



# CTP Planview – Agency Head Approval of an Artificial Intelligence (AI) Oversight Request

## Purpose

This job aid will describe how to provide agency head approval of an artificial intelligence (AI) oversight request in accordance with [executive order \(EO\) 30](#).

## Overview

On Jan. 18, Governor Glenn Youngkin signed EO 30 on AI. The purpose of EO 30 is to ensure the responsible, ethical and transparent use of AI technology by Virginia's state government. Protecting the rights of Virginians by providing best-in-class state government services and ensuring that our students are well prepared for this technology.

In order for agencies to adhere to the technology requirements outlined in the [Utilization of Artificial Intelligence by COV Policy Standard](#) they must register their use of AI and receive approvals from their agency information technology resource (AITR), information security office (ISO), agency head and proponent cabinet secretary.

The tool used for AI registration is RSA Archer, which maintains the information related to an agency's applications and associated business processes. The approval process is tracked using the Commonwealth technology portfolio (CTP) Planview application, a project management tool that tracks the AI registration review and approval.

Secretary approval is then requested after the submission to CTP Planview and internal agency leadership approvals are complete.

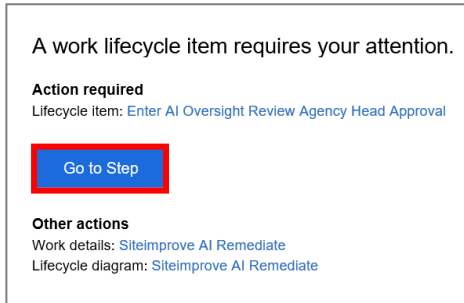
## Guided approval process

When your agency's AI request requires agency head approval, an email notification generated through the CTP Planview tool is sent.

## Procedures

1. Open the email received from [noreply@pvcloud.com](mailto:noreply@pvcloud.com), subject line **Work: AI Oversight Request Demo requires your attention**.

2. Click the blue **Go to Step** button. A browser window with the Okta login screen is then displayed.



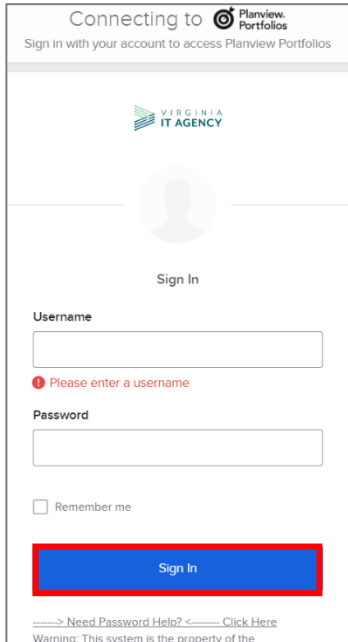
A work lifecycle item requires your attention.


**Action required**  
Lifecycle item: [Enter AI Oversight Review Agency Head Approval](#)


**Go to Step**

**Other actions**  
Work details: [Siteimprove AI Remediate](#)  
Lifecycle diagram: [Siteimprove AI Remediate](#)

3. If not already logged in, the Okta login screen is opened in a new browser window. Enter your Commonwealth of Virginia (COV) credentials and click **Sign In**



Connecting to  Planview Portfolios  
Sign in with your account to access Planview Portfolios

 VIRGINIA IT AGENCY

Sign In

Username

**Please enter a username**

Password

Remember me

**Sign In**

[Need Password Help?](#) [Click Here](#)

Warning: This system is the property of the

4. After authenticating via Okta, you will be taken to the AI oversight request. Review the **AI Oversight Agency Head Approval Form**
  - A. The **Save as Draft** button saves any data entry and keeps the approver assigned to the life cycle step; the approver will not get another email.
  - B. The **Save and Complete** button will require the approver to complete all required fields listed below.
  - C. The **Agency Data** section indicates the proponent secretary, proponent agency and contains a link to the PDF describing this request.
  - D. Click the **AI PDF Link** to download a copy of the PDF to your downloads folder

Any questions should be directed to the **Agency Contact** listed on the AI PDF download.

5. This is the **AI Oversight Request** agency head approval form continued with the **Agency Head Approval** section displayed. Now that you have reviewed the AI PDF form, please indicate your approval or disapproval.

A. Indicate **Approve** or **Disapprove**

**Note:** If the AI PDF submission should be edited, please contact your agency's ISO to request those changes.

B. Enter a date

C. Enter an approval comment

a. Click the blue **Save and Complete** button at the top of the form to submit the approval to VITA.

## Next Steps

Upon approval, the oversight request will be submitted via email from VITA to the proponent secretary for their review.

When the request is accepted or denied, an email from CTP will be sent to your AITR. The AITR should notify the agency head.

If you have any questions, please refer to the [information technology investment management division \(ITIMD\) mailbox](#).