

# **Report Title: 2020 - 2022 IT Strategic Plan**

**Agency:** 957 Commonwealth's Attorneys Services Council (CASC)

**Date:** 8/3/2020

## **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?**

The Commonwealth's Attorneys' Services Council (CASC) is the Virginia state agency responsible for providing training, education and services to Virginia's prosecutors.

Per the General Assembly, CASC uses the IT infrastructure (Networking, email, etc.) from the College of William & Mary, but does lease 8 computers from VITA. CASC is an agency of 7 staff members. Our IT resources consist of 8 laptop computers. We have no servers and do not interact with the VITA or COVA networks. Our external network is provided by the College of William & Mary, through the William & Mary School of Law. William & Mary provides network access, services, and support free of charge to CASC under the General Assembly budget bill for the year 2000. William & Mary neither itemizes nor bills these services to CASC. CASC has no IT staff. A CASC staff attorney serves as ISO and AITR, but is paid no additional funds for those responsibilities. CASC relies on VITA for Centralized services for ISO and Auditing.

## **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 effect IT in other Commonwealth agencies, or in other states? If so, how?**

CASC has no projected IT investments. CASC relies on IT support to include IT security services from the College of William and Mary. In 2016, Virginia DPB transferred \$2,333.00 for CASC ISO and Audit Services that will be claimed by VITA for Centralized services for ISO or Auditing. Otherwise, CASC does not have an IT budget, other than the lease of 8 laptop computers and 6 telephones from VITA. CASC does not have an IT staff. William & Mary provides CASC with network access and support. William & Mary does not bill CASC for network services or support.

Other Agency IT costs: due to its association with William & Mary, CASC uses a Dropbox for Business account, provided via a William & Mary discount program, permitting staff to share files with students, faculty, and constituents. It also allows CASC to administer, control and monitor access to files & documents, whether by our CASC staff or others. That is at an annual cost of \$840.00 General Funds for 8 licenses and the \$99.00 annual fee.

In addition, beginning in late 2015, CASC pays \$9,500.00 of General Funds each year for a web-based program called Capitol Impact, from a private vendor. <http://www.capitolimpact.com/> Capitol Impact does 2 things: It is a system for CASC to manage members and conferences. It permits CASC to track registration for conferences, collect payment, and communicate with registrants for particular conferences. It also permits CASC to survey members about programs and create reports concerning feedback for those programs. Lastly, it permits CASC to communicate with membership and keep track of members generally. It is a system that also keeps track of new legislation within hours of being proposed by the General Assembly, and then track that legislation automatically. The system also permits CASC to read comments made by members and track the progress, changes, amendments, and ultimate fate of legislation automatically. Finally, it generates reports for CASC so that they can inform and instruct members about changes in the law. Previously CASC did these functions manually. Suffice to say, that work took literally months of human effort.

In 2017, CASC also contracted with Capitol Impact to provide an app as an interface for Virginia Prosecutors to interact with Capitol Impact's resources. The contract is for \$6,500/year. The App permits members to register for conferences, interact with conference materials, view legal resources, and get access to CASC resources, news, and other information, and provides a portal to communicate with CASC customers.

CASC spends \$719.40 each year for the hosting of their website, where they post and share the minutes of public meetings as well as training notices and other information that they share with the public.

### **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?**

We use laptops to access the Internet and use the Microsoft Office suite to write and create documents, presentations and trainings. Unless that technology changes significantly in the next 10 years, our IT solutions will likely not change either.

# Report Title: Business Requirements For Technology

Agency: 957 Commonwealth's Attorneys Services Council (CASC)

Date: 8/3/2020

<b>BReT 957 CASC Risk and Audit Security Compliance</b>	
<b>BRT Type:</b>	Business Requirement for Existing Technology
<b>Date Submitted:</b>	1/5/2017
<b>Mandate:</b>	Yes
<b>Mission Critical:</b>	
<b>Description:</b>	
COV IT security program compliance	
<b>CASC Requirement for Phone Upgrades - BReT</b>	
<b>BRT Type:</b>	Business Requirement for Existing Technology
<b>Date Submitted:</b>	3/14/2017
<b>Mandate:</b>	No
<b>Mission Critical:</b>	No
<b>Description:</b>	
CASC has a business need for upgrading the phones leased through VITA	

# Report Title: IT Strategic Plan Budget Tables

Agency: 957 Commonwealth's Attorneys Services Council (CASC)

Date: 8/3/2020

<b>Current IT Services</b>				
	<b>Costs Year 1</b>		<b>Costs Year 2</b>	
<b>Category</b>	<b>GF</b>	<b>NGF</b>	<b>GF</b>	<b>NGF</b>
<b>Projected Service Fees</b>	\$11,544.00	\$1,439.00	\$11,890.00	\$1,482.00
<b>VITA Infrastructure Changes</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Estimated VITA Infrastructure</b>	\$11,544.00	\$1,439.00	\$11,890.00	\$1,482.00
<b>Specialized Infrastructure</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Agency IT Staff</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Non-agency IT Staff</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Cloud Computing Service</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Other Application Costs</b>	\$17,658.00	\$0.00	\$17,658.00	\$0.00
<b>Total</b>	\$29,202.00	\$1,439.00	\$29,548.00	\$1,482.00
<b>Proposed IT Investments</b>				
	<b>Costs Year 1</b>		<b>Costs Year 2</b>	
<b>Category</b>	<b>GF</b>	<b>NGF</b>	<b>GF</b>	<b>NGF</b>
<b>Major IT Projects</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Non-Major IT Projects</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Agency-Level IT Projects</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Major Stand Alone IT Procurements</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Non-Major Stand Alone IT Procurements</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Agency-Level Stand Alone IT Procurements</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Procurement Adjustment for Staffing</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Projected Total IT Budget</b>				
	<b>Costs Year 1</b>		<b>Costs Year 2</b>	
<b>Category</b>	<b>GF</b>	<b>NGF</b>	<b>GF</b>	<b>NGF</b>
<b>Current IT Services</b>	\$29,202.00	\$1,439.00	\$29,548.00	\$1,482.00
<b>Proposed IT Investments</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$29,202.00	\$1,439.00	\$29,548.00	\$1,482.00

# **Report Title: IT Strategic Plan Projects**

**Agency:** 957 Commonwealth's Attorneys Services Council (CASC)

**Date:** 8/3/2020

There are no projects for this agency.

# Report Title: IT Strategic Plan Procurements

Agency: 957 Commonwealth's Attorneys Services Council (CASC)

Date: 8/3/2020

## Stand Alone Procurements:

There are no stand alone procurements for this agency.