Business Requirement for Existing Technology (BReT) (Form) /

(Portfolio) **/ Today** (Data as of: Aug 26, 2014)

GENERAL INFORMATION	
General	
Please prepend "BReT" to the title.	
Title of Business Requirement for Existing Technology (BReT):	
Item Type:	BRT
BRT Type:	Agency Operational Risk/Issue <mark>Business Requirement for Existing Technology</mark> Business Requirement for New Technology
Assigned Agency BRT Portfolio:	Locate your agency's BRT portfolio i.e. "136 VITA BRT"
Description of BReT to include business requirement and supporting technology requirement(s):	
Proponent Secretary:	Locate your Secretariat
Proponent Agency:	Locate your agency
Prepared by:	You
Date Submitted (Select Date from Calendar):	
BRT Status:	Agency Investment, Archived, COV Project/Procurement Assigned, Fulfilled, IBC Assigned, **New**
Is this BReT funded?	Yes/ No
Reason for BReT	

Reason for BReT?	
● Does this BRet address a State or Federal Mandate, or an Audit finding? (Yes/No):	Yes/ No
● If yes, please identify the mandate or audit finding.	
Mandate or Audit Finding Response Due Date (Select date from Calendar):	
Operational Risk/Issue Support?	
Does this BReT address an Operational Risk or Issue? (Yes/No):	Yes/ No
If an Operational Risk or Issue is addressed by this BReT, click on the Add Button to associate the BReT with the Operational Risk or Issue	

Operational Risk/Issue Dependencies - Direction: Supports, Type: BRT

				Item Properties					
#	I/P	Name	OR/I Type	Submitted by	OR/I Submission Date	Description	Secretary	Agency	ORI Biennium Due Date

Indicate Name of OR/I (s) this BReT addresses.

		Item Properties - continued			
#	Agency OR/I Priority	OR/I Discussion with VITA CAM	AITR Notification Date	Agency Approval of Operational Risk/Issue	VITA Acceptance of OR/I Plan

Agency Point of Contact (POC) Information

Point of Contact for BReT:	
Point of Contact Email Address:	
Point of Contact Phone Number:	

BRET CATEGORY	
BReT Type	
Select the Type of Business Requirement for Existing Technology (BReT):	Augment IT Support Staff Outsource Current Agency System (including Hosted Solutions in Cloud) Re-compete Upcoming Contract Renew License(s) Upgrade System (Hardware and/or Software)
Additional Information	
Complete the section below applicable to the type of BReT selected above	
Section 1: Re-compete Upcoming Contract	
Existing Contract Name:	
Existing Contract Reference Number:	
Date of Contract Expiration (Select Date from Calendar):	
Agency Contact Name:	
Agency Contact Email Address:	
Agency Contact Phone Number:	
Section 2: Renew License(s)	
Existing License Name:	
Existing License Reference Number:	
Date of License Expiration (Select Date from Calendar):	
Agency Contact Name:	

Agency Contact Email Address:	
Agency Contact Phone Number:	
Section 3: Upgrade System (Hardware and/or Software)	
Existing Hardware Name:	
Existing Hardware Reference Number:	
Existing Software 1 Name:	
Existing Software 1 Type:	Operating System, database, application
Existing Software 1 Version:	
Existing Software 1 Reference Number:	
Existing Software 2 Name:	
Existing Software 2 Type:	Operating System, database, application
Existing Software 2 Version:	
Existing Software 2 Reference Number:	
Existing Software 3 Name:	
Existing Software 3 Type:	Operating System, database, application
Existing Software 3 Version:	
Existing Software 3 Reference Number:	
Existing Software 4 Name:	
Existing Software 4 Type:	Operating System, database, application

Existing Software 4 Version:	
Existing Software 4 Reference Number:	

Desired Upgrade Date:	
Agency Contact Name:	
Agency Contact Email Address:	
Agency Contact Phone Number:	

Section 4: Augment IT Support Staff

Existing Support Staff Vendor:	
Existing Support Staff Contract Reference Number:	
Additional Staff Requested:	
Desired Staff Augmentation Date (Select Date from Calendar):	
Agency Contact Name:	
Agency Contact Email Address:	
Agency Contact Phone Number:	

Section 5: Outsource Current Agency System

Existing System Name:	
Existing System Reference Number:	

Existing System Host:	VITA, Agency in Scope, Agency out of Scope, Virginia Interactive, Third Party
Desired Date to Outsource (Select Date from Calendar):	
Agency Contact Name:	
Agency Contact Email Address:	
Agency Contact Phone Number:	

STRATEGIC PLANNING AND ALIGNMENT

STRATEGIC ALIGNMENT TO GOALS

Council on Virginia's Future / Commonwealth of Virginia Goals

Define below how the BRT aligns with the 7 Council on Virginia's Future long-term objectives and the Governor's Priorities.

Council on Virginia's Future Long Term Objectives

1. Be a national leader in the preservation and enhancement of our economy.	Yes/ No
2. Elevate the levels of educational preparedness and attainment of our citizens.	Yes/ No
3. Inspire and support Virginians toward healthy lives and strong and resilient families.	Yes/ No
4. Protect the public's safety and security, ensure a fair and effective system of justice and provide a prepared response to emergencies and disasters of all kinds.	Yes/ No
5. Protect, conserve and wisely develop our natural, historical and cultural resources.	Yes/ No
6. Ensure that our transportation system is safe, enables easy movement of people and goods, enhances the economy, and improves our quality of life.	Yes/ No
7. Be the best-managed state in the nation.	Yes/ No

Governor's Priorities

1. Promoting Jobs and economic development:	Yes/ No
2. Encouraging innovation and research:	Yes/ No
3. Making your government accessible and efficiently managed:	Yes/ No
4. Protecting our natural resources:	Yes/ No
5. Building a strong, healthy community:	Yes/ No

STRATEGIC PLANNING AND ALIGNMENT 2

STRATEGIC ALIGNMENT TO IT ADVISORY COUNCIL'S TECHNOLOGY BUSINESS PLAN

Click on the link below to open and review the ITAC Technology Business Plan in a new window.	
http://www.vita.virginia.gov/uploadedFiles/VITA_Main_Public/Library/VITA_Operating_Plan/Tech_Business_Plan_2011.pdf	
IT Advisory Council's Technology Business Plan Initiatives -	*The Technology Business Plan is the link between the Commonwealth's business priorities and the Statewide Strategic Plan for Information Technology, providing business guidance and direction to executive branch agencies' collective technology initiatives. Identify if your Business Requirement for technology (BRT) supports one or more of the Technology Business Plan's 5 initiatives.*
1. Emphasize programs and tools that enable all citizens to interact with government 24x7—safely and securely, and when, how, and where they want it.	Yes/ No
2. Improve information-sharing to optimize current business functions and supporting systems:	Yes/ No
3. Leverage technology to improve worker productivity and make state employment more attractive to the future workforce.	Yes/ No
4. Support educational attainment initiatives— key to achieving state economic development and quality of life goal:	Yes/ No
5. Expand and support back-office platforms and productivity tools that support Governor's Reform Commission recommendations on streamlining government operations.	Yes/ No

Strategic Alignment to Service Areas

Select Service Areas this investment supports by clicking on the "Add" button (below right). From the pop-up box, choose from the list of your agency service areas. Ensure you click 'OK' at the bottom of the pop-up list box. After the Service Areas have been added, indicate the Primary Service Area by double clicking on the cell in the "Weight" column. Describe how the investment supports the Service Area by clicking on the Service Area name and then press the "Edit" button; enter the description in the "Annotation" box. If the service area is identified in the Governor's Performance Goals, type "Governor's Performance Goals" in the annotation box also. Note: Higher Education institutions do not have Service Areas

Virginia Performs website is at:http://www.vaperforms.virginia.gov/agencylevel/

Dependencies - Direction: Supports, Type: Service Area

			Dependency Properties	Item Properties
#	I/P	Name	Weight	Description

BUSINESS REQUIREMENTS

Enterprise Business Architecture (EBA)

Please do not refresh EBA Data while it is loading, the initial load may take a while.

Click on this link to run a report that shows the Business Areas, Lines of Business, and Sub-lines of Business applicable to your agency- **http://www.vita.virginia.gov/eba/library/**. This report will assist you with the Alignment to Lines of Business task below.

Alignment to Lines of Business

Indicate which Lines of Business (LOB) this investment supports by selecting the primary Sub-Lines of Business for all LOBs that apply.

Lines of Business for Services to Citizens

Community and Social Services:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Consumer Protection:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Correctional Activities:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Defense and Virginia Security:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Economic Development:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Education:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Electoral Services:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Emergency and Disaster Management:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Energy:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Environmental Management:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Health:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this

	BReT
Homeland Security:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Income Security:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Law Enforcement:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Legislative Representation:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Litigation and Judicial Activities:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Natural Resources:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Transportation:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Unclaimed Property:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Workforce Management:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT

Lines of Business for Support Delivery of Services

Controls and Oversight:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
General Government:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Internal Risk Management and Mitigation:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Legislative Relations:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Planning and Resource Allocation:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Public Affairs:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT

Regulatory Development:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Revenue Collection:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Revenue Generation:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Lines of Business for Management of Government Resources	
Administrative Management:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Financial Management:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Supply Chain Management:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Human Resource Management:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Information and Technology Management:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Lines of Business for Mode of Delivery	
Direct Services for Citizens:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Knowledge Creation and Management:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Public Goods Creation and Management:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Regulatory Compliance and Enforcement:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
Financial Vehicles:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BReT
VITA Enterprise Business Architecture Web Site :	
(More information can be found at the website below)	
http://www.vita.virginia.gov/eba/library/	

Business Impact	
Describe how the business of your agency will improve when the BRT is fulfilled. Reference the business process performance measure(s) and the EBA sub-line(s) of business:	
Who will be impacted by improvements in the business process(es)?	
Indicate whether there is another agency that performs this line of business or business function (yes/no):	

If yes, indicate which Agencies (Pick up to ten (10) choices)	
Agency Name:	See below for agency Names
Agency Name:	See below for agency Names
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Agency Name:	See below for agency Names
Agency Name:	See below for agency Names
Agency Name:	See below for agency Names

010 Department of Motor Vehicles FACE PMO

011 SHHR HIT/MITA PMO

122 Department of Planning & Budget

123 Department of Military Affairs

127 Department of Emergency Management

129 Department of Human Resources Management

132 Department of Elections

136 Virginia Information Technologies Agency

140 Department of Criminal Justice Services

146 The Science Museum of Virginia

147 Office of the State Inspector General

148 Virginia Commission for the Arts

151 Department of Accounts

152 Department of the Treasury

154 Department of Motor Vehicles

156 Department of State Police

157 Compensation Board

161 Department of Taxation

165 Department of Housing & Community Development

166 Secretary of the Commonwealth Enterprise

169 Commonwealth Competition Council

175 Virginia Office for Protection and Advocacy

181 Department of Labor & Industry

182 Virginia Employment Commission

183 Secretary of Natural Resources Enterprise

184 Secretary of Technology Enterprise

185 Secretary of Education Enterprise

186 Secretary of Transportation Enterprise

187 Secretary of Public Safety Enterprise

188 Secretary of Health and Human Resources Enterprise

190 SFIN Enterprise

192 Secretary of Commerce and Trade Enterprise

193 Secretary of Agriculture & Forestry Enterprise

194 Department of General Services

199 Department of Conservation and Recreation

200 Comprehensive Services for At-Risk Youth and Families

201 Department of Education

202 Library of Virginia

203 Woodrow Wilson Rehabilitation Center

204 The College of William & Mary

207 University of Virginia

208 Virginia Polytechnic Institute & State University

209 University of Virginia Medical Center

211 Virginia Military Institute

212 Virginia State University

213 Norfolk State University

214 Longwood University

215 University of Mary Washington

216 James Madison University

217 Radford University

218 Virginia School for the Deaf and the Blind - Staunton

219 Virginia School for the Deaf & Blind & Multi-Disabled at Hampton

221 Old Dominion University

222 Department of Professional & Occupational Regulation (DPOR)

223 Department of Health Professions

226 Board of Accountancy

236 Virginia Commonwealth University

238 Virginia Museum of Fine Arts

239 Frontier Culture Museum of Virginia

241 Richard Bland College

242 Christopher Newport University

245 State Council of Higher Education for Virginia

246 University of Virginias College at Wise

247 George Mason University

260 Virginia Community College System

262 Department for Aging and Rehabilitative Services

268 Virginia Institute of Marine Science

301 Department of Agriculture & Consumer Services

307 Virginia Agricultural Council

310 Virginia Economic Development Partnership

319 Chippokes Plantation Farm Foundation

320 Virginia Tourism Corporation

326 Office of Workforce Development

350 Department of Small Business and Supplier Diversity

402 Marine Resources Commission

403 Department of Game and Inland Fisheries

405 Virginia Racing Commission

407 Virginia Port Authority

408 Chesapeake Bay Local Assistance Department

409 Department of Mines, Minerals, & Energy

411 Department of Forestry

417 Gunston Hall

423 Department of Historic Resources

425 Jamestown-Yorktown Foundation

440 Department of Environmental Quality

454 Secretary of Veterans Affairs & Homeland Security

501 Department of Transportation

505 Department of Rail and Public Transportation

506 Motor Vehicle Dealer Board

601 Department of Health

602 Department of Medical Assistance Services

606 Virginia Board for People with Disabilities

702 Virginia Department for the Blind and Vision Impaired

720 Department of Behavioral Health and Developmental Services

751 Department for the Deaf & Hard of Hearing

765 Department of Social Services

777 Department of Juvenile Justice

778 Department of Forensic Science

799 Department of Corrections

841 Department of Aviation

912 Department of Veteran Services

937 Southern Virginia Higher Education Center

942 Virginia Museum of Natural History

948 Southwest Virginia Higher Education Center

957 Commonwealths Attorneys Services Council

960 Department of Fire Programs

999 Department of Alcoholic Beverage Control

OTHER REQUIREMENTS	
Mandate/Audit Response	
● **Does this BRT address a State or Federal Mandate, or an Audit finding?**	Yes/ No
● **If yes, please cite the mandate or audit finding.**	
● **BRT Mandate or Audit Response Due Date:**	
Will this BRT be grant funded?	Yes/ No
Based on the best information you have at this time, when your Agency decides to pursue a technology investment to fulfill this BRT, how does your Agency intend to fund it?	Endowment Funds Federal Funds General Funds Mixed Funding Non-General Funds from Agency Revenue Non-General State Funds
Information Sensitivity	
Is there any personal identifiable information (pii) data used in the supported business process(es)?	Yes/ No
Technology Trends	
Do you anticipate utilizing any of the following Technology Trends outlined in the COVA Strategic Plan for IT: 2014-2020?	
Cloud Computing Services?	Yes/ No
CyberSecurity?	Yes/ No

Enterprise Information Architecture?	Yes/ No
Enterprise Shared Services?	Yes/ No
Mobility?	Yes/ No
Social Media?	Yes/ No
Consolidation/ Optimization?	Yes/ No

Mission	
Is this business requirement mission critical?	Yes/ No
If yes, why?	

Documentation				
Item Links:				
Name	**Link**	**Size**	**Owner**	**Uploaded**

APPROVALS		
Agency Approval		
AITR Approval		
AITR Approval - (Yes/No):		─
Approval Date:		
AITR Comments:		
Agency Head Approval		
Agency Head Approval - (Yes/No):		─
Approval Date:		
Agency Head Comments:		
Governance Acceptance		
2. Governance Review of BReT:		
a. Review Date (Select date from Calendar):		
b. Reviewed By:		
Governance Review Point of Contact Email Address:		
Governance Review Point of Contact Phone Number:		
c. Governance Comments:		