

Report Title: 2018 - 2020 IT Strategic Plan

Agency: 148 Virginia Commission for the Arts (VCA)

Date: 12/01/2020

Current Operational IT Investments

In this section, describe the high-level strategy the agency will use to manage existing operational IT investments over the next year to 5 years. This section should align with identified Business Requirements for Existing Technology (BReTs). At minimum, please address the following questions in your description of your agency's strategy for managing existing operational IT investments:

Are there existing IT investments that will require additional funding over the next year to 5 years, such as license renewals, re-competition of current IT contracts, or system enhancements required by the Agency Strategic Plan?

If there are systems that will no longer support the agency's business needs, either through poor performance or excessive cost, how does IT leadership in the agency plan to address the issues?

If the agency does not have the staff or funding to meet increasing demand for IT services, how will IT leadership fulfill the requests?

Current IT: The Commission currently has six Hewlett Packard Compaq desktops, two Hewlett Packard laptops and one Hewlett Packard server. The server is to be upgraded by the end of the 2015 fiscal year.

Background: The Commission for the Arts works with a wide range of constituents - nonprofit arts organizations, K-12 school administrators, college staff and faculty, individual artists, and tourism promotion officials. The nonprofit arts organizations with which the agency works range from those with no professional staff or office to sophisticated and well funded small businesses. There is a great deal of staff and volunteer turnover among the leadership of these organizations. The agency must, therefore, be prepared to communicate and provide services to organizations and individuals with limited technology capability.

The agency publications, guidelines for grant programs, and other information are available on the agency web site; and use of the web site is steadily increasing. The agency staff can communicate with a significant portion of constituents through email. Clients interested in applying for grants from the Commission can download application forms from the web site or get information on the artists listed on three different agency rosters. Artists on the three rosters have reported contacts from potential sponsors in other states who have located them through the Commission web site. The agency staff is working to increase the range and quality of content on the agency web site.

· Vision: The Commission for the Arts envisions a future in which its customers can use a web-based system to fill out grant applications on line in a secure and user-friendly environment which provides them with support and guidance as they navigate through the process. Data collected from such an on-line system could be transferred into the agency's grants management information system, eliminating the need for agency staff to key this information indirectly. The data could also be exported into other applications, such as the Virginia Tourism website, which could help arts organizations increase earned revenue as well as being a useful source of information for residents and for Virginia travelers.

The Secretary of Technology and the Council on Technology Services have identified Collaboration and Cooperative Systems Development as an important Enterprise Business Strategy for the Commonwealth of Virginia. The development of such electronic grants management software is a need shared by many other arts agencies, some of which are working on developing these systems. As a member of the National Assembly of State Arts Agencies, the Virginia Commission for the Arts has access to information about the progress of these developments, one of which may result in a software product which could be adopted by the agency to fit its business needs. Through collaboration and cooperation with other state arts agencies, the Commission for the Arts can reduce the costs associated with acquiring such a system.

Factors Impacting the Current IT

In this section, the agency will describe the changes in their business environment that will require or mandate changes to the agency's current IT investments. These are requirements and mandates from external sources, such as other agencies or business partners, the agency's customer base, product and service providers, or new federal or state legislation or regulations. The agency must identify the business value of the change, any important deadlines that must be met, and the consequences if the deadlines are not met. In your discussion, be sure to note whether the

proposed enhancements are funded or not. If the agency's existing current IT investments will not need enhancement due to requirements or mandates from external sources in the foreseeable future, the agency should enter the following text rather than leave the Factors Impacting the Current IT section blank

For each mandated change, summarize your agency's response from your Agency Strategic Plan, and is it the opinion of agency IT leadership that the IT portion of the response is adequately funded?

Do the mandated changes affect IT in other Commonwealth agencies, or in other states? If so, how?

Accessibility to the Arts: Making the arts accessible to a wider public is the first priority of this agency. The Commission for the Arts gives grants for a wide range of various arts activities in all parts of the state in order to make the arts more accessible. The agency gives grants to arts organizations for web design and computer hardware and software. The agency staff encourages arts organizations to market their programs on the Internet through their own web sites and the state tourism web site, as well as linking these web sites to the agency site and to the state portal maintained by VIPnet. The agency tracks the number of Virginia arts organizations with a current presence on the Internet. The agency does not track the impact of Internet marketing on the individual organizations.

· Arts Education: The Commission has a variety of programs that enrich the work of teachers in the public schools: artist residencies, the educational programs of nonprofit arts organizations around the state, and touring performers that go into schools.

The agency communicates primarily with its arts education clients through email and the website. These strategies can be funded from the agency base budget. The agency measures success by the number of school divisions with expanded arts education programs.

· Database: The agency has a significant investment of training and experience in its Access-based database software which drives the agency's grants information management system. This software has been running fine on Windows 7 work stations, but the program is starting to have problems. This issue mandates the migration of the agency's database applications and records to a more modern and flexible system. The agency has no full-time IT staff, and this project will require extensive IT planning and support which is beyond the expertise of current staff.

· Base Budget: VITA has a fixed rate structure that requires substantial financial resources above and beyond what is currently in the agency's annual operating budget for IT. VITA's service plan would ensure that the agency has up to date hardware and operating software, but would not address the challenge of migrating the agency's grants information management system and records to a new software platform. It will not be possible to accomplish this objective within the agency's base budget.

Please address the following:

IT INFRASTRUCTURE TRANSITION - VCA is a small agency with no IT resources and will need assistance with IT infrastructure transition.

SECURITY SHARED SERVICES - VCA intends to engage VITA shared security services to address the Commonwealth security requirements.

CLOUD APPLICATION HOSTING - VCA is planning to transition two major applications to cloud based solutions.

INTERNET UTILIZATION - VCA expects an increase in internet utilization when the cloud based applications are in production.

Proposed IT Solutions

In this section, describe the high-level strategy the agency will use to initiate new IT investments over the next year to 5 years in support of the agency strategic objectives documented in your Agency Strategic Plan. The agency does not need to consider specific technologies at this time, however, the strategy should identify how the IT implementation will provide business value to the organization. This section should align with identified Business Requirements for New Technology (BRnTs). At minimum, please address the following questions in your description of your agency's strategy for initiating new IT investments:

What are the most important solutions, based on the priority assigned to the requirements by the business sponsors in your agency, and what is the approach to achieving these priority solutions?

If any new IT initiatives will be started in the upcoming budget biennium, is it the opinion of agency IT leadership that it is adequately funded?

Does the agency's current IT staff have the appropriate skill set needed to support future agency technologies? If not, what skill sets need to be acquired?

If the agency will be engaged in multiple new IT initiatives, how will agency IT staff and agency subject matter experts be used across the initiatives?

The Virginia Commission for the Arts (VCA) expects the following changes:

To install a current version of Dreamweaver software on one of its office computers and on one laptop.

To construct a new website for the VCA and become independent from the Library of Virginia.

To eliminate its need for a virtual server (CPU) at 12/31/2018. This is because the VCA has purchased and is using an online grant system to begin receiving, reviewing and accepting grant applications that has its own cloud based system. The VCA will be using this system for the future.

Install wifi in the office.

Report Title: IT Strategic Plan Budget Tables

Agency: 148 Virginia Commission for the Arts (VCA)

Date: 12/01/2020

Current IT Services				
	Costs Year 1		Costs Year 2	
Category	GF	NGF	GF	NGF
Projected Service Fees	\$28,733.79	\$252.17	\$29,595.80	\$259.74
VITA Infrastructure Changes	\$0.00	\$0.00	\$0.00	\$0.00
Estimated VITA Infrastructure	\$28,733.79	\$252.17	\$29,595.80	\$259.74
Specialized Infrastructure	\$0.00	\$0.00	\$0.00	\$0.00
Agency IT Staff	\$10,000.00	\$0.00	\$10,000.00	\$0.00
Non-agency IT Staff	\$0.00	\$0.00	\$0.00	\$0.00
Cloud Computing Service	\$0.00	\$0.00	\$0.00	\$0.00
Other Application Costs	\$360.00	\$0.00	\$360.00	\$0.00
Total	\$39,093.79	\$252.17	\$39,955.80	\$259.74

Proposed IT Investments				
	Costs Year 1		Costs Year 2	
Category	GF	NGF	GF	NGF
Major IT Projects	\$0.00	\$0.00	\$0.00	\$0.00
Non-Major IT Projects	\$0.00	\$0.00	\$0.00	\$0.00
Agency-Level IT Projects	\$0.00	\$0.00	\$0.00	\$0.00
Major Stand Alone IT Procurements	\$0.00	\$0.00	\$0.00	\$0.00
Non-Major Stand Alone IT Procurements	\$0.00	\$0.00	\$0.00	\$0.00
Agency-Level Stand Alone IT Procurements	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Adjustment for Staffing	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00

Projected Total IT Budget				
	Costs Year 1		Costs Year 2	
Category	GF	NGF	GF	NGF
Current IT Services	\$39,093.79	\$252.17	\$39,955.80	\$259.74
Proposed IT Investments	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$39,093.79	\$252.17	\$39,955.80	\$259.74

Report Title: Business Requirements For Technology

Agency: 148 Virginia Commission for the Arts (VCA)

Date: 12/01/2020

BReT 2005 SQL	
BRT Type:	Business Requirement for Existing Technology
Date Submitted:	7/27/2020
Mandate:	No
Mission Critical:	No
Description:	
To address the ORI	
BReT Commonwealth Audit Compliance	
BRT Type:	Business Requirement for Existing Technology
Date Submitted:	7/27/2020
Mandate:	No
Mission Critical:	
Description:	
Virginia Commission for the Arts plans to address the Commonwealth's audit requirements.	
BReT Commonwealth Risk Compliance	
BRT Type:	Business Requirement for Existing Technology
Date Submitted:	7/27/2020
Mandate:	No
Mission Critical:	
Description:	
Virginia Commission for the Arts plans to address Commonwealth risk compliance.	

Report Title: IT Strategic Plan Projects

Agency: 148 Virginia Commission for the Arts (VCA)

Date: 12/01/2020

There are no projects for this agency.

Report Title: IT Strategic Plan Procurements

Agency: 148 Virginia Commission for the Arts (VCA)

Date: 12/01/2020

Stand Alone Procurements:

There are no stand alone procurements for this agency.