



Process ID	Owner	Process	Description
2.0	Agency IT Resource (AITR)	Prepare ITSP for upcoming Budget Biennium	With input from the agency business areas, the AITR prepares the strategic plans according to ITSP Guidance issued by VITA. The AITR makes the appropriate entries in the Commonwealth Technology Portfolio (CTP) to detail investments, projects and procurements, discussed in the IT Summary Section of the strategic plan.
2.1	AITR and Agency Finance	Determine IT Investment Funding	Working with Agency Finance to determine funding, the AITR updates the budget tables.
2.2	Agency Head	Approve/Submit ITSP for Biennium	All strategic plan updates must be approved by the Agency Head in CTP and submitted to ITIMD for the Commonwealth CIO review and approval.