

Agency Head Certification Procedure

Each year Agency Heads or their designated representative must certify Major IT Project Information and IT Strategic Planning Information for their Agency within the Commonwealth Technology Portfolio. The Certifications are done at the portfolio level using the Certification form.

The Agency Head certification procedure can be found in MY PROSIGHT under ITIM Processes/Role Based Processes/AITR Processes/ Sub-Process 1.7 Certify Agency Major Projects and IT Strategic Plans (<https://ctp.vita.virginia.gov/prosight/Portfolios/View.htm?processFolderID=407>) and is reproduced below.

Prior to certification, the Agency AITR should review IT Strategic Plan (all projects and procurements listed in Appendix A) and inform the Agency Head (or designee) to proceed with the certification.

The Certification form is used to certify the agency portfolio. In the "Item" drop-down, select the Agency Portfolio to be certified.

Examples:

136 Virginia Information Technologies Agency (VITA) is a correct portfolio

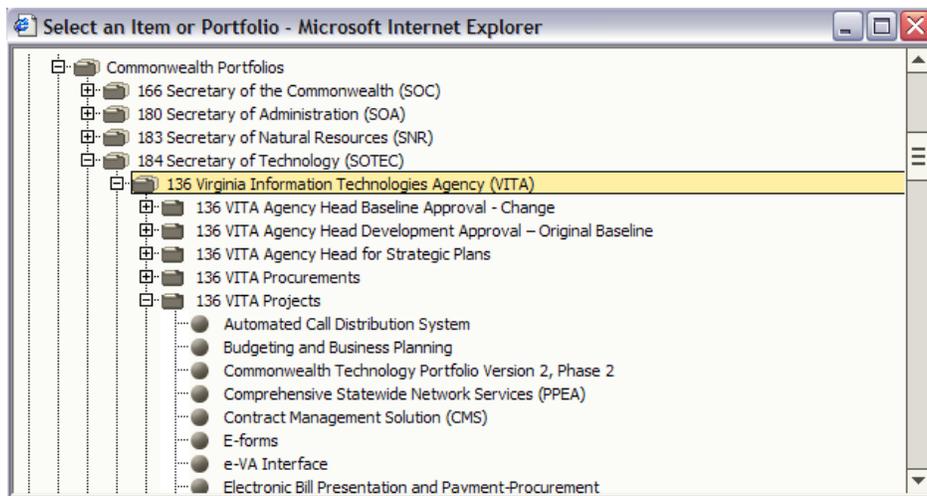


Figure 1: 136 Virginia Information Technologies Agency (VITA) portfolio

161 Department of Taxation (Tax) is a correct portfolio

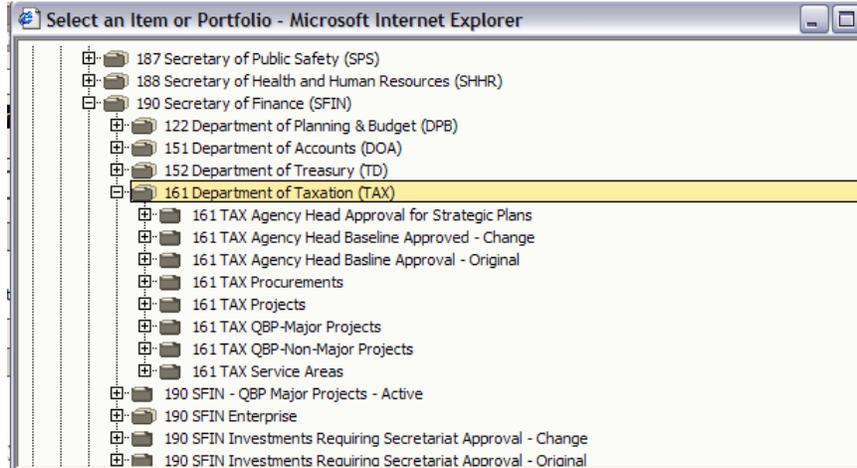


Figure 2: 161 Department of Taxation (Tax) portfolio

The Certification form is found at

<https://ctp.vita.virginia.gov/prosight/Portfolios/View.htm?window=form&formName=Certification&tabName=Certification>

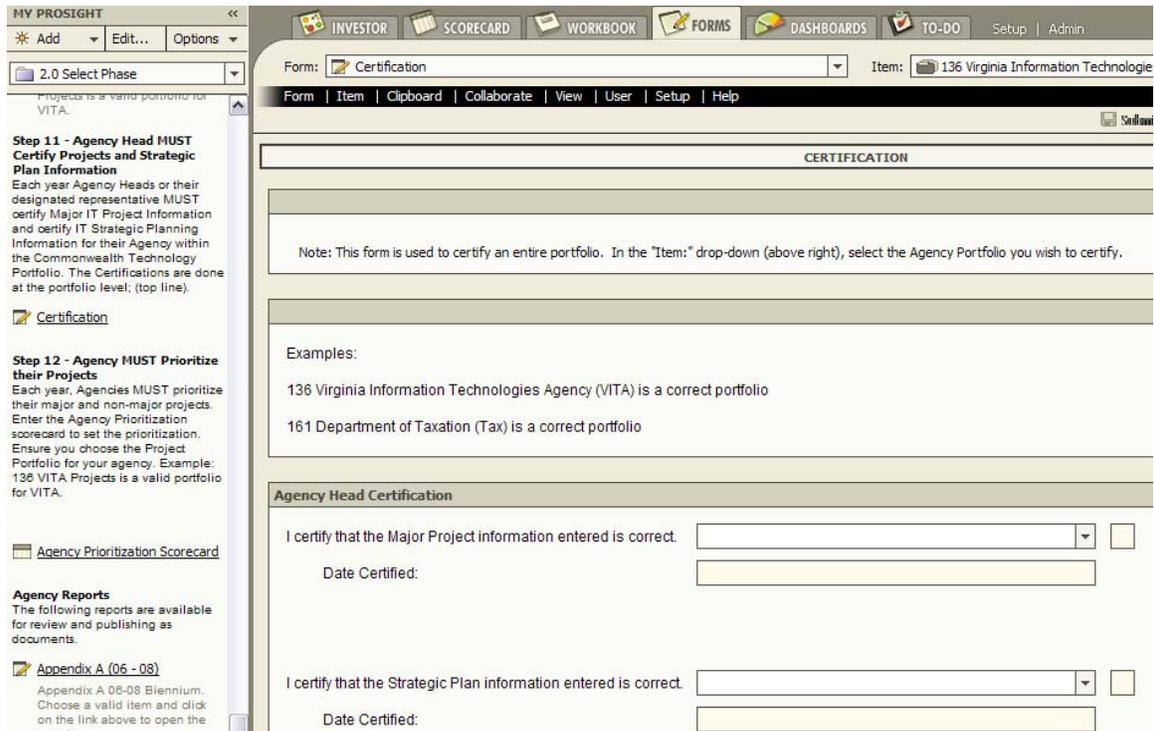


Figure 3: Certification Form with correct portfolio selected

On the form the Agency Head or designated representative fills out the certifications in the Agency Head Certification box:

I certify that the Major Project information entered is correct: Select from (Yes/No)

Date Certified: System Date/Time stamp is auto generated when certification form is submitted.

I certify that the Strategic Plan information entered is correct: Select from (Yes/No)

Date Certified: System Date/Time stamp auto generated when certification form is submitted.

Upon completion of the IT Strategic Plan review process, PMD will document the CIO approval of the Agency IT Strategic Plan.