

2022 - 2024 IT Strategic Plan

Agency: 423 Department of Historic Resources

Date: 9/24/2022

Current IT State

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?

Virginia Department of Historic Resources (DHR), as an executive branch agency, is supported by the VITA/SAIC MSI at the main office in Richmond and two other locations in Salem and Stephens City. Infrastructure support includes file servers, staff computers, VoIP telephones in Richmond, and network & security services. DHR completed an IT project to rewrite their Virginia Cultural Resource Information System (V-CRIS) highway marker application, which is the authoritative source for architectural and archaeological survey data for the agency. V-CRIS is built with the current generation of web mapping and database software, and addresses customer web application expectations, increased workflow oversight and enhanced security for the data. The platform supports openly available mapping applications include generalized queries of surveyed architectural resources. The V-CRIS application allows for queries and download of highway marker data (including coordinates), or the use of the freely available map service, to view in other geographic information systems (GIS).

DHR continues to build on V-CRIS by funding prioritized enhancements to improve the customer experience, reduce barriers to the use of real-time geospatial data for our customers, and address security requirements. User fees support the costs for operations and maintenance, to include external hosting through the eGov services, annual software maintenance costs, and IT Staff Augmentation in support of break/fix activities. Enhancement costs will be supported in part by mixed funding of non-general funds from agency revenue (user fees) and federal funds.

The application, ePIX (Environmental Project Information Exchange), has a web portal for customers to submit initial application information and enables DHR staff to review and return comments on the projects through the web portal. The agency does not currently have a contract for enhancements to the application. Funding to support ePIX infrastructure and application support is anticipated to be obtained through general fund appropriations. DHR was informed that VITA would no longer support the ePIX environment. DHR partnered with the State Council of Higher Education for Virginia (SCHEV); the partnership allows DHR's ePIX application and data to reside on the SCHEV's ePIX server. This partnership the reliability and security of the data and provide small cost savings for DHR. DHR partnered with the VMFA, which allowed for the hiring of an ISO to support both agencies. The benefit to DHR is that both agencies now have a technical team to support their IT resources, which was not an option previously to DHR due to the expense. DHR will continue to proactively consolidate and streamline IT operations, where possible, to balance costs and efficiencies, and will continue to look for ways to realize maximum cost benefit for value add.

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?

Due to the transition to a multi-supplier service (MSI) model, and the mandated movement to cloud services per Executive Order 19 (EO19), there was a need for a number of additional IT resources. In order to meet these additional IT resource needs, DHR required additional IT resources to be deployed to setup, configure and maintain newer technology. In addition, DHR is in the process of upgrading the VCRIS system as well as the DHR website. These services are being contracted through VITA contracts via Computer Aid, as required by the contract.

SECURITY SHARED SERVICES

DHR is utilizing the auditing service but will handle the ISO services internally. DHR and the VMFA hired an IT employee to serve as the ISO for both agencies. This employee resides at DHR to also provide onsite technical support.

CLOUD APPLICATION HOSTING

DHR is adding additional applications and servers to the cloud. This will require DHR to hire additional vendor support to configure the applications and servers to communicate properly.

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?

Longer term strategic plans continue to focus on digital conversion of data and enabling access externally to publicly available information. To allow for readily available data for our customers, DHR will determine the scope of digitizing recorded survey data housed at the Richmond office. Survey data consists of black and white photographs, negatives, slides, paper survey forms and bound survey reports. The current shelving units account for

approximately 1500 linear feet of records for the survey folders, 150 linear feet of shelves containing negatives, 230 linear feet of slides in folders and 300 linear feet of bound survey reports. In recent years, DHR has received or created a significant amount of information in digital form from born-digital documents. Part of the discovery process will be:

Determine the true volume of backlogged information to be digitized Account for current best practices in archival records conversion and storage.

Funding for this initiative would most likely be through non-general funding sources, such as federal grants. To support this initiative, the agency would hire subject matter experts (SMEs) on digital archival methods to work with the agency SMEs and develop a plan and workflow.

IT Strategic Plan Budget Tables

Agency:	423 Department of Historic Resources
Date:	9/24/2022

Current IT Services				
	Costs Year 1		Costs Year 2	
Category	GF	NGF	GF	NGF
Projected Service Fees	\$270,669.65	\$9,292.96	\$278,789.74	\$9,571.75
VITA Infrastructure Changes				
Estimated VITA Infrastructure	\$270,669.65	\$9,292.96	\$278,789.74	\$9,571.75
Specialized Infrastructure	\$26,850.00		\$27,850.00	
Agency IT Staff	\$93,187.00		\$93,187.00	
Non-agency IT Staff				
Cloud Computing Service				
Other Application Costs	\$156,630.00		\$161,630.00	
Total:	\$547,336.65	\$9,292.96	\$561,456.74	\$9,571.75

Proposed IT Investments				
	Costs Year 1		Costs Year 2	
Category	GF	NGF	GF	NGF
Major IT Projects:				
Non-Major IT Projects:				
Agency-Level IT Projects:				
Major Stand Alone IT Procurements:				
Non-Major Stand Alone IT Procurements:				
Agency-Level Stand Alone IT Procurements:				
Procurement Adjustment for Staffing:				
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:	\$547,336.65	\$9,292.96	\$561,456.74	\$9,571.75
Proposed IT Investments:	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$547,336.65	\$9,292.96	\$561,456.74	\$9,571.75

Business Requirements For Technology

Agency:	423 Department of Historic Resources
Date:	9/24/2022
BRT DHR Digitization Project	
BRT Type:	Business Requirement for New Technology
Date Submitted:	7/22/2022
Mandate:	
Mission Critical:	Yes
Description:	
Determine the true volume of backlogged information to be digitized Account for current best practices in archival records conversion and storage. Funding for this initiative would most likely be through non-general funding sources, such as federal grants. To support this initiative, the agency would hire subject matter experts (SMEs) on digital archival methods to work with the agency SMEs, and develop a plan and workflow.	

IT Strategic Plan Projects

There are no projects for this agency.

IT Strategic Plan Procurements

There are no stand alone procurements for this agency.