



Process ID	Owner	Process	Description
0.0	Council on Virginia's Future (COVF)	Sets Direction for Commonwealth of VA (COV)	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	Agency Finance	Determine IT Budget Needs (if shortfalls exist)	As part of the budget process, each agency reviews the projected information technology (IT) work to be done in the coming year against the agency's existing base budget and determines if additional funds are needed.

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2.0	Agency Finance	Draft IT Budget Decision Packages	If additional general funds are needed, the agency then prepares a business case and drafts budget decision packages for submission to the Department of Planning and Budget (DPB).
3.0	Agency IT Representative (AITR)	Update Strategic Plan to Reflect IT Budget Decision Packages	The AITR updates the IT portion of the Agency Strategic Plan to reflect the information documented within the budget decision package.
4.0	Agency Head	Submit IT Budget Decision Packages and Plan Updates	The Agency Head approves and submits the IT strategic planning updates to VITA for CIO approval and the corresponding Budget Decision Packages to both DPB and VITA. Typically, this occurs in the Fall.