



Corrective Action Plan Status

APA – Progress Report on Commonwealth Data Standards 05/2012

DOA Ref	Short Title	Summary	Due Date	Responsible Person(s)	Status	Status Date	Task / Comments
1	Data Standard Requirements	Discuss making the development and adoption of data standards for the remaining business areas a priority with the Secretary of Technology. The Secretary should require the CIO & VITA to develop a plan & timeline to complete each of the remaining data standards & hold them accountable for meeting their timeline.	7/13	Simonoff	NS	Initial Plan 5/2012	<p>Pursuant to Item 427 3C of the 2012 Appropriation Act:</p> <p>Task 1. Prepare a preliminary plan to develop and adopt data standards in the remaining business areas covered under the 2008 Appropriations Act, as amended. Include in the plan a preliminary scope, timetable, cost estimate and implementation strategy. Submit the preliminary plan to the General Assembly and the Governor's Office for review and comment. (11/12)</p> <p>Task 2. Based on input from the General Assembly and the Governor's Office, prepare a final plan for data standardization. Include in the plan a final scope, timetable, cost estimate and implementation strategy. Submit the final plan to the General Assembly and the Governor's Office for confirmation and adoption.</p>
2	Data Standard Requirements	The Secretary, CIO, & VITA review Cardinal's data standards for each of the seven (7) business areas & evaluate whether the Commonwealth should adopt them as enterprise data standards.	7/13	Simonoff	NS	Initial Plan 5/2012	<p>Task 1. Engage with the Commonwealth agencies developing Cardinal to determine which of the Cardinal data standards may be adopted as Commonwealth standards. (9/12)</p> <p>Task 2. Include the evaluation of Cardinal standards in the preliminary plan pursuant to Item 427 3C of the 2012 Appropriation Act. Determine the preliminary timetable, cost estimate and implementation strategy for adopting Cardinal standards as Commonwealth standards, as appropriate. Submit the preliminary plan to the General Assembly and the Governor's Office for review and comment. (11/12)</p> <p>Task 3. Based on input from the General Assembly and the Governor's Office, prepare a final timetable, cost estimate and implementation strategy for adopting Cardinal standards as Commonwealth standards, as appropriate. Submit the final plan to the General Assembly and the Governor's Office for confirmation and adoption.</p>



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3	Data Standards Authority & Responsibility	Update the Enterprise Information Architecture framework documents to reflect the current work effort & processes for establishing data standards.	7/13	Simonoff	NS	Initial Plan 5/2012	<p>Task 1. Amend the Commonwealth Enterprise Architecture (EA) Policy to incorporate the Enterprise Information Architecture (EIA) framework and maturity model. (10/12)</p> <p>Task 2. Implement the planning process required under Item 427 3C of the 2012 Appropriation Act. On a parallel track with, and building from information gathered during, the planning process, prepare draft updates to the Commonwealth EIA framework and process model for data standardization. Complete the EIA updates and prepare for review concurrent with the preliminary plan. (11/12)</p> <p>Task 3. Based on input from the public review and comment process, refine the EIA framework and process model for data standardization.</p>
4	Data Standards Authority & Responsibility	Redesign the framework to give VITA the authority & responsibility to identify & develop data standards. Also, create a plan that shows the number of resources necessary to assume leadership for data standards to fulfill statutory responsibilities & work with the Secretary of Technology & Governor's Office to obtain them.	7/13	Simonoff	NS	Initial Plan 5/2012	<p>Task 1. Engage with the Commonwealth CIO and the Secretary of Technology during the update of the EIA framework and Item 427 3C planning process. Identify resource requirements and any changes to the Code of Virginia that may be needed to clearly establish/define the statutory authority for data standardization, compliance and enforcement. (9/12)</p> <p>Task 2. Based on input from the Commonwealth's CIO and the Secretary of Technology, draft Code changes and resource requirements may be included in the preliminary plan under Item 427 3C of the 2012 Appropriation Act. Coordinate with the Secretary of Technology and the Governor's Office on any proposed resource requirements and Code changes. Submit the preliminary plan to the Secretary of Technology and the Governor's Office for review and comment. (11/12)</p> <p>Task 3. Based on input from the Secretary of Technology and the Governor's Office, prepare any final resource requirements and Code changes to be considered during the 2014 General Assembly. Submit the final plan to the Secretary of Technology and the Governor's Office for</p>



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5	Identifying Opportunities to Enforce Compliance with Data Standards	ITIM & PMD should include additional review processes to identify opportunities for data standards. The ITIM group should require agencies to include the impact of data standards on potential IT investments.	5/13	Simonoff	NS	Initial Plan 5/2012	<p>Task 1. Conduct an analysis of the current processes and determine if current processes can be modified or can be used as is, or if new process must be developed. (9/12)</p> <p>Task 2. Based on analysis in task 1. Develop or modify in coordination with PP&A existing processes used by ITIM and PMD for project selection, initiation, and change management that would identify new opportunities. (2/13)</p> <p>Task 3. Implement new processes.</p>
6	Enforcing Compliance with Data Standards	PMD should modify the analysis tools identified in the Commonwealth Project Management Standard to include data standards criteria as part of the project approval and execution oversight processes. The criteria changes shall guide PMD in approval recommendations and oversight assessments. PMD should also elicit the expertise of VITA's Data Governance team to ensure the project includes all relevant data standards. Projects that do not identify data standards or have not received an exception waiver should not be recommended to the CIO and Secretary.	1/13	Simonoff	NS	Initial Plan 5/2012	<p>Task 1. Conduct an analysis of the tools embedded in the CTP application and determine if current tools can be modified or can be used as is, or develop new tools. (9/12)</p> <p>Task 2. Based on analysis in task 1. Develop or modify in coordination with PP&A modification to existing analysis tools used by PMD for project selection, initiation, and change management. (12/12)</p> <p>Task 3. Develop work flow if required to coordinate review between PMD staff and PP&A staff. (12/12)</p> <p>Task 4. Implement new tool(s)</p>



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7	Enforcing Compliance with Data Standards	Discuss Code authority with Secretary, CIO, & PMD to determine if the Code of Virginia does not give them authority to enforce compliance with the data standards, if warranted pursue suggesting that the General Assembly modify the Code of Virginia to clearly designate this authority.	7/13	Simonoff	NS	Initial Plan 5/2012	<p>Task 1. Engage with PMD, the Commonwealth CIO and the Secretary of Technology during the update of the EIA framework and Item 427 3C planning process. Identify any changes to the Code of Virginia that may be needed to clearly establish/define the statutory authority for data standardization, compliance and enforcement. (9/12)</p> <p>Task 2. Based on input from the Commonwealth's CIO and the Secretary of Technology, draft Code changes may be included in the preliminary plan under Item 427 3C of the 2012 Appropriation Act. Coordinate with the Secretary of Technology and the Governor's Office on any proposed resource Code changes. Submit the preliminary plan to the Secretary of Technology and the Governor's Office for review and comment. (11/12)</p> <p>Task 3. Based on input from the Secretary of Technology and the Governor's Office, include any final Code changes to be considered during the 2014 General Assembly in the final plan.</p>
8	Data Standard Accomplishments	Provide sufficient resources to the Commonwealth Data Governance (CDG) team & require them to create a detailed work plan & timeline for the development & implementation of data standards for the seven business areas. The work plan should include detailed tasks, responsibilities, & deadlines.	7/13	Simonoff	NS	Initial Plan 5/2012	<p>Task 1. Engage with PMD, the Commonwealth CIO and the Secretary of Technology during the update of the EIA framework and Item 427 3C planning process. Identify resource requirements for CDG to implement the EIA framework and data standardization strategy. (9/12)</p> <p>Task 2. Include the CDG resource requirements in the preliminary plan under Item 427 3C of the 2012 Appropriation Act. Coordinate with the Commonwealth's CIO, the Secretary of Technology and the Governor's Office on CDG resource requirements. Submit the preliminary plan to the Secretary of Technology and the Governor's Office for review and comment. (11/12)</p> <p>Task 3. Based on input from the Secretary of Technology and the Governor's Office, prepare the final CDG resource requirements. Submit the final plan to the Secretary of Technology and the Governor's Office for</p>



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9	Data Standard Accomplishments	Develop a detailed, realistic plan and timeline to complete the Enterprise Information Architecture action plan. This timeline should articulate when the policies, standards, & procedures will be fully developed, approved, & implemented. The plan should include what tasks need to be completed, by when, & by whom to support the timeline & ultimately result in a data standards strategic plan. A data standards strategic plan will allow agencies in the early phases of systems development to anticipate & incorporate coming data standards into their development plan.	7/13	Simonoff	NS	Initial Plan 5/2012	<p>Task 1. Amend the Commonwealth Enterprise Architecture (EA) Policy to incorporate the Enterprise Information Architecture (EIA) framework and maturity model. (10/12)</p> <p>Task 2. Implement the planning process required under Item 427 3C of the 2012 Appropriation Act. On a parallel track with, and building from information gathered during, the Item 427 3C planning process, prepare a draft action plan for implementing the Commonwealth EIA framework and process model for data standardization. Complete the EIA action plan and prepare for review concurrent with the preliminary Item 427 3C plan. (11/12)</p> <p>Task 3. Based on input from the public review and comment process, and on a timeline parallel to the Item 427 3C planning process, refine the action plan for implementing the EIA framework and process model for data standardization.</p>