



Process ID	Owner	Process	Description
1.0	Agency Head	Determines 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.
2.0	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 ProSight and to the agency's IT Summary in VA Performs to accommodate the change.
2.1	Agency Finance	Update IT Summary Section	A representative from the agency's Finance Department updates the IT Summary section of the Agency Strategic Plan in Virginia Performs.
3.0	Agency Head	Approves Changes to ITSP	All changes must be approved by the agency head in ProSight before the change is routed to the ITIMO for administrative approval.
4.0	Agency Head	Submits Updated ITSP for CIO Review	Upon approval by the agency head, the ad hoc change is then routed to ITIMO for CIO review.