## GENERAL INFORMATION

<table>
<thead>
<tr>
<th>General</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Please prepend &quot;BRnT&quot; to the title.</td>
<td></td>
</tr>
<tr>
<td>Title of Business Requirement for New Technology (BRnT):</td>
<td></td>
</tr>
<tr>
<td>Item Type:</td>
<td>BRT</td>
</tr>
</tbody>
</table>
| BRT Type: | Agency Operational Risk/Issue  
Business Requirement for Existing Technology  
Business Requirement for New Technology |
| Assigned Agency BRT Portfolio (Select a Portfolio): | Locate your agency's BRT portfolio i.e. "136 VITA BRT" |
| Description of BRnT 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 BRnT funded? | Yes/ No |

### Point of Contact (POC) Information

| Point of Contact for BRnT: | |
| Point of Contact Email Address: | |
| Point of Contact Phone Number: | |

### BRnT Discussion

| Have you discussed this BRnT with your VITA Customer Account Manager (CAM)? (Yes/No): | Yes/ No |

## Operational Risk/Issue Support?

| Does this BRnT address an Operational Risk/Issue? (Yes/No): | Yes/ No |
| If an Operational Risk or | |
Issue is addressed by this BRnT, click on the Add Button to associate the BRnT with the Operational Risk or Issue.

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

<table>
<thead>
<tr>
<th>#</th>
<th>I/P</th>
<th>Name</th>
<th>OR/I Type</th>
<th>Submitted by</th>
<th>OR/I Submission Date</th>
<th>Description</th>
<th>Secretary</th>
<th>Agency</th>
<th>ORI Biennium Due Date</th>
</tr>
</thead>
</table>

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

### Item Properties - continued

<table>
<thead>
<tr>
<th>#</th>
<th>Agency OR/I Priority</th>
<th>OR/I Discussion with VITA CAM</th>
<th>AITR Notification Date</th>
<th>Agency Approval of Operational Risk/Issue</th>
<th>VITA Acceptance of OR/I Plan</th>
</tr>
</thead>
</table>


## STRATEGIC PLANNING ALIGNMENT

### STRATEGIC PLANNING

Discuss the relevant business need that this BRnT will address. Copy and paste the section of your Agency Strategic Plan that supports this business need, if available.

<table>
<thead>
<tr>
<th>Does this business need support an existing Agency Performance measure?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes/ No</td>
</tr>
</tbody>
</table>

If Yes, which one?

### 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.

<table>
<thead>
<tr>
<th>Council on Virginia's Future Long Term Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicate whether the project contributes to this long-term goal.</td>
</tr>
</tbody>
</table>

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
<table>
<thead>
<tr>
<th>Govenor’s Priorities</th>
<th>Yes/ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Promoting Jobs and economic development:</td>
<td>Yes/ No</td>
</tr>
<tr>
<td>2. Encouraging innovation and research:</td>
<td>Yes/ No</td>
</tr>
<tr>
<td>3. Making your government accessible and efficiently managed:</td>
<td>Yes/ No</td>
</tr>
<tr>
<td>4. Protecting our natural resources:</td>
<td>Yes/ No</td>
</tr>
<tr>
<td>5. Building a strong, healthy community:</td>
<td>Yes/ No</td>
</tr>
</tbody>
</table>
STRATEGIC PLANNING AND ALIGNMENT (CONT.)

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.


**IT Advisory Council’s Technology Business Plan 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.


<table>
<thead>
<tr>
<th>Dependencies - Direction: Supports, Type: Service Area</th>
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<tbody>
<tr>
<td>#</td>
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</tbody>
</table>

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.
**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/](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**

<table>
<thead>
<tr>
<th>Category</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community and Social Services:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Consumer Protection</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Correctional Activities:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Defense and Virginia Security:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Economic Development:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Education:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Electoral Services:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Emergency and Disaster Management:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Energy:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Environmental Management:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
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<tr>
<td>Health:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
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<tr>
<td>Homeland Security:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
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<tr>
<td>Income Security:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
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<tr>
<td>Law Enforcement:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
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<tr>
<td>Legislative Representation:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Litigation and Judicial Activities:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
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<tr>
<td>Natural Resources:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
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<tr>
<td>Transportation:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
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<tr>
<td>Unclaimed Property:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
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<tr>
<td>Workforce Management:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
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<tr>
<td>----------------------</td>
<td>-----------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Lines of Business for Support Delivery of Services</td>
<td></td>
</tr>
<tr>
<td>Controls and Oversight:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>General Government:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Internal Risk Management and Mitigation:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Legislative Relations:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Planning and Resource Allocation:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Public Affairs:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Regulatory Development:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Revenue Collection:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Revenue Generation:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Lines of Business for Management of Government Resources</td>
<td></td>
</tr>
<tr>
<td>Administrative Management:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Financial Management:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Supply Chain Management:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Human Resource Management:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Information and Technology Management:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Lines of Business for Mode of Delivery</td>
<td></td>
</tr>
<tr>
<td>Direct Services for Citizens:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Knowledge Creation and Management:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Public Goods Creation and Management:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Regulatory Compliance and Enforcement:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>Financial Vehicles:</td>
<td>Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT</td>
</tr>
<tr>
<td>VITA Enterprise Business Architecture Web Site:</td>
<td></td>
</tr>
<tr>
<td>(More information can be found at the website below)</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.vita.virginia.gov/eba/library/">http://www.vita.virginia.gov/eba/library/</a></td>
<td></td>
</tr>
<tr>
<td>Business Impact</td>
<td></td>
</tr>
<tr>
<td>Describe how the business of your agency will</td>
<td></td>
</tr>
</tbody>
</table>
| improve when the BRT is fulfilled. Reference the business process performance measure(s) and the EBA sub-line(s) of business: | Agency Staff
Customers of Agencies outside our Secretariat
Customers of other Agencies in our Secretariat
Our Agency's customers
Staff at Agencies outside our Secretariat
Staff at other Agencies in our Secretariat |
| Who will be impacted by improvements in the business process(es)? | Yes/ No |
| Indicate whether there is another agency that performs this line of business or business function (yes/no): | Yes/ No |
| If yes, indicate which Agencies (Pick up to ten (10) choices) | 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
<table>
<thead>
<tr>
<th>OTHER REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mandate/Audit Response</strong></td>
</tr>
<tr>
<td>• Does this BRT address a State or Federal Mandate, or an Audit finding?</td>
</tr>
<tr>
<td>• If yes, please cite the mandate or audit finding.</td>
</tr>
<tr>
<td>• BRT Mandate or Audit Response Due Date:</td>
</tr>
<tr>
<td>Will this BRT be grant funded?</td>
</tr>
<tr>
<td>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?</td>
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<tr>
<td><strong>Information Sensitivity</strong></td>
</tr>
<tr>
<td>Is there any personal identifiable information (pii) data used in the supported business process(es)?</td>
</tr>
<tr>
<td><strong>Technology Trends</strong></td>
</tr>
<tr>
<td>Do you anticipate utilizing any of the following Technology Trends outlined in the COVA Strategic Plan for IT: 2014-2020?</td>
</tr>
<tr>
<td>Cloud Computing Services?</td>
</tr>
<tr>
<td>CyberSecurity?</td>
</tr>
<tr>
<td>Enterprise Information Architecture?</td>
</tr>
<tr>
<td>Enterprise Shared Services?</td>
</tr>
<tr>
<td>Mobility?</td>
</tr>
<tr>
<td>Social Media?</td>
</tr>
<tr>
<td>Consolidation/ Optimization?</td>
</tr>
<tr>
<td><strong>Mission</strong></td>
</tr>
<tr>
<td>Is this business requirement mission critical?</td>
</tr>
<tr>
<td>If yes, why?</td>
</tr>
<tr>
<td><strong>Documentation</strong></td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>------</td>
</tr>
</tbody>
</table>

**Item Links:**
<table>
<thead>
<tr>
<th>INFORMATION SENSITIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are any of the following types of information used in the supported business process(es)? (Multi-Select)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Yes/No Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Numbers:</td>
<td>Yes/No Value</td>
</tr>
<tr>
<td>Credit Card Numbers:</td>
<td>Yes/No Value</td>
</tr>
<tr>
<td>Individual or Business Tax Information:</td>
<td>Yes/No Value</td>
</tr>
<tr>
<td>Employment or Payroll Information:</td>
<td>Yes/No Value</td>
</tr>
<tr>
<td>Audit Information, Findings or Working Papers:</td>
<td>Yes/No Value</td>
</tr>
<tr>
<td>Health Services Information, such as Case IDs, Health Records or Benefits Information:</td>
<td>Yes/No Value</td>
</tr>
<tr>
<td>Customer Name, Address or Phone Numbers:</td>
<td>Yes/No Value</td>
</tr>
<tr>
<td>Student Information, such as Student IDs, Advising Records or Grades:</td>
<td>Yes/No Value</td>
</tr>
<tr>
<td>Legal or Criminal Case Information:</td>
<td>Yes/No Value</td>
</tr>
<tr>
<td>Sealed Bids or Contract Information:</td>
<td>Yes/No Value</td>
</tr>
<tr>
<td>Governor’s or Other Confidential Working Papers:</td>
<td>Yes/No Value</td>
</tr>
<tr>
<td>Configurations of Technology Assets, such as Network Diagrams or Firewall Configurations:</td>
<td>Yes/No Value</td>
</tr>
<tr>
<td>APPROVE AND REVIEW</td>
<td></td>
</tr>
<tr>
<td>--------------------</td>
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<tr>
<td><strong>BRnT APPROVAL</strong></td>
<td></td>
</tr>
<tr>
<td>AITR Approval</td>
<td></td>
</tr>
<tr>
<td>AITR Approval - (Yes/No):</td>
<td></td>
</tr>
<tr>
<td>Approval Date:</td>
<td></td>
</tr>
<tr>
<td>AITR Comments:</td>
<td></td>
</tr>
<tr>
<td>AITR Name:</td>
<td></td>
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<tr>
<td>AITR Email Address:</td>
<td></td>
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<tr>
<td>AITR Phone Number:</td>
<td></td>
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<tr>
<td><strong>Agency Head Approval</strong></td>
<td></td>
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<tr>
<td>Agency Head Approval - (Yes/No):</td>
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<tr>
<td>Approval Date:</td>
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<tr>
<td>Agency Head Comments:</td>
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<td>Agency Head Name:</td>
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<td>Agency Head Email Address:</td>
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<td>Agency Head Phone Number:</td>
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<tr>
<td><strong>BRnT REVIEW</strong></td>
<td></td>
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<tr>
<td>ITIM Review</td>
<td></td>
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<tr>
<td>ITIM Review Completed? (Yes/No):</td>
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<tr>
<td>Escalate? (Yes/No):</td>
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<tr>
<td>Comments:</td>
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<td>ITIM Name:</td>
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<td>ITIM Email Address:</td>
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<td>ITIM Phone Number:</td>
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<tr>
<td><strong>PMD Review</strong></td>
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<tr>
<td>PMD Review Completed? (Yes/No):</td>
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<tr>
<td>Escalate? (Yes/No):</td>
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<tr>
<td>Comments:</td>
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<td>PMD Name:</td>
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<td>PMD Email Address:</td>
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<td>PMD Phone Number:</td>
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<td><strong>Security Review</strong></td>
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