

February, 2007 - March, 2008

The status as of June, 2007, for the 22 initiatives is as follows:

Blue	1 initiatives (4.5%)
Green	9 initiatives (41.0%)
Yellow	12 initiatives (54.5%)
Red	0 initiatives (0.0%)

Objective A: Implement COV Information Security & Public Safety Programs (Weight: 30%)

Initiative	Completion Due	Status	Status Description
1. Analyze specific data from APA SJR51 & develop plan to assist agencies in the no plan & the inadeq. categories by 3/07 & begin impl. by 4/07. (Chief Inf. Security & Internal Audit Officer [CISIAO] - Peggy Ward)	April 2007	GREEN	* Implementing a plan to assist agencies based on SJR51 results including 1) sub-committees of IS Security Council focused on Small Agency Outreach & Security Awareness 2) Received confirmed ISO designations for 6 of 11 Exec. Branch agencies previously with No Program 3) IT Assurance program is underway to provide agencies security assurance over Infrastructure & compliance to stds.
2. Assess current VITA Security policies for compliance with COV Inf. Security Stds by 5/07 & modify existing policies or create new policies as needed by 8/07. (CISIAO - Peggy Ward)	August 2007	GREEN	* Assessment of existing VITA Security polices and gap analysis completed, have begun drafting & making revisions as needed. Acceptable Use of IT Resources, PC/Lan Policy, & Firewall/VPN Policy have been through PPRAT; pending pub
3. Begin drafting Inf. Security Audit Guideline by 4/07 & issue by 9/07. (CISIAO - Peggy Ward)	September 2007	GREEN	* Draft outline is complete and reviews are underway to begin finalizing.
4. Provide inf. security assurance to customer agencies based on agency templates, technical data, infrastructure controls, & requirements by 8/07. (CISIAO - Peggy Ward)	August 2007	YELLOW	* Collected technical surveys and performed initial gap analysis. Following up on outstanding surveys and working to incorporate NG SEC501-01 Self Assessment Summaries into the analysis.
5. Complete the revision of VITA's COOP plan to comply with VDEM guidelines & include agency-based locations as provided by the agencies by December, 2007. (CISIAO - Peggy Ward)	December 2007	YELLOW	* VITA has requested updated IT DR plans from customer agencies, and an NG Team is analyzing. VITA COOP team continues to meet on bi-weekly basis to complete revision of the COOP Plan.
6. Complete statewide update of Virginia Base Mapping Program (VBMP) orthophotography, with product distribution to agencies & localities beginning in 12/06 & concluding in 6/08. 2006 Data Distribution – 6/07; 2007 Data Distribution – 6/08. (IT Investment & Enterprise Solutions [ITIES] Director – Jerry Simonoff)	June 2008	GREEN	* Though originally planned as a single yr project, the update of the VBMP will now require 2 yrs to complete. Due to a late start by the contractor during the 2006 "fly season" (from about mid Feb until the beginning of April depending on foliage growth), only 13% of the orthophotography was captured the 1st yr. The contractor has processed that imagery & the quality control process has been completed. The finished 2006 product has been distributed to the localities. The contractor completed the 2007 "fly season" in May. Weather delayed acquisition somewhat pushing acquisition close to the emergence of foliage, but images were acquired & are now being processed.
7. Next Gen. E-911 Planning - In collaboration w/the Wireless E-911 Services Bd & other public safety stakeholders, dev. a comprehensive plan for the future of E-911 throughout the COV by 12/07. Note: This initiative should leverage the VITA partnership transf. investments to the max. extent possible. (ITIES Director – Jerry Simonoff)	December 2007	YELLOW	* The development of a comprehensive plan is now in its formulation stage. A committee has been formed by the Wireless E-911 Services Board. The committee will begin meeting in July 2007 and will continue until year's end. Since staff time has restricted the committee's work, a contractor will be hired to facilitate the meetings of the committee. A needs assessment is being conducted to identify gaps between the current E-911 system and the requirements for the future.

Objective B: Lead the VITA Partnership Transformation (Weight: 30%)

Initiative	Completion Due	Status	Status Description
1. Improve & deliver IT Infrastructure Services to currently established service level objectives leading to target SLA's per the partnership comprehensive agreement. (Service Management Organization Director [SMO] – Fred Duball)	June 2009	YELLOW	* On track with the measurement coverage for Helpdesk, Messaging, Desktop, Mainframe and Server services across the enterprise for currently established service levels; In many cases, data collection is manual and therefore not cost justifiable; 2) Monthly performance reports produced on time for central and field metrics; 3) Interim and automated CIA SLA not initiated yet.
2. Align IT Infrastructure Services delivery improvement, transition & transformation plans with customer satisfaction & relationship management. (SMO Director – Fred Duball)	August 2009	YELLOW	* 1) On track with Service Delivery Improvement workplan task items; 2) On Schedule with Transition and Transformational plans task items; and 3) On schedule with Customer satisfaction and relationship management workplan task items.
3. Manage partnership financials as defined over time by the comprehensive agreement. (SMO Director – Fred Duball)	June 2007 July 2007	YELLOW	* Federal approval of VITA's proposed shared services rates is anticipated to alleviate previous concerns regarding VITA and partnership budget. However, in light of additional details and planning, for Contract Year 1 the program continues managing to a current, conservative \$225M budget until the Annual Partnership Budget (APB) is established April 2007.
4. Achieve partnership facilities milestones for the Commonwealth Enterprise Solutions Center (CESC), Southwest Enterprise Solutions Center (SWESC), & Richmond Plaza Building (RPB). (SMO Director – Fred Duball)	November 2007	YELLOW	* Executing to plan & schedule - minor work remains at the CESC.
5. Achieve partnership milestones for implementation of primary & backup security operation centers & for planning & implementing the security audits on a risk based frequency. (SMO Director – Fred Duball)	June 2008	GREEN	* On schedule for Security operations and audits - addressing partner staffing with respect to operations and transformation components.
6. Transform the End User, Data Center, Network service areas by achieving partnership milestones within Desktop, Asset Management, Messaging, Helpdesk, Server, Mainframe, Voice & Data Network & related infrastructure technology towers. Dependency: Significant risk attributed to high dependency on agency business and IT staff availability. (SMO Director – Fred Duball)	January 2008	YELLOW	* Executing to plan & schedule with the following exceptions: Help desk tool Peregrine is behind schedule. Knowledge management system KNOVA was resolution to Knowledge Center due to a licensing issue, delaying implementation. VOIP financial review is behind schedule. Network project management functions running behind schedule. Server consolidation behind schedule.

Objective C: Improve Customer, Employee & SWAM Programs (Weight: 25%)

Initiative	Completion Due	Status	Status Description
<p>1. Increase VITA direct Small, Women & Minority-Owned (SWAM) business spending to \$30 million for fiscal year 2007, from \$24 million spent in fiscal yr 2006 (ending 6/30/06). (Finance & Administration [F&A] Director Director – Jim Roberts)</p>	January 2008	Blue	<p>* VITA SWAM spend totaled \$41.1M through February, 2007, exceeding the goal of \$30M for FY 07. The goals to increase VITA direct Small, Women-owned & Minority (SWAM) purchases includes direct, charge card & sub-contractor spending through DMBE certified providers & represents 21.3% of eligible spend. 2007 new program features include updated procurement policies consistent w/ EO 33, 12 hr head start for SWAM vendors in obtaining candidates for staff aug., & improved subcontracting data tools and reporting with particular emphasis on NG partnership. Recent accomplishments include a contract award to a Dept. of Business Assistance STAR\$ program participant, VITA sponsored contract using SWAM set aside, participation in statewide procurement fairs & further enhancements to SWAM reporting to improve automation and reporting.</p>
<p>2. Partner w/customers for mutual success w/the impl. of directorate level customer councils by 4/07 w/a goal of increasing customer satisfaction by:</p> <ul style="list-style-type: none"> • Increasing through education the understanding of key business processes of customer agencies & of VITA. • Identifying key areas for process impr. & taking immediate corrective actions. • Reengineering operational processes from the customer perspective & with customer participation. • Coordinating agency bus. processes with VITA initiatives in areas such as transformation & infr. modernization, supply chain, inf security & inv. mgmt. • Conducting semi-annual surveys of those customer councils on the level of customer satisfaction by service category.- (Customer Account Management Director – Debbie Secor) 	<p>April 2007 August 2007</p>	YELLOW	<p>* All Customer Councils and Customer Account Teams have been created and will have met at least once before April 15th. The Small Agency Council is preparing to meet for a second time. All Customer Account Teams have been created and are meeting regularly.</p>
<p>3. Implement initiatives recommended in the 2006 VITA Communications Plan by 1/08. (Public Information & Communications Director - Marcella Williamson)</p>	January 2008	GREEN	<p>* Work continues on implementing the plan; Comms staff are leveraging work being done with NG & its comms contract staff; significant accomplishments are the timely publication of the e-newsletter for VITA & partnership employees & Network News for customer agencies; need to address the op-eds, exhibit & promoting the strategic plan in coming months; many activities are ongoing & on target & there are more beyond those specifically mentioned in this workplan.</p>
<p>4. Impl.programs & initiatives to foster a culture that demonstrates our values by:</p> <ul style="list-style-type: none"> • Creating an Employee Council (with exec. sponsorship) to assist in impl. of strategic goals & obj. by 4/07. • Creating & implementing a customer service training & ed. curriculum/program to improve internal/ external customer service behaviors, foster a creative thinking & reasonable risk taking culture by 9/07. • Documenting improvements in agency HR processes, incl. perf. mngmt, employee recognition, recruitment, trng & staff development, etc. by 12/07. • Incr. job satisfaction through emp. communications, training, & formal & informal recognition programs by 12/07.(F&A Director – Jim Roberts) 	December 2007	GREEN	<p>* Monthly mtgs of the Employee Advisory Council are held with Executive Sponsorship by Comms & Administration & Finance. Examples of follow up to the meetings held since March include a review of the employee rewards and recognition, more information and maps relating to the move to the Commonwealth Enterprise Solutions Center (CESC), two employee training sessions on the use of SharePoint, and improved response to customer agency requests for accounts payable between VITA and NG.</p>

Objective D: Mature & Improve VITA Financial & ITIM Programs (Weight: 15%)

Initiative	Completion Due	Status	Status Description
<p>1. Operate within approved VITA budgets. Enhance cash-management, receivables collections, & rate setting reconciliation processes. (F&A Director – Jim Roberts)</p>	December 2007	GREEN	<p>* VITA revenues and expenses are on target with projections. Cash and accounts receivable balances are closely monitored and improved sufficiently to repay the treasury loan. New automated (Peoplesoft) Budget system was implemented and training conducted. Revised Cost Allocation Plan was approved by cognizant parties and fully implemented. FY 2008 Budget under development.</p>
<p>2. Provide value added IT Investment Management (ITIM) that allows all Executive Branch Agencies to more effectively apply resources to IT investments through a three phase implementation.</p> <ul style="list-style-type: none"> • Phase 1—Implement the ProSight portfolio management tool for Commonwealth investments by 4/07 (Major IT Project). o Phase 2—In coordination with the ITIM Customer Council, promulgate a new Commonwealth the ITIM Standard, complete agency ITIM assessments, and develop initial agency ITIM plans by April, 2008. The Phase 2 implementation schedule will be recommended by the ITIM Customer Council to the CIO and ITIB. o Phase 3—Execute agency ITIM plans in support of Commonwealth Strategic Planning Process by July, 2010. The Phase 3 implementation schedule will be recommended by the ITIM Customer Council to the CIO and ITIB. • (ITIES Director – Jerry Simonoff) 	<p>July 2010 TBD</p>	YELLOW	<p>* Phase 1 - The ProSight implementation (major IT) project is complete. Phases 2 & 3 - Based on a CIO recommendation and ITIB approval, an ITIM Customer Council has been chartered to evaluate the overall ITIM strategy for the Commonwealth and to provide recommendations regarding ITIM implementation to the ITIB. As part of their recommendations to the ITIB, the ITIM Customer Council will propose associated tasks and timing for any Phase 2 and Phase 3 implementation plans.</p>
<p>3. Pilot the next phase of the Commonwealth IT Investment Portfolio Application by 6/08 (subject to FY 08 funding). (ITIES Director – Jerry Simonoff)</p>	<p>June 2008 July 2008</p>	YELLOW	<p>* Job description for the two positions have been drafted. Initiative has been presented to the CIO and has been given the go forward providing we can find two or more agencies to assist us and share the contractor cost related to developing sharable templates for use by multiple agencies as part of standing up the VITA occurrence of the ProSight Portfolio Management and Resource Management modules. Even with collaborating agencies on board, VITA does not currently have the resources (yellow = tasks with resource issues) to work on or initiate tasks and activities needed to accomplish this initiative. Existing staff will be diverted from other activities to attempt to complete the remaining activities associated with "Create and Staff Position" task ID # 1. The success of the other tasks related to this objective are dependent on task ID # 1 being completed as shown on this work plan.</p>

<p>4. Implement approved single statewide shared rates for agency based services, VGIN cost recoveries, & project management standards rates. (F&A Director-Jim Roberts)</p>	<p>June 2008</p>	<p>GREEN</p>	<p>* Bills based on decentralized service rates retroactive to July 1, 2006 have been submitted to customers and adjusted to current billings. This implementation has been closely coordinated with DPB and has resulted in improved cash balances. Revised PMD cost allocation plan developed, but rejected by JLARC.</p>
<p>5. Provide the knowledge base to assist the ITIB & our partners in (a) gaining a better understanding of how IT investments support the business of the Commonwealth, & (b) identifying collaboration opportunities through refinement & expansion of the Enterprise Architecture by 6/08.</p> <ul style="list-style-type: none"> • Refine the Enterprise Business Model (EBM) descriptions to provide an additional level of detail on the business functions (selective Management of Government Resources lines of business) of the Commonwealth & the agencies that perform those functions by 7/07. The NASCIO multi-state enterprise architecture cooperative was initiated to help Virginia decompose the 39 lines of business in the Enterprise Business Model & to help other states develop their Enterprise Business Architecture. The intent is to break this effort into 6 month increments that would include decomposing selective lines of business, then mapping, verifying & validating their applicability to each agency's As-Is Business, Solutions, & Information Architectures. The second 6-month increment of the decomposition of the EBM will be completed by 2/08. • Develop an initial Enterprise Solutions Architecture (ESA) inventory of Executive Branch Agencies' current solution applications & supporting development tools, mapped to the EBM by 7/07. • Develop an initial Enterprise Information Architecture (EIA) inventory of databases used by the ESA by 7/07. • The combination of these initiatives will provide the ITIB with expanded capabilities to (a) analyze on-going costs & the life cycle stage of an agency application in relation to current/planned projects to enhance or replace that application, & (b) identify multi-agency collaboration opportunities and/or the need to develop/fund enterprise wide solutions. (ITIES Director – Jerry Simonoff) 	<p>June 2008 March 2009</p>	<p>YELLOW</p>	<p>* Since 10/06, the overall effort for this initiative has been short 1/2 - 3/4 FTE due to staff turnover & assignment of staff to other priorities (teleworking, transformation, & enterprise applications). A key staff person for this effort was assigned to the VITA Business Process Improvement Team in late June 2007 and will be minimally available during the next several months. The revised schedule is dependent on having sufficient staff available to complete the tasks and finding early adopter/volunteer agencies while infrastructure transition efforts are under way.</p> <p>Financial Management LOB decomposition efforts have been completed and were are being worked on in collaboration with the Virginia Enterprise Applications Program (VEAP) and should be completed in early April.</p> <p>Developing an integrated schedule and completion of the data collection vehicle - delayed approximately 6 weeks due to a cooperative effort between VITA EA and NG Enterprise Architecture, NG ITIL configuration management and possibly with VITA Security to develop comprehensive data collection requirements and collection vehicles to minimize impacts on our customer agencies. Requirements have been completed, forms design completed, and the initial Access database collection vehicles have been completed.</p> <p>At the direction of the CIO, the schedule for implementing this objective has been adjusted to reduce current impacts on our customers as they go through the transition process. The revised schedule will be based on identifying and scheduling early adopter/volunteer agencies by working through the CAMs. Data Collection vehicles have been developed and are being used in the first four agencies that will be completed this summer. An Access database application is being used as a data collection tool and all collected data is being loaded into the Systems Architect(SA).</p> <p>The Access tool will be used to analyze the data collected and produce the initial ESA and EIA reports and the revised EBA report. The Systems Architect tool will be used to display relationships of the new data collected to the previously collected lines and sub-lines of business.</p>

