



DRAFT
MINUTES

Commonwealth IT Solutions Committee

Thursday July 17, 2008

Virginia Information Technologies Agency (VITA)
CESC

Attendance

Members Present:

The Honorable Aneesh Chopra, Chair
Walter J. Kucharski
Kenneth S. Johnson, Sr.
Bertram "Bert" Reese
Patricia P. Cormier

Absent:

Others Present:

Lemuel C. Stewart, Jr., Chief Information Officer of the Commonwealth
Jerry Simonoff, VITA IT Investment & Enterprise Solutions Director
Dan Ziomek, Associate Director, Commonwealth Project Management Division

Call to Order

Secretary Aneesh Chopra called the Commonwealth IT Solutions Committee to order at 8:40a.m. Following a roll call by Dan Ziomek it was acknowledged that a quorum was present.

Approval of Minutes

Secretary Chopra called for approval of the minutes for the January 15, 2008, Committee meeting.

MOTION: A motion was made by Mr. Johnson that the minutes of the January 15, 2008 meeting of the Commonwealth IT Solutions Committee be approved as written. Seconded by Mr. Reese, the motion carried unanimously.

Introduction of New Board and Committee Member

Secretary Chopra introduced Dr. Patricia P. Cormier, President of Longwood University, recently appointed by Governor Kaine as a member of the Board. Secretary Chopra was pleased to note that Dr. Cormier is serving on the Committee.

Project Reviews:

Department of Motor Vehicles (DMV) Drivers License Central Issue (DLCI) Project

Mr. Dan Ziomek, Associate Director of the Project Management Division, provided an overview of the background and governance issues of the DMV project, including lessons learned and next steps necessary for project development approval by the ITIB.

Ms. Debbie Secor, Director, Customer Account Management, provided an overview on how the Customer Account Managers and supporting Customer Account Teams communicate with agencies about planned IT investments like the DMV DLCI project.

Mr. D.B. Smit, Commissioner, Department of Motor Vehicles, presented the Driver's License Central Issue Project. His presentation covered the project objectives, measures of success and benefits, solution, project organization, key milestones, estimated budget, and high level risks and issues. Mr. Smit concluded the presentation with his assessment of the project status and request that the ITIB grant the project development approval.

Discussion Followed.

Department of Rehabilitative Services (DRS) Integrated Fiscal System

Mr. Bob Haugh, Project Management Division, gave an update of the DRS Integrated Financial System (IFS) Project. He explained to the members of the committee why the project had been assessed by the CIO as red (problem) in April of 2008 and yellow (warning) in May of 2008. Mr. Ernest Steidle, Deputy Commissioner, Administration and Chief Operations Officer for DRS then presented a brief overview of the project, specific actions to address the identified shortcomings and the lessons learned thus far.

Discussion Followed.

Improving the Commonwealth Balanced Scorecard

Mr. Bob Zoppa, Project Management Division, provided an overview of a revised Commonwealth Balanced Scorecard. At the January 17th, 2008 ITIB, the IT Investment Management (ITIM) Customer Council recommended a refinement to the current Commonwealth Balanced Scorecard. The ITIM Customer Council noted that the current scorecard was a good tool for determining if a project should be approved for development, but some questions were too subjective. PMD worked with the ITIM Customer Council between January and May 2008 to refine the Balanced Scorecard questions so they were more relevant and objective. PMD also worked with the council to develop a "Project Proposal and Charter Writer's Guide" and test the revised Balanced Scorecard and supporting writer's guide with existing projects.

Motion: A motion was made by Secretary Chopra that the Commonwealth IT Solutions Committee recommend that the IT Investment Board approve the revised Commonwealth Balanced Scorecard and associated new "Project Proposal and Charter Writer's Guide" as criteria for the review and approval of the planning, scheduling, and tracking of Major IT Projects (2.2-2458.8). Seconded by Dr. Cormier, the motion carried unanimously.

VEAP Project Update

At the request of the Chair, the update from the Virginia Enterprise Applications Program (VEAP) Director was deferred to the full Board meeting.

Other Business

None

Public Comment

There was no public comment.

Adjournment

The meeting was adjourned at 10:00 a.m.