

Business Requirement for New Technology (BRnT) (Form) / (Portfolio)
/ Today (Data as of: Aug 26, 2014)

Form Report, printed by: Morrissey, Pat, **Aug 26, 2014**

GENERAL INFORMATION

General

Please prepend "BRnT" to the title.	
Title of Business Requirement for New Technology (BRnT):	
Item Type:	BRT
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
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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

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 BRnT 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

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.	
Does this business need support an existing Agency Performance measure?	Yes/ No
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.	
Council on Virginia's Future Long Term Objectives	
Indicate whether the project contributes to this long-term goal.	
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 (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.

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: <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 BRnT
Consumer Protection:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Correctional Activities:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Defense and Virginia Security:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Economic Development:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Education:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Electoral Services:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Emergency and Disaster Management:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Energy:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Environmental Management:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Health:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Homeland Security:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Income Security:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Law Enforcement:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Legislative Representation:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Litigation and Judicial Activities:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Natural Resources:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Transportation:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Unclaimed Property:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT

Workforce Management:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
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 BRnT
General Government:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Internal Risk Management and Mitigation:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Legislative Relations:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Planning and Resource Allocation:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Public Affairs:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Regulatory Development:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Revenue Collection:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Revenue Generation:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
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 BRnT
Financial Management:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Supply Chain Management:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Human Resource Management:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Information and Technology Management:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
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 BRnT
Knowledge Creation and Management:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Public Goods Creation and Management:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Regulatory Compliance and Enforcement:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
Financial Vehicles:	Select Primary Sub-Line of Business if this Line of Business exists for your agency and supports this BRnT
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)?	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
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)	
Agency Name:	See Below
Agency Name:	See Below
Agency Name:	See Below
Agency Name:	See Below
Agency Name:	See Below
Agency Name:	See Below
Agency Name:	See Below
Agency Name:	See Below
Agency Name:	See Below
Agency Name:	See Below

- 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
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INFORMATION SENSITIVITY

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Are any of the following types of information used in the supported business process(es)? (Multi-Select)

Social Security Numbers:	Yes/No Value
Credit Card Numbers:	Yes/No Value
Individual or Business Tax Information:	Yes/No Value
Employment or Payroll Information:	Yes/No Value
Audit Information, Findings or Working Papers:	Yes/No Value
Health Services Information, such as Case IDs, Health Records or Benefits Information:	Yes/No Value
Customer Name, Address or Phone Numbers:	Yes/No Value
Student Information, such as Student IDs, Advising Records or Grades:	Yes/No Value
Legal or Criminal Case Information:	Yes/No Value
Sealed Bids or Contract Information:	Yes/No Value
Governor's or Other Confidential Working Papers:	Yes/No Value
Configurations of Technology Assets, such as Network Diagrams or Firewall Configurations:	Yes/No Value

APPROVE AND REVIEW

BRnT APPROVAL

AITR Approval

AITR Approval - (Yes/No):

Approval Date:

AITR Comments:

AITR Name:

AITR Email Address:

AITR Phone Number:

Agency Head Approval

Agency Head Approval - (Yes/No):

Approval Date:

Agency Head Comments:

Agency Head Name:

Agency Head Email Address:

Agency Head Phone Number:

BRnT REVIEW

ITIM Review

ITIM Review Completed? (Yes/No):

Escalate? (Yes/No):

Comments:

ITIM Name:

ITIM Email Address:

ITIM Phone Number:

PMD Review

PMD Review Completed? (Yes/No):

Escalate? (Yes/No):

Comments:

PMD Name:

PMD Email Address:

PMD Phone Number:

Security Review

Security Review Completed? (Yes/No):

Escalate? (Yes/No):

Comments:

Security Name:

Security Email Address:

Security Phone Number:	
EA Review	
EA Review Completed? (Yes/No):	
Escalate? (Yes/No):	
Comments:	
EA Name:	
EA Email Address:	
EA Phone Number:	
CDG Review	
CDG Review Completed? (Yes/No):	
Escalate? (Yes/No):	
Comments:	
CDG Name:	
CDG Email Address:	
CDG Phone Number:	
SCM Review	
SCM Review Completed? (Yes/No):	
Escalate? (Yes/No):	
Comments:	
SCM Name:	
SCM Email Address:	
SCM Phone Number:	
CAM Review	
CAM Review Completed? (Yes/No):	
Escalate? (Yes/No):	
Comments:	
CAM Name:	
CAM Email Address:	
CAM Phone Number:	