

Commonwealth of Virginia

EA Change/Exception Request Form

Email this form to: ea@vita.virginia.gov

1. Requesting Agency Contact Information	
a. Requesting Agency:	Auditor of Public Accounts
b. Request Date:	6/29/10
c. Agency Contact Person:	April Gunn
d. Contact Person's Title:	Director – Commonwealth Data Point
e. Contact Person's Phone #(s):	804-225-3350
f. Contact Person's E-Mail:	april.gunn@apa.virginia.gov

2. Identify Specific Provision(s) of EA Related to this Request	
a. Document Type:	<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Guideline <input type="checkbox"/> EA Report <input type="checkbox"/> Data Standard
b. Document Name:	ENTERPRISE ARCHITECTURE STANDARD: ITRM Standard EA225-05: January 15, 2010
c. Requirement/Table #:	WEB-R-14
d. Date Action on Request Needed by:	ASAP

3. Type of Request		
a.	<input checked="" type="checkbox"/>	Temporary Exception Until: Not to exceed 12 months or until the EA Standard (Web Standard) is updated to permanently reflect these changes
b.	<input type="checkbox"/>	Permanent Exception
c.	<input type="checkbox"/>	Include Proposed Technology Alternative in <input type="checkbox"/> Transitional <input type="checkbox"/> Emerging <input type="checkbox"/> Strategic
d.	<input type="checkbox"/>	Approve Emerging Technology for pilot project
e.	<input type="checkbox"/>	Change language/definition in a Policy, Standard, Guideline, Data Standard or EA Report
f.	<input type="checkbox"/>	Research/review a selected EA related topic or technology
<p>g. Provide a short summary of the proposed addition, research, review, change or exception:</p> <p>Due to the mandated requirement of an addition of a hyperlink from agency web sites to the APA Data Point site required by code changes within SB 431, we request that the "Number of Primary Navigation Links" (WEB-R-14) be changed as follows:</p> <p><u>Current wording:</u></p> <p>Number of Primary Navigation Links - No more than twelve main navigation links shall be on the left navigation bar and links shall remain the same throughout the site. The Virginia Information Technologies Agency must approve exceptions prior to site redesign implementation. Graphic and other separate links in the left-hand navigation area count towards the 12 link limit.</p> <p><u>Recommended wording:</u></p> <p>Number of Primary Navigation Links - No more than twelve main navigation links shall be on the left navigation bar and links shall remain the same throughout the site. <i>Enterprise and/or mandated graphic and other independent links may be placed underneath the primary navigation in the left-hand section of the template on website home pages and do not count towards the 12-link limit. Examples include graphic links to agency-specific reports on Commonwealth Data Point and Virginia Performs. These graphic links should be clearly delineated from the primary navigation to assist the user; they may or may not appear on each page beyond the home page, as determined by the agency.</i> The Virginia Information Technologies Agency must approve exceptions prior to site redesign implementation.</p>		

4. Impacted Project/Initiative Description	
a. Project/Initiative Title:	SB 431
b. Project Manager:	NA
c. Project Manager Phone:	NA
d. Project Manager E-Mail:	NA
e. Project Dates:	Start: NA End: NA
f. Production "roll-out" required date:	Code goes into effect 7/1/2010

5. Justification for Exception Request

a. Briefly describe the business reason(s) for requesting the exception:

SB 431, effective July 1 (see: <http://leg1.state.va.us/cgi-bin/legp504.exe?101+ful+CHAP0671>) mandates in § 30-133 (H) (4) of the *Code*: “That on or before July 1, 2010, the Governor, Secretary of Technology, and Chief Information Officer shall take all steps necessary to provide the searchable database as referred to in § 30-133 of the *Code of Virginia* as a hyperlinked icon located on each agency and institution website, and to the extent possible, this hyperlink will directly access the respective agencies' information.”

This will result in the agencies implementing the addition of a hyperlink from agency web sites to the APA Data Point site. This link will result in adding an entry in the left side navigation link column. The current web site EA requirement (WEB-R-14) limits the number of these links to 12. We would like to change the requirement so that these types of required links do not count against that limit. The current wording would require agencies to request EA exceptions which can put the July 1st implementation date at risk.

b. Identify any government or industry standards supporting the proposed request:

SB 431, effective July 1 (see: <http://leg1.state.va.us/cgi-bin/legp504.exe?101+ful+CHAP0671>) mandates in § 30-133 (H) (4) of the *Code*: “That on or before July 1, 2010, the Governor, Secretary of Technology, and Chief Information Officer shall take all steps necessary to provide the searchable database as referred to in § 30-133 of the *Code of Virginia* as a hyperlinked icon located on each agency and institution website, and to the extent possible, this hyperlink will directly access the respective agencies' information.”

c. Briefly describe the technical reason(s) for requesting the exception:

Implementing SB 431 will result in the agencies implementing the addition of a hyperlink from agency web sites to the APA Data Point site. This link will result in adding an entry in the left side navigation link column. The current web site EA requirement (WEB-R-14) limits the number of these links to 12. Requiring the agencies to obtain an EA exception prior to adding a link can put the July 1st implementation date at risk.

d. Briefly describe the proposed technology alternative:

Continue to require agencies to request EA exceptions when the number of links exceeds 12.

e. Provide a brief business case (cost benefits or effectiveness analysis) that supports the proposed technology alternative versus the provisions of the standard:

EA Exception requests take 10 business days to process and require the CIO to sign-off. It will be much for efficient to avoid the need for the agencies to makes these requests.

6. Impact Assessment

This section does not apply for this request - see above for agency impact.

7. Enterprise Architecture Analysis

a. Analysis of Request:

The request to change the WEB-R-14 requirement to exclude *Code of Virginia* mandated graphic links from counting towards the maximum permitted 12-link limit of primarily navigation links is reasonable. However, such a change under the current [Governance Document Development Process Standard \(GOV101-01\)](#) would require more than 30 days for the ORCA (Online Review and Comment Application) review and approval process.

b. Recommended Action:

The Chief Information Officer of the Commonwealth should approve and publish a blanket exception to exclude *Code of Virginia* mandated graphic links from counting towards the maximum permitted 12-link limit of primary navigation links under the WEB-R-14 requirement. The blanket exception to WEB-R-14 should remain in effect until the requirement is changed during the periodic review and revision of [EA225-05 Standard Sec. 2 Application \(01/15/2010\)](#).

c. Lead Enterprise Architect:

Eric Perkins

d. Analysis Completion Date:

07-02-2010

8. Subject Matter Expert (SME) Analysis (VITA Communications)

a. Review Comments/Analysis of Request:

Graphic links are visibly different from primary navigation and therefore do not impede the intent of Web-R-14, to simplify and standardize agency approach to navigation. Placement of mandated links in this visible location assists citizen use of and access to the resource (in the case of SB431, transparency of government spending is dramatically improved). Legislative mandates and the *Code of Virginia* carry higher authority than the Web Site Topic Report and must be accommodated per the schedule of the legislation.

b. Recommended Action:

The Chief Information Officer of the Commonwealth should approve and publish a blanket exception to exclude *Code of Virginia* mandated graphic links from counting towards the maximum permitted 12-link limit of primary navigation links under the WEB-R-14 requirement. The blanket exception to WEB-R-14 should remain in effect until the requirement is changed during the periodic review and revision of [EA225-05 Standard Sec. 2 Application \(01/15/2010\)](#).

c. SME:

Emily Hines Seibert

d. Completion Date:

7/12/10

9. Additional SME Analysis (as needed)

a. Review Comments/Analysis of Request:

Not needed – SME and Enterprise Architect performing analysis agree

b. Recommended Action:

c. SME:

d. Completion Date:

10. Chief Enterprise Architect Recommendation

a. Recommended Action:

From an Enterprise Architecture perspective, I recommend the CIO approve a blanket exception to exclude *Code of Virginia* mandated graphic links from counting towards the maximum permitted 12-link limit of primary navigation links under the WEB-R-14 requirement. The blanket exception to WEB-R-14 should remain in effect until the requirement is changed during the periodic review and revision of [EA225-05 Standard Sec. 2 Application \(01/15/2010\)](#).

I also recommend that requirement WEB-R-14 should be changed to the following APA proposed wording to implement this exception:

WEB-R-14: Number of Primary Navigation Links - No more than twelve main navigation links shall be on the left navigation bar and links shall remain the same throughout the site. *Enterprise and/or mandated graphic and other independent links may be placed underneath the primary navigation in the left-hand section of the template on website home pages and do not count towards the 12-link limit. Examples include graphic links to agency-specific reports on Commonwealth Data Point and Virginia Performs. These graphic links should be clearly delineated from the primary navigation to assist the user; they may or may not appear on each page beyond the home page, as determined by the agency.* The Virginia Information Technologies Agency must approve exceptions prior to site redesign implementation.

b. Chief Enterprise Architect: Todd D. Kissam

c. Recommendation Date: 7/14/2010

11. Chief Information Officer

a. Action Taken: Approved Denied Returned

b. Comments:

c. Chief Information Officer: Samuel A. Nixon

d. Chief Information Officer Signature: (Signed copy on file)

e. Date Signed: 7/19/2010