

2024 - 2026 IT Strategic Plan

Agency: 417 Gunston Hall (GH)

Date: 11/8/2023

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?

VISION

Present the life and work of George Mason IV to promote and enrich the understanding of American democracy

MISSION

To stimulate the exploration and understanding of principles expressed by George Mason in the 1776 Virginia Declaration of Rights.

VALUES

The Staff and the Board of Regents of Gunston Hall affirm the following values:

Authenticity:

We seek accuracy and transparency in our scholarship and interpretation of history, and we demonstrate integrity and respect in all our activities and operations.

Inclusiveness:

George Mason's writings reveal a man of bold ideas grounded in Enlightenment principles. We apply these principles by encouraging an open exchange of ideas and opinions acknowledging that diverse perspectives enhance insight and understanding.

Stewardship:

We are dedicated to the responsible conservation of the intellectual, monetary and material resources of Gunston Hall. Through adherence to best practices, we determine to maintain a high standard of excellence in the areas of operation, governance and service.

Civic Engagement:

We encourage civic participation by promoting an understanding of the rights and privileges of citizenship through our programs, projects and exhibits. We recognize and honor the intrinsic rights of the individual as stated in the United States Constitution and the Bill of Rights, documents that embody the ideas conveyed in George Mason's Virginia Declaration of Rights.

AGENCY PAIN POINTS AND CHALLENGES

- There are long-persisting issues with internet connectivity at Gunston Hall. In addition to the slow speeds

experienced buy end-users, devices struggle to connect across the office and event space while the rest of the property lacks any wireless internet access.

- As an agency of only 16 staff and an operating budget of under \$2 million, complying with Commonwealth mandates continues to be a significant challenge. The lack of IT professionals on staff makes it difficult to meet the same IT requirements as other agencies who have staffs and budgets that are dozens of times our size. This results in the AITR and ISO responsibilities taking away from other, vital work that is directly related to the functioning of our agency. We are exploring a potential partnership with other, similarly-sized agencies to pool investments in some of these services.

MANAGING IT INFRASTRUCTURE

- Gunston Hall's AITR and ISO will continue to maintain the agency's IT infrastructure as required by VITA. Working closely with our BRM and CAM, we will identify solutions to the above pain points and challenges, including implementing a connectivity audit within our current visitor center to address the lack of wifi and other connectivity.

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?

There are plans for a newer, much larger visitor center that will require a network connection with significantly increased bandwidth and the proper architecture to support the exhibits, employees, and visitors. This project has yet to be funded and may not break ground within the next several years. Two Capital Projects that we do have funding for, which will result in the expansion of IT infrastructure at Gunston Hall, include the construction of a new archaeology lab, new maintenance facilities, and the expansion of our historic core to include the East Yard. The funding for these projects will include the expected costs associated with expanding our IT infrastructure. As part of managing the Capital Projects that will result in new IT infrastructure, Gunston Hall's Deputy Director (and AITR) will work closely with contracted A&E firms and VITA to ensure that our new construction is equipped to meet the needs of our staff, our visitors, and uphold the Commonwealth's standards.

As a part of the operating within the Commonwealth's requirements, our site will be converted to SD-WAN.

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?

Gunston Hall will invest General Fund dollars to improve connectivity at the current Visitor's Center and address any additional IT needs that arise. Moreover, we will expand our IT infrastructure through Capital Projects in partnership with VITA and the MSI. This partnership will be of paramount importance as we strive to overcome our challenges and deliver on our mission.

Business Requirements For Technology

Agency:	417 Gunston Hall
Date:	11/8/2023
BReT Increase Network Bandwidth	
BRT Type:	Business Requirement for Existing Technology
Requested Start:	8/17/2023
Mandate:	
Mission Critical:	
Description:	
Increase network bandwidth to support both enhanced interactive experiences for guests, as well as increasing administrative efficiency.	
BReT Additional IT Devices, Computers and Printers	
BRT Type:	Business Requirement for Existing Technology
Requested Start:	8/17/2023
Mandate:	
Mission Critical:	Yes
Description:	
<p>Obtaining additional computers and tablets to support visitor and staff opportunities across the organization. The requirements include:</p> <ul style="list-style-type: none"> · Includes additional desk top computers, lap top computers, category 1 printers, and mailboxes. · Presently we do not have enough computers for current staff or anticipated growth in staff. The additional desk-top computers will also allow us to provide work stations to interns and volunteers who will enhance productivity and outcomes. · One of the new desk-tops will also be reserved for use in support of the pending COVA HR portal for time and leave documentation. · Additional desk-tops will also support new systems such as a point of sale system at the admissions desk, which will replace a manual cash register. · The requested lap-tops will support the mobility and flexibility of staff and work stations to meet the needs of a 550 acre historic site and will enable us to better meet the technological requirements of lectures and other public programs. · The additional printers will support enhanced efficiency of operations, reporting, data management, marketing, and educational programming. · The additional mailboxes will allow current and future staff access to the VA email system, enhancing efficiency and communications for an agency with staff located in four distinct areas within the 550 acre property. 	

BReT Security Commonwealth Compliance	
BRT Type:	Business Requirement for Existing Technology
Requested Start:	8/17/2023
Mandate:	Yes
Mission Critical:	Yes
Description:	
Gunston Hall will work with Commonwealth Security on compliance.	
BRnT Adding a Virtual Server	
BRT Type:	Business Requirement for New Technology
Requested Start:	8/17/2023
Mandate:	
Mission Critical:	
Description:	
Adding a virtual server at CESC will support compliance with record retention requirements, enhance back-up capabilities, increase storage, and facilitate the networking of multiple work stations for enhanced communication and operational effectiveness.	
BRnT Data Collection and Management Software	
BRT Type:	Business Requirement for New Technology
Requested Start:	8/17/2023
Mandate:	
Mission Critical:	
Description:	
Evaluating data collection and management tools to better understand visitation demographics and internal program evaluation, and meet the COV needs for data collection.	
GH Network Improvements	
BRT Type:	Business Requirement for New Technology
Requested Start:	9/1/2023
Mandate:	

Mission Critical:	Yes
Description:	
Improve current network speed, wireless connectivity, and reliability within the existing facility footprint.	
GH New Visitor Center - Network Deployment	
BRT Type:	Business Requirement for New Technology
Requested Start:	9/1/2023
Mandate:	
Mission Critical:	Yes
Description:	
Extended the improved network to the new visitor center. This new center will serve both as an expanded educational space and an event venue accessible to the community.	
GH SD-WAN Upgrade	
BRT Type:	Business Requirement for Existing Technology
Requested Start:	3/1/2023
Mandate:	Yes
Mission Critical:	Yes
Description:	
<p>Configure existing routers to support SD-WAN capability across all agency locations. This approach prepares agency location(s) with the ability to add additional network capabilities (multiprotocol label switching (MPLS), broadband, wireless (i.e., Cradlepoint)) to take advantage of application -aware routing over private and public networks.</p> <p>Three step process:</p> <p>Remote internetwork operating system (IOS) software upgrade on the router.</p> <p>Remote SD-WAN deployment</p> <p>Circuit deployment as needed</p>	
GH Website Modernization	
BRT Type:	Business Requirement for New Technology
Requested Start:	6/16/2023

Mandate:	
Mission Critical:	Yes
Description:	
The primary objective of the COV Website Modernization and the CMS Virginia.gov projects are to ensure all state sites are on a single common platform and are following required VITA, COV and 508 standards	

IT Strategic Plan Budget Tables

Agency:	417 Gunston Hall (GH)			
Date:	11/8/2023			
Current IT Services				
	Costs Year 1		Costs Year 2	
Category	GF	NGF	GF	NGF
Projected Service Fees	\$37,506.55	\$74,744.93	\$38,631.74	\$76,987.27
VITA Infrastructure Changes				
Estimated VITA Infrastructure	\$37,506.55	\$74,744.93	\$38,631.74	\$76,987.27
Specialized Infrastructure				
Agency IT Staff	\$25,000.00		\$25,000.00	
Non-agency IT Staff				
Cloud Computing Service				
Other Application Costs				
Total:	\$62,506.55	\$74,744.93	\$63,631.74	\$76,987.27
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:	\$107,825.00		\$147,825.00	

Major Stand Alone IT Procurements:					
Non-Major Stand Alone IT Procurements:					
Agency-Level Stand Alone IT Procurements:					
Procurement Adjustment for Staffing:					
Total:	\$107,825.00	\$0.00	\$147,825.00	\$0.00	
Projected Total IT Budget					
		Costs Year 1		Costs Year 2	
Category	GF	NGF	GF	NGF	
Current IT Services	\$62,506.55	\$74,744.93	\$63,631.74	\$76,987.27	
Proposed IT Investments	\$107,825.00	\$0.00	\$147,825.00	\$0.00	
Total	\$170,331.55	\$74,744.93	\$211,456.74	\$76,987.27	

Commonwealth Projects \geq \$250,000.00

There are no projects for this agency.

Commonwealth Procurements \geq \$250,000.00

There are no stand alone procurements for this agency.