



Process ID	Owner	Process	Description
1.0	Agency Head	Determine if Ad Hoc Change to ITSP is needed	A change occurs internally (may be business or technical in nature) at the agency that prompts a change to the IT strategic plan. A change can be precipitated by events such as COVID-19, a change in Federal/State requirements, or grant award, etc.
1.1	Agency IT Representative (AITR)	Update/Add Projects and Procurements to ITSP	Based on direction from the Agency Head, the AITR makes the appropriate changes in the Commonwealth Technology Portfolio (CTP).
1.2	Agency Head	Approve/Submit ITSP for Biennium	All IT strategic plan updates must be approved by the Agency Head in CTP and then submitted to ITIMD for the Commonwealth of Virginia (COV) CIO review and approval.