewed and updated, if necessary, to reflect current agency information.

- Agency Mission – Review the mission statement loaded for your agency. Edit the mission statement as needed. The mission statement should clearly and succinctly describe the agency’s primary purpose(s). The statement should be broad enough to provide agency-wide strategic direction; yet specific enough to communicate to those not familiar with the agency’s work or the reason for the agency’s existence. The

Agency Mission should be kept current and be consistent with the Agency Strategic Plan submitted to the Department of Planning and Budget (DPB).

- Total Employees – Review and update the size of the agency in terms of all employees, not including contractors.
- Total IT Employees – Review and update the number of full-time equivalent IT employees, not including contractors.
- Agency IT Investment Management (ITIM) Approach – Describe, in four short paragraphs, the ITIM-based practices used in the agency’s IT strategic planning efforts, including:
  - Clearly defined Project Selection Criteria – Describe the agency process that outlines how projects are introduced for funding, how projects are screened for relevancy to key activities and critical issues; and for technical soundness. Identify initial requirements that projects must meet in order to be seriously considered for funding. Explain how the screening of projects is conducted, and the roles and responsibilities for conducting the screening.
  - Business Case Development – Describe how business process performance, business problems, proposed alternative solutions, assumptions, constraints, and cost-benefit information analysis are identified and analyzed to provide information to organizational decision-makers.
  - Risk Assessment Methodologies – Describe the technique(s) used to identify and assess factors that may jeopardize the success of a project or achieving a business goal. Describe how preventive measures to reduce the probability of these factors from occurring are defined and how countermeasures to successfully deal with these constraints when they develop are identified.
  - Prioritization Schema – Describe how projects are prioritized for inclusion in the IT Strategic Plan including any rating or ranking factors used, and roles and responsibilities within the organization for project and procurement prioritization.
- Agency Technology Vision Statement – Describe how the Agency’s strategic direction is interpreted into IT strategies the agency plans to use to achieve its key activities and address its critical issues. Summarize what the future agency IT environment will look like, assuming successful completion of short and long term IT strategies. Briefly describe how the resulting future IT environment will better enable your agency to more effectively and efficiently accomplish your mission and to deliver services to your customers.

### **Review Core Business Activities (Step 1 Task B)**

Core Business Activities (CBA) are agency cross-functional processes that produce the agency’s primary products and services, or support their production. CBA clearly communicate the business of the agency. Example: “IT Planning and Policy Development” is a VITA CBA. Review the agency core business activities associated with your agency. The CBA designated are

based upon agency program codes as established by DPB. The CBA cannot be changed using the CATSPA amendment process. If a change is needed to a CBA, then you must contact the Project Management Division. Key customers, key activities, outcomes, projects, and procurements, when entered, must be identified as supporting a Core Business Activity

### **Review and Update Key Customers (Step 1 Task C)**

Key Customers – Key customers are the primary intended beneficiaries of agency services, the group(s) of individuals whom the agency exists to serve. An example of a “key customer” would be a citizen of the Commonwealth desiring to legally operate a motor vehicle in the state of Virginia, who requires services from the Virginia Department of Motor Vehicles to obtain a driver’s license. Agency key activities, critical issues, projects, or procurements serve, support, or impact an agency’s key customers. Key customer groups and needs designated should be consistent with the Agency Strategic Plan submitted to DPB.

- Key Customer Categories – Identify the Key Customer Categories served by each of the agency’s Core Business Activities. Key Customer Categories have been pre-defined for the Commonwealth of Virginia and can be selected from a drop down menu.
- Key Customer Groups – Agency CBA may support an entire category of key customers (e.g. Business and Industry) or only a specific “Key Customer Group” within a category (e.g. Vendors doing business with the Commonwealth). If a specific Key Customer Group is served, add the key customer group(s) served as needed.
- Key Customer Needs – Describe the customer’s needs for each specific customer group as needed, served by the agency’s core business activity.

### **Review and Update Key Activities and Associated Outcomes (Step 1 Task D)**

Key activities are the primary functions that your agency performs to carry out its mission, and should convey a sense of what the agency is trying to accomplish. Outcomes are the changes/benefits experienced by intended beneficiaries at least partially as a result of agency services provided to them. Changes/benefits typically relate to beneficiaries behavior, condition, knowledge attitude, skills, and values (e.g., change in reading ability, employment status). List as many activities and outcomes per activity for each core business activity as necessary to describe your agency’s primary functions and intended results. The Key Activities and Associated Outcomes should be consistent with the Agency Strategic Plan submitted to DPB.

### **Associate Key Activities and Key Customers with Core Business Activities (Step 1 Task E) (Modified)**

Key Activities and Key Customers are now associated with Core Business Activities (CBAs) on the same screen to emphasize the relationship between these three entities. CBAs are listed on the left of the screen. Key Customers for that CBA are listed in the center, and Key Activities for the CBA are listed on the right. Use [Manage Associations] to change the customers and activities associated with each CBA.

- To add or remove a Key Customer for a CBA, click [Manage Associations] at the bottom of the Key Customer section for that CBA. A list of all Key Customers for the agency, by category and group, will be displayed. Those already associated with the CBA will be checked. To add a customer, check the corresponding box. To remove a customer, uncheck the box. Click [Save Changes] at the end of the list to complete the entry.
- To add or remove a Key Activity for a CBA, click [Manage Associations] at the bottom of the Key Activity section for that CBA. A list of all Key Activities for the agency will be displayed. Those already associated with the CBA will be checked. To add an activity, check the corresponding box. To remove an activity, uncheck the box. Click [Save Changes] at the end of the list to complete the entry.

### **Review and Update Critical Issues (Step 1 Task F)**

Critical issues are opportunities or challenges that may significantly impact an agency's ability to accomplish its mission. Provide a brief description of the most significant critical issues the agency will face during the current budget biennium. Identify the most significant critical issues facing your agency. Additionally, when identifying their critical issues, agencies are to consider their key activities and how they will operate with reduced resources into the foreseeable future. Enter only critical issues that are associated with technology issues. Critical issues should be categorized according to the following:

- Operational/administrative/organizational issues
- Statutory issues
- Regulatory issues
- Budgetary issues

Enter the following information for each agency Critical Issue.

- Category – Indicate the category of the issue.
- Critical Issue – Provide a brief description of the critical issue and overall impact. How does the issue affect your agency's ability to accomplish your mission, or to deliver services to customers?

### **Agency Major IT Projects and Supporting IT Procurements (Step 2 Task A) (Modified)**

Initial data required in the Agency IT Strategic Plan for Major IT Projects (i.e. projects costing more than \$1 million, are mission critical, or have statewide application) and Supporting IT Procurements is described below.

Agencies should update their strategic plan via the ITSP amendment process to ensure that it reflects information submitted in their most current approved project proposals. To facilitate the approval process, please note in the “Amendment Justification” on the Amendment Form Page that these changes have been previously approved

- Project Formal Title – Enter the name of the project.
- Short Project Description – Provide an initial, high-level statement describing the purpose, benefits, customer(s), general approach to development and characteristics of a product or service required by the organization.
- Planned Project Start Date – Enter the date when project planning activities are expected to begin. For Continuing Projects identify the actual project start date.
- Planned Project Completion Date – Enter the date when the project is expected to be closed out.
- Proposed or Continuing Project – Select the appropriate value to indicate whether the project is proposed or is a continuing project that will require funding during the planning period (2004-2006 Budget Biennium). All continuing projects, regardless of funding source, should be identified if project expenditures are expected during the planning period.
- Project Total Estimated Cost (Planned Cost) – Estimate the total cost to provide the business driven, technology-based product, or service. The costs include the hardware, software, services, installation, management, maintenance, support, training, and internal staffing costs planned for the project. Internal staffing costs are the apportioned salaries and benefits of the project team members. For continuing projects, the project total estimated costs should specify the remaining cost to complete the project.

**Additional expenditure information by Fiscal Year is being requested, in place of a project proposal, to facilitate the evaluation of the project when preparing the Recommended Technology Investment Projects (RTIP) report, which is submitted to the Governor and General Assembly September 1, 2004.**

- Project Expenditures – Enter the portion of Total Planned Cost to be expended for the indicated fiscal year.
- Funding Risk – Select the appropriate value to indicate whether the project funding risk level is low (i.e. allocated federal funds), medium (i.e. grant approved but not allocated), or high (i.e. unappropriated general funds).
- Funding Source – Select the appropriate value to indicate whether the project funding source is General funds, Non-general funds (including grants), or Mixed (a combination of general and non-general funds).
- Non-General Funding Source – The default value is “Not Applicable” which is appropriate if the project funding source is General Funds. Otherwise, select the appropriate value to indicate whether the non-general funding source is Federal, State or Other.

- General Fund Project Expenditures – Enter the portion of Project Expenditures (above) that will come from General funds for the indicated fiscal year.

**Previously, agencies seeking to initiate the project planning phase and subsequent execution of Major IT Projects during the remainder of the Budget Biennium would be required to submit a project proposal and project charter for CIO approval. This process has been replaced by the inclusion of 9 questions following the project description and cost data. These questions cover the following four categories:**

- the business need for the project,
- the proposed technology solution, if known,
- an explanation of how the project would support the agency's key activities or critical issues,
- and an explanation of how the project would support the Commonwealth's information technology plan.

**Click [Answer] beside each question to enter or update a response. Do not leave a question unanswered. If the information is not available, enter “Unknown” or “Not available at this time”. The responses to these questions will provide information needed to adequately evaluate and rank the proposed projects when preparing the RTIP report. Incomplete information can have a negative impact on the project’s ranking.**

Procurements Supporting the Project – List all planned procurements, equal to or greater than \$50,000, expected to be executed in support of the project. If a procurement supports more than one project, identify the estimated procurement cost under one project, and list the procurement under the other project(s) with a zero cost.

- To add a related procurement, click [Add New Procurement] which is located under the project listing following the 9 questions.
- In the edit window, provide the following information, using repeat entries, to identify each procurement supporting a Major IT Project.
  - Procurement Description – Provide a brief description of the goods or services to be procured.
  - Reason for the Procurement - State the reason this procurement is needed. (e.g. Renew Oracle Database License.)
  - Planned Procurement Delivery Date – Specify the date by which the purchased goods or services must be delivered.
  - Procurement Total Estimated Cost – Provide the total estimated cost of the goods or services being purchased.
- Click [Add New Procurement] to complete the entry. To update or remove a procurement, click [Edit] or [Delete].

Associate Commonwealth Technology Initiatives or Enterprise Business Strategies – To associate Commonwealth Technology Initiatives or Enterprise Business Strategies with a project, click

[Associate more Strategies and Initiatives] under the project listing, following Related Procurements. In the edit window, click on the check box next to each Initiative or Strategy associated with the project. Click [Save] to complete the entry. Click [Remove] to delete an entry.

### **Associate Major Projects with Core Business Activities and/or Critical Issues (Step 2 Task B)**

This task identifies the Core business Activities (CBAs) the delivered product or service will support once the project is completed, and the critical issues the project addresses.

- For each non-major project listed on the left, click [Associate more Core Business Activities] and [Associate more Critical Issues] to associate the appropriate Core Business Activities and Critical Issues with the project.
- To change the CBAs associated with a project, click [Associate more Core Business Activities]. In the Core Business Activities window, click the check box next to each CBA to add or delete the CBA. Click [Save changes] at the bottom of the screen to complete the entry.
- To change the critical issues, click [Associate more Critical Issues]. In the Critical Issues window, click the check box next to each Critical Issue to add or delete the issue. Click [Save changes] at the bottom of the screen to complete the entry.

### **Agency Major IT Procurements Not Supporting Major Projects (Step 3 Task A)**

The following data is required for procurements with a total estimated cost exceeding \$1 million, that are not associated with a project, and that will need to be procured during the planning period (e.g. license renewals).

- Procurement Description - Provide a brief description of the goods or services to be procured.
- Reason for the Procurement - State the reason this procurement is needed. (e.g. Renew Oracle Database License.)
- Planned Procurement Delivery Date - Specify the date by which the purchased goods or services must be delivered.
- Estimated Procurement Cost - Provide the total estimated cost of the goods or services being purchased.

### **Associate Agency Major IT Procurements Not Supporting Major Projects with Core Business Activities and/or Critical Issues (Step 3 Task B)**

This task associates Core Business Activities and Critical Issues with Major Procurement not supporting a Major Project.

- For each Major Procurement listed on the left, use [Associate more Core Business Activities] and [Associate more Critical Issues] to associate the appropriate Core Business Activities and Critical Issues with the procurement.
- To change the CBAs associated with procurement, click [Associate more Core Business Activities]. In the Core Business Activities window, click the check box next to each CBA to add or delete the CBA. Click [Save changes] at the bottom of the screen to complete the entry.
- To change the critical issues, click [Associate more Critical Issues]. In the Critical Issues window, click the check box next to each Critical Issue to add or delete the issue. Click [Save changes] at the bottom of the screen to complete the entry.

**Agency Non-major IT Projects and Supporting IT Procurements (Step 4 Task A)  
(Modified)**

Initial data required in the Agency IT Strategic Plan for Non-major IT Projects and Supporting IT Procurements is described below. Non-major projects are projects with an estimated total project cost of at least \$100,000 but not exceeding \$1 million, and not deemed to be mission critical or designated as having statewide application.

- Project Formal Title – Enter the name of the project.
- Short Project Description – Provide an initial, high-level statement describing the purpose, benefits, customer(s), general approach to development and characteristics of a product or service required by the organization.
- Planned Project Start Date – The date when project planning activities are expected to begin. For Continuing Projects identify the actual project start date.
- Planned Project Completion Date – The date when the project is expected to be closed out.
- Proposed or Continuing Project – Check the appropriate box to indicate whether the project is proposed or is a continuing project that will require funding during the planning period. All Continuing Projects, regardless of funding source, should be identified if project expenditures are expected during the planning period.
- Project Total Estimated Cost – Estimate the total cost to provide the business driven, technology-based product, or service. The costs include the hardware, software, services, installation, management, maintenance, support, training, and internal staffing costs planned for the project. Internal staffing costs are the apportioned salaries and benefits of the project team members. For continuing projects, the project total estimated costs should specify the remaining cost to complete the project.

**Additional expenditure information by Fiscal Year is being requested for ITIB reporting.**  
Project Expenditures – Enter the portion of Total Planned Cost to be expended for the indicated fiscal year.

- Funding Risk – Select the appropriate value to indicate whether the project risk level is low (allocated federal funds), medium (grant approved but not allocated), or high (unappropriated general funds).
- Funding Source – Select the appropriate value to indicate whether the project funding source is General funds, Non-general funds (including grants), or Mixed (a combination of general and non-general funds).
- Non-General Funding Source – The default value is “Not Applicable” which is appropriate if the project funding source is General Funds. Otherwise, select the appropriate value to indicate whether the non-general funding source is Federal, State or Other.
- General Fund Project Expenditures – Enter the portion of Project Expenditures (above) that will come from General funds for the indicated fiscal year.

Procurements Supporting the Project – Include all planned procurements, equal to or greater than \$50,000, expected to be executed in support of the project. If the procurement supports more than one project, identify the estimated procurement cost under one project, and list the procurement under the other project(s) with a zero cost.

- To add a related procurement, click [Add New Procurement].
- In the edit window, provide the following information for each procurement supporting a Non-major IT Project.
  - Procurement Description – Provide a brief description of the goods or services to be procured.
  - Reason for the Procurement - State the reason this procurement is needed. (e.g. Renew Oracle Database License.)
  - Planned Procurement Delivery Date – Specify the date by which the purchased goods or services must be delivered.
  - Procurement Total Estimated Cost – Provide the total estimated cost of the goods or services being purchased.
- Click [Add New Procurement] to complete the entry. To update or remove a procurement, click [Edit] or [Delete].

Associate Commonwealth Technology Initiatives or Enterprise Business Strategies – To associate Commonwealth Technology Initiatives or Enterprise Business Strategies with a project, click [Associate more Strategies and Initiatives] under the project listing, following Related Procurements. In the edit window, click on the check box next to each Initiative or Strategy associated with the project. Click [Save] to complete the entry. Click [Remove] to delete an entry.

#### **Associate Non-major Projects with Core Business Activities and/or Critical Issues (Step 4 Task B)**

This task identifies the Core Business Activities (CBAs) the delivered product or service will support once the project is completed, and the critical issues the project addresses.

- For each non-major project listed on the left, click [Associate more Core Business Activities] and [Associate more Critical Issues] to associate the appropriate Core Business Activities and Critical Issues with the project.
- To change the CBAs associated with a project, click [Associate more Core Business Activities]. In the Core Business Activities window, click the check box next to each CBA to add or delete the CBA. Click [Save changes] at the bottom of the screen to complete the entry.
- To change the critical issues, click [Associate more Critical Issues]. In the Critical Issues window, click the check box next to each Critical Issue to add or delete the issue. Click [Save changes] at the bottom of the screen to complete the entry.

#### **Agency Non-major IT Procurements Not Supporting Projects (Step 5 Task A)**

Identify all procurements with expected cost of more than \$50,000 but not exceeding \$1 million that are expected to be executed during the planning period.

- Procurement Description – Provide a brief description of the goods or services to be procured.
- Reason for the Procurement – State the reason this procurement is needed. (e.g. Renew Oracle Database License.)
- Planned Procurement Delivery Date – Specify the date by which the purchased goods or services must be delivered.
- Estimated Procurement Cost – Provide the total estimated cost of the goods or services being purchased.

#### **Associate Agency Non-major IT Procurements Not Supporting Projects with Core Business Activities and/or Critical Issues (Step 5 Task B)**

This task associates Core Business Activities and Critical Issues with a Non-major procurement not supporting a Project.

- For each Non-major Procurement listed on the left, click [Associate more Core Business Activities] and [Associate more Critical Issues] to associate the appropriate Core Business Activities and Critical Issues with the procurement.
- To change the CBAs associated with procurement, click [Associate more Core Business Activities]. In the Core Business Activities window, click the check box next to each CBA to add or delete the CBA. Click [Save changes] at the bottom of the screen to complete the entry.

- To change the critical issues, click [Associate more Critical Issues]. In the Critical Issues window, click the check box next to each Critical Issue to add or delete the issue. Click [Save changes] at the bottom of the screen to complete the entry.

### **Manage Priorities Page (New)**

A Project Priority is a number assigned to identify the relative importance or priority of the project among the Major or Non-major IT Projects submitted in the agency ITSP. This option from the Menu bar allows the user to view and rearrange priorities for Major or Non-major projects.

- Select an Available Plan, select Major or Non-major project and click [Display Projects]. All agency projects of the type selected will be displayed, with their current priority.
- To increase a project's priority, click [Up] beside that project. The project's priority will increase by 1 each time [Up] is clicked and the project will move up in the list.
- To reduce priority, click [Down] beside the project. The project's priority will be reduced by 1 each time [Down] is clicked and the project will move down in the list. Priority for the other projects will be adjusted accordingly.
- When all projects have the desired priority, click [Notify PMD] to generate an email to PMD indicating that project priorities have been realigned.

## **Appendix A: Informational Links**

Commonwealth of Virginia Strategic Plan for Technology

<http://www.techplan.virginia.gov/>

Commonwealth Technology Management Policy

<http://www.vita.virginia.gov/projects/cpm/cpmDocs/tech2002.cfm>

Commonwealth Technology Management Glossary

<http://www.vita.virginia.gov/projects/cpm/glossary.cfm>

Commonwealth Technology Portfolio (CTP)

<http://www.vita.virginia.gov/ctp/index.cfm>

Commonwealth Enterprise Architecture

<http://www.cots.state.va.us/EA/vision.htm>

Commonwealth Project Management

<http://www.vita.virginia.gov/projects/cpm/cpm.cfm>

Department of Planning and Budget Virginia Results

<http://www.dpb.state.va.us/VAResults/VRHome.html>

Project Management Division

<http://www.vita.virginia.gov/projects/projects.cfm>