



Virginia Information Technologies Agency

AITR Meeting Planning Committee

Zeta Wade

Customer Account Manager, VITA

CIO Council Meeting

Nov. 14, 2012



Planning Meeting Attendees

- Steve Fox, ABC
- Dave Burhop, DMV
- Ron Giddings, DMV
- Maurion Edwards, DGS
- BethAnn Canada, DOE
- Staff:
 - Zeta Wade, VITA
 - Susan McCleary, VITA



General Suggestions

- Need to:
 - Boost participation
 - Expand opportunities to improve communications
 - Involve AITRs in decision-making (e.g., solutions, enterprise applications and services)
 - Overcome cynicism
 - Work on a “healing process”



General Suggestions

- Develop a listserv or some other way to communicate day-to-day
- Make the work request report available to the AITRs so that they can scan it and see other agencies with similar requests
- Create a SharePoint site for CIOs and for AITRs (AITRs should weigh in on development)
- Develop AITR work groups for specific topics or issues, e.g., work request process
- CIO Nixon send a letter to agency heads explaining the changes in the AITR meeting, why VITA is making the changes, and emphasizing the value of agency participation. The team believes participation will increase if agency heads see that there is value in their AITR participating.



AITR Meetings - Suggestions

- Meeting topics should consider the needs of the AITRs; suggested topics include:
 - Current status of the IT infrastructure program
 - Status of disputes
 - Deep dive into the billing dispute process
- Include presentations from agencies on the agenda
- Bring documents to AITRs to have discussion and get their feedback before posting to ORCA
- Ask AITRs for feedback and ideas in the December meeting



AITR Meetings - Suggestions

- Room set-up should change; need layout (e.g., round table) to promote discussion
- CIO Nixon should continue to host/lead the meeting
- At each meeting, identify action items and status of those items
- Do away with the “dog and pony show” method of presenting
- Discontinue use of “fillers” in the agenda
- First hour could be presentations and the rest should be small work or discussion groups



December 12 AITR Meeting – Proposed

- Change seating to accommodate discussion
- Limit presentations to one hour
- Steve Fox, ABC, give presentation on security scanning tool
- Break into small groups to get feedback on up to five topics



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Discussion