



Process ID	Owner	Process	Description
0.0	Council on Virginia’s Future (COVF)	Drive Strategic Planning Process	Virginia’s strategic planning process comprises a parallel set of activities involving the Council on Virginia’s Future and the executive branch of government. The Council establishes a vision, long-term objectives, and guiding principles for Virginia, to measure societal outcomes and to track Virginia’s progress in achieving the objectives.
1.0	Department of Planning and Budget (DPB)	Plan for Budget Biennium Update	DPB determines the schedule and a procedure for each biennium update and conducts the necessary training.
1.1	IT Investment Management Office (ITIMO)	Plan for Budget Biennium Update (ITSP)	The ITIMO determines the schedule and procedures for the review and CIO approval of the IT portion of the strategic plan and conducts the necessary training for the reviewers. The ITIMO works with VITA Finance to deliver to DPB budgeted infrastructure for agencies to use in their ITSPs.

Process ID	Owner	Process	Description
1.2	ITIMO	Prepare ITSP Instructions for DPB	The ITIMO drafts the necessary guidance for updates to an agency's IT strategic plan and sends it to DPB for publication in the Strategic Planning handbook.
2.0	DPB	Issue Agency Strategic Planning Instructions (Handbook)	DPB issues the Strategic Planning Handbook for each biennium update that outlines the schedule and guidance for agency completion and submission of their strategic plan.
3.0	VITA Finance	Provide Infrastructure Costs for ITSP	In order to forecast the planned budget for IT expenditures as part of the IT strategic plan, the agency receives input from the VITA Finance departments as to past infrastructure expenditures.
4.0	DPB	Issue Base Budgets to Agencies	DPB issues the base budget amounts to each agency in order for that agency to forecast planned expenditures for the upcoming biennium.