Transform the Portfolio Intake Process
BRT/IBC/ITSP Agenda
Novice

DURATION	TIME	SUBJECT
		BRT/IBC/ITSP PILOT AGENDA NOVICE – June 2014
5 minutes	9:00 to 9:05	Welcome
10 minutes	9:05 to 9:15	Objectives - Handouts (Lecture)
30 minutes	9:15 to 9:45	Agency IT Strategic Planning Guidance, handout
15 minutes	9:45 to 10:00	Introduction, ITSP, ITIM Pre-Select, Select, Control and Evaluate Phases Overview (Lecture)
10 minutes	10:00 to 10:10	**BREAK**
40 minutes	10:10 – 10:50	CTP Orientation
10 minutes	10:50 to 11:00	**BREAK**
40 minutes	11:00 – 11:40	CTP Orientation
75 minutes	11:40 to 12:55	**LUNCH**
15 minutes	12:55 to 1:10	Review ITSP/BRT Process Flow (Lecture) (chart)
10 minutes	1:10 to 1:20	AITR documentation of the OR/I Status Scorecard –walk-through (Lecture)
10 minutes	1:20 to 1:30	AITR documentation of an OR/I Response Form – walk-through (Lecture)
20 minutes	1:30 to 1:50	AITR documentation of an OR/I Response – case study (Hands On)
10 minutes	1:50 to 2:00	**Break**
10 minutes	2:00 to 2:20	AITR documentation of BRnT –walk-through (Lecture)
20 minutes	2:20 to 2:40	AITR documentation of BRnT –case study (Hands On)
10 minutes	2:40 to 2:50	AITR documentation of BReT –walk-through (Lecture)
20 minutes	2:50 to 3:10	AITR documentation of BReT –case study (Hands On)
5 minutes	3:10 to 3:15	Walk through the BRT Score Cards – BRT Status Scorecard and Agency BRT Approval Status Scorecard
15 minutes	3:15 to 3:30	**BREAK**
5 minutes	3:30 to 3:35	ITSP Guidance – Recap
30 minutes	3:35 to 4:05	Development and Printing of the ITSP, to include AITR and Agency Head submission of ITSP for CIO of the Commonwealth approval (Lecture)
30 minutes	4:05 to 4:35	Development of the ITSP, to include AITR and Agency Head submission of ITSP for CIO of the Commonwealth approval (Hands On)
20 minutes	4:35 to 4:55	Agency Head/AITR re-authorization/Q&A/Parking Lot
20 minutes	4:55 to 5:15	Feedback Discussion, Surveys
	5:15	Closing remarks - Tail Lights