



COMMONWEALTH of VIRGINIA

Office of the Governor

P.O. Box 1475
Richmond, Virginia 23218

December 1, 2008

Mr. James F. McGuirk, II
Chair, ITIB
AKLM Consulting Inc.
18341 Buccaneer Terrace
Leesburg, VA 20176

Lemuel C. Stewart, Jr.
CIO of the Commonwealth
Virginia Information Technologies Agency
11751 Meadowville Lane
Chester, Virginia 23836

Dear Mr. McGuirk and Mr. Stewart:

Item 63.3b, Chapter 879, 2008 Acts of Assembly, (Appropriations Act), requires on December 1, 2008 and every six months thereafter, the VEAP Office Director shall report and recommend to the CIO and the ITIB, the processes reviewed and the data standards established which merit adoption as part of § 2.2-2458, Code of Virginia. The VEAP Office Director shall also develop, along with the CIO, a migration strategy to implement the data standards and provide such a strategy to the Governor and the ITIB for their review beginning December 1, 2008. As part of the migration strategy and its implementation, the VEAP Office Director shall identify agencies and institutions which have sufficiently modern accounting systems that can adopt and implement these data standards. All agencies and institutions shall cooperate with the VEAP Office Director in implementing the standards at those agencies and institutions with sufficiently modern accounting systems and the VEAP Office Director shall report, every six months after submitting the Plan to the Governor and the Information Technology Investment Board, those agencies and institutions having adopted the data standards and any agencies or institutions that have not cooperated with the implementation.

The following lists our recommendations to the CIO and ITIB for adoption and an update on the Data Management Program.

Recommendations:

- VEAP recommends the Commonwealth of Virginia adopt Extensible Markup Language (XML) as the technical standard for all new data exchanges (interfaces). All new data exchanges, internal and external, unless granted an exception, should comply with the XML standard. Extensible Markup Language (XML) was published as a W3C (World Wide Web Consortium) recommendation in 1998. XML continues to play an increasingly important role in the exchange of a wide variety of data on the Web and elsewhere.
- VEAP recommends the Commonwealth of Virginia adopt and align to industry XML standards, whenever possible. Independent, non-profit, volunteer-led organizations, such as HR-XML Consortium (hr-xml.org) and Commerce XML (cxml.org) are dedicated to the development and promotion of industry specific XML specifications to enable e-business and the automation of data exchanges.
- At this time, VEAP is not putting forth any enterprise data standards for adoption.

Enterprise data standards should be based upon enterprise data requirements. High level enterprise data requirements were identified in the VEAP Future State documents. The high level data requirements for General Ledger and Accounts Payable will be reviewed, and defined in detail, as part of the Department of Transportation's (DOT) system modernization effort Design Phase. Data standards will be established after the detailed data requirements are finalized.

As for the other subject areas (modules) that will be implemented for DOT only, (Purchasing, Accounts Receivable, Project Accounting and Time, Attendance, Labor and Distribution), VEAP will work with the Agency Data Stewards and the DOT team to finalize the detailed data requirements for the data that will be exchanged between central agency systems and DOT's new system. Enterprise XML data exchange standards will be established for these interfaces after the DOT's Design Phase.

Data Management Program Update

VEAP resources are working in two areas:

1. Data Standardization
 - Developed a Data Management Program Plan which defines four tracks of work: Data Standardization, Policy and Procedure, Organization and Governance and Infrastructure. Link to Data Management Program Document http://www.cao.virginia.gov/documents/DMP_Doc.pdf

- Reviewing a COV Data Standardization Process which defines how COV will standardize data. Link to the Draft Data Standardization Process Document http://www.cao.virginia.gov/documents/Data_Standardization_Process_Draft.PDF
- Working with the Central Agency Data Stewards to create logical data models for the data that will be exchanged with the modern accounting systems. Draft data models and reports can be viewed on-line at:

Chart of Accounts - <http://www.cao.virginia.gov/EDM/COA/index.htm>

Supplier - <http://www.cao.virginia.gov/EDM/Supplier/index.htm>

Purchase Order - http://www.cao.virginia.gov/EDM/Purchase_Order/index.htm

- Defining agency and enterprise roles and responsibilities as part of the Data Standardization Process.
 - Establishing the infrastructure for creating and managing data models.
2. Data Exchange Standards
- Researching industry XML standards for procurement, human resource and financial data exchanges.
 - Beginning the effort to map data requirements to XML industry standards.

VEAP recognizes that although XML is not new, it is not widely used across the Commonwealth today. Therefore, VEAP must provide standards, training and support to the agency resources that will be using this standard in the near future. By leveraging our relationship with Virginia Interactive and agency partners like the Department of Social Services and Department of General Services who possess working knowledge of this technology, we should be able to quickly gain experience and develop expertise.

Major Commonwealth Financial and Information Collection Processes

The following processes have been identified in support of DOT's system modernization effort:

1. Procurement data to support integration with eVA
 - a. Supplier and Commodity Code
 - b. Requisition
 - c. Purchase Order
 - d. Invoicing
 - e. Receipts

2. Financial data to support integration with other modern financial systems
 - a. Chart of Accounts structure
 - b. General Ledger account summary data
3. Human Resource and Time and Attendance data to support integration with CIIPS (Commonwealth Integrated Personnel and Payroll System)
 - a. Employee Identification and Position data
 - b. Employee Time and Attendance data
4. Budget Data to support integration with Budgeting System
 - a. Budget execution and adjustments data

Processes Reviewed to Date

Procurement Data Exchange

- The Supplier, Requisition and Purchase Order processes have been reviewed and logical data models drafted. These models will be reviewed by the procurement data owner and stewards in January 2009 and presented to the cross-functional group of data owners and stewards (Enterprise Data Committee) for review in late January/early February.
- Being a modern enterprise solution, eVA is closely aligned with the commerce XML industry standard (c-XML). eVA is currently integrated with modern financial systems (Banner and PeopleSoft) and is currently working towards integration with Oracle Financials. VEAP resources are starting to map eVA's data exchanges against the c-XML standards to identify where differences exist. We anticipate within the next three to six months that COV will be prepared to adopt a data exchange standard for Supplier, Requisition and Purchase Order data.

Financial Data Exchange

- The Chart of Accounts data structure has been defined at the data entity level in a logical data model. This model will be reviewed by the DOA and DPB data owners and stewards in December 2008 and presented to the cross-functional data group of data owners and stewards (Enterprise Data Committee) for review in January 2009.
- After discussions with the Department of Transportation (DOT) project manager, VEAP has agreed to work with the DOA and DOT resources to add detail to the logical data model as part of the design phase of the project. During the Design Phase, the DOT will be working with the systems integrator to perform detailed data design tasks. This effort will identify the detailed data requirements for the Chart of Account structure (data attributes, definitions, valid values, business rules, etc.).

- As the DOT begins their design work, requirements will be finalized with the agencies exchanging data (DGS, DOA-payroll DPB, DHRM, etc.). The central agencies will participate in this design process. At the conclusion of this phase, the central agencies will understand the data they must provide or receive to support the implementation of the new system. These requirements are the input for standardizing the data and developing an XML data exchange.

Human Resource Data Exchange

- A logical data model of employee identification and position data is being drafted and will be reviewed with DHRM resources in January 2009 and presented to the cross-functional team for review in February.
- The time and attendance data requirements will be finalized during the DOT's Design Phase. These requirements are the input for standardizing the time and attendance data and developing an XML data exchange.

Budget Data Exchange

- The budget data exchange has not been reviewed. The data requirements for sharing budget execution and adjustment data between the new budget system and the new financial system need to be defined in detail by both project teams. Once the data exchange requirements have been finalized, VEAP will work with DPB to standardize their data and develop an XML data exchange.

Migration Strategy

At this time, VEAP has identified the following agencies as having sufficiently modern accounting systems:

Agency	Financial Application
Alcohol Beverage Control	Oracle Financials 8
Department of Environmental Quality	Oracle Financials 11.10
University of Virginia	Oracle Financials 11.10
Department of Motor Vehicles	Oracle Financials 11.5
Department of Education	Oracle Financials 11.5
Department of Social Services	Oracle Financials 11.5
University of Mary Washington	Banner 7.0
Christopher Newport University	Banner 7.1
Longwood University	Banner 7.1
William and Mary University	Banner 7.1
Virginia State University	Banner 7.1

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Agency	Financial Application
Virginia Tech	Banner 7.1
Old Dominion University	Banner 7.1
Richard Bland College	Banner 7.3
George Mason University	Banner 7.3
James Madison University	PeopleSoft 8.8
Department of General Services	PeopleSoft 8.4
Virginia Information Technology Agency	PeopleSoft 8.4
Virginia Community College System	PeopleSoft
Department of Mental Health, Mental Retardation & Substance Abuse Services	Mitchell-Humphrey FMS 34
Department of Rehabilitative Services	Mitchell-Humphrey FMS
Department of Emergency Management	Mitchell-Humphrey FMS
Department of Veterans Services	Mitchell-Humphrey FMS
Radford University	IFAS 7.34
Norfolk State University	IFAS 7.4

Once the data standards have been finalized and adopted by VEAP, the CIO and the ITIB, VEAP will work with the above listed agencies to educate them on the new data and exchange standards. VEAP will support and work with agencies to develop migration strategies for implementing the new standards. VEAP anticipates these agencies will have a smooth transition to the new financial system, as data exchanges between modern accounting systems are more standardized than the cross-walking done today with CARS. Many of these modern accounting systems are successfully transmitting procurement data via XML exchange with eVA today. VEAP anticipates agencies will migrate to the new standards as part of their transition to the new enterprise financial system.

I will continue to advise you on our progress with the Data Management Program. Please let me know if you have any questions or concerns.

Sincerely,



Peggy A. Feldmann
Director, Enterprise Applications