



Comprehensive Information Technology Assessments (CITA)

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AITR Meeting
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Agenda

- CITA overview
- Programmatic guidance
- CITA tasks
- CITA report and implementation plan
- Getting started



CITA

- 2011-2012 budget bill requires the implementation of Comprehensive Information Technology Assessments (CITA) for state agencies receiving services charged by VITA



CITA

- Item 470, H1-H2
 - 2.a. Unless an agency can demonstrate greater need, in accordance with the following provisions describing information technology needs assessments, no more than 97 percent of each agency's share of its identified impact amount in the second year, as determined by the Department of Planning and Budget, shall be transferred.



CITA

- 2.b. This savings incentive program is established to control information technology services costs and to minimize or obviate the associated general fund transfers. To promote information technology cost control, state agencies shall perform a Comprehensive Information Technology Assessment ...



CITA

Reports due to CIO by Sept. 1

CIO reports to Secretary of Technology,
Department of Planning and Budget,
Governor

- Identify CITA reports demonstrating for the second year of the budget, greater or less need than 97 percent of the agency's share appropriations for costs incurred due to changes to service rates. Confirm optimized savings planned for implementation.



CITA Programmatic Guidance

- VITA publishes programmatic guidance, best practices by April 2011
 - Procedures, tasks list and mandatory report template on [AITR Resources site](#)
 - <http://www.vita.virginia.gov/councils/default.aspx?id=12542>
- Agency head must approve report and implementation plan, submit to CIO
- Agency is to lead its assessment with a designated resource



CITA Programmatic Guidance

- VITA to provide point of contact, CITA manager, Customer Account Teams (CAT)
 - Matt Gill, CITA manager, (804) 416-6051 or matt.gill@vita.virginia.gov
- External providers may be hired by agencies via VITA's Computer Aid Inc. (CAI) contingent labor contract
 - Statement of requirements template prepared



CITA Tasks

- Tasks are specific analysis items to help find actionable opportunities for savings on the VITA bill, plus automating processes

CITA Tasks

<u>Task sections</u>	<u>Count</u>
- Asset management	7
- Managed print	5
- Personal computing	4
- Mobile telecommunications	2
- Storage	6
- Contractor to employee	2
- Data center	8
- Automate processes	2
- Legacy assets	2
- Network	8
- Messaging	3



CITA Report

Report structure

- Executive summary
- Summary of findings
- Summary of implementation plan
- Appendix A: Personnel contacted
- Appendix B: Detailed findings table
- Appendix C: Implementation plan
- Appendix D: IT best practices



Activity	Task Owner	Deliverable	Date
Develop CITA task schedule	Assessment lead	Schedule	April 25
Request data support from VITA, Northrop Grumman		May 1	
Perform review of initial findings, identify major versus minor follow-up opportunities		Draft CITA report	May 20
Request additional data support from VITA, if applicable		May 30	
Perform review of follow-up opportunities		June 15	
Submit draft report to agency head		Draft 2 CITA report	June 30
Complete tasks in response to agency head review		July 20	
Submit final report to agency head, for approval		Final CITA report	Aug. 15
Agency head submits CITA report to CIO		Agency head	CITA report to CIO
Submit follow-up information requested by the CIO; agency head approves responses	Assessment lead, agency head	Response to CIO	TBD



Getting started

- Report template is mandatory for submission to CIO
 - Template includes sample responses
 - Provide a response for each task item
 - Implementation plan should cover enough detail for realistic achievement of savings
 - Governor may ask CIO to consolidate status reports from agencies



Getting started

- Use resource unit rates to calculate savings
 - Provide a range from most likely to maximum savings; include factors impacting achievement of maximum savings
- VITA will host WebEx workshops to provide guidance on specific task sections
 - Check [AITR Resources site](#) for schedule
 - Each event will be recorded and the Excel files used provided