



DRAFT
MINUTES

Enterprise Applications & Major Projects Committee

Thursday June 11, 2009

Virginia Information Technologies Agency (VITA)
CESC

Attendance

Members Present:

Patricia Picard Cormier, Chair
The Honorable Ric Brown
Walter J. Kucharski

Absent:

Bertram "Bert" Reese

Others Present:

Jerry Simonoff, Director, IT Investment & Enterprise Solutions, VITA
Dan Ziomek, Associate Director, Commonwealth Project Management Division
Peggy Feldmann, Chief Applications Officer, Virginia Enterprise Applications Program

Call to Order

Dr. Cormier called the Enterprise Applications & Major Projects Committee to order at 1:05 p.m. Dan Ziomek completed a roll call and acknowledged that a quorum was present.

Status of Commonwealth Major IT Projects

Mr. Mike Sandridge, Commonwealth Project Management Division (PMD), presented a status report of major information technology projects. He noted that 25 active projects were included in the current report. With respect to overall project status, the report indicates that only one project was assessed by the CIO as Red: Department of Motor Vehicles Automated Routing Solution – Hauling Permits. Mr. Sandridge informed the committee that there were eight projects assessed as yellow and sixteen projects assessed as green. Mr. Sandridge then gave a detailed report on the status of each red and yellow project. PMD is closely monitoring the status of red and yellow projects and will continue to provide a monthly update on any project assessed as red or yellow to members of the committee. Dr. Cormier asked Mr. Sandridge to explain the impact of suspending or cancelling a project. Mr. Sandridge responded that suspension was essentially a project pause approved by the CIO. Work stops on the project until issues that created the need for suspension are resolved. A cancellation would require that the project be stopped and closed. Agencies

can request CIO approval to cancel a project, while the IT Investment Board has the authority to terminate an active project based on the recommendation of the CIO.

Commonwealth Project Governance Assessment Tool

Mr. Bob Zoppa, Commonwealth Project Management Division, provided an information brief on the Commonwealth Project Governance Assessment Tool that is being jointly developed by the IT Investment Management (ITIM) Customer Council and the Commonwealth Project Management Division. The Commonwealth Project Governance Assessment Tool consists of a set of questions related to project risk, complexity and cost. As Agency's in the Commonwealth identify IT projects, they can use the tool and assess how much risk and complexity is associated with those projects over their life cycle. The tool will replace the current Complexity Model. This product has served the Commonwealth well over the past few years. However, given that Commonwealth IT investment management practices have matured, agencies believe now is an opportune time to develop a more holistic approach when looking at project risk, complexity and cost.

Mr. Zoppa reviewed progress on developing the tool, noting that the Commonwealth Project Management Division and ITIM Customer Council have already analyzed and refined questions around risk and complexity. The group is now looking at appropriate levels of governance. Next steps include testing the tool, developing a user's guide if necessary, developing a plan for implementation, getting the CIO and ITIB's approval, beginning an initial implementation and then coordinating any Code changes.

The Committee members generally favored the analysis to date, but pointed out that PMD would need to work closely with agencies in using the new tool. In addition, the Committee members wanted to make sure that dollar thresholds, in light of recent legislative bills, were considered in the analysis of the new tool.

Strategic Plan for Commonwealth Applications

Mr. Will Goldschmidt, Virginia Enterprise Applications Program (VEAP) gave a presentation on the Commonwealth of Virginia Strategic Plan for Applications. The purpose of the plan is to provide the Executive Branch of Government with a to-be vision for applications management and the goals, objectives and strategies for achieving the vision. He provided the committee with a strategic framework, application vision and goals. He concluded with the next steps, which included developing a governance model and measures to evaluate performance as well as a supporting Data Strategy and associated Governance model.

Discussion Followed.

2009 Legislation Affecting Applications

Mrs. Peggy Feldmann, Commonwealth Chief Applications Officer (CAO) gave a presentation to the committee on impact of legislation passed in the recent General Assembly session, including HB2539, SB892, and SB936. HB2539 creates the Enterprise Applications Division within VITA. She then outlined what the Division and the ITIB responsibilities would be. SB936 states that the Division, VITA and the State Comptroller shall develop data standards for payments and purchases of goods and services and do annual reviews and updates to the standard. Peggy then outlined the Governor's and ITIB responsibilities pertaining to SB892 and the impact it will have on coordination between the Executive Branch and the Board.

Discussion Followed.

Status of Enterprise and Collaboration Applications

Mrs. Peggy Feldmann, Commonwealth Chief Applications Officer (CAO) gave a status update on the Enterprise and Collaboration Applications. She reviewed each project and provided an update on the achievements and milestones, as well as the deliverables produced to date.

The Committee members generally supported the strategy and recommended it be presented to the CIO for further recommendation to the full ITIB. Mr. Kucharski asked how the Strategy fit with other Commonwealth documentation, such as the IT Strategy and recommended we explain that during the brief to the CIO and ITIB.

Modernization Timeline

Mr. Will Goldschmidt, Virginia Enterprise Applications Program (VEAP) gave a presentation on the proposed Enterprise Applications planning timeline. He informed the committee of the assumptions, funding impact on the budget, and implementation results if the timeline is adopted.

Discussion Followed.

Other Business

Members briefly discussed the name of the committee and reviewed the committee schedule for future meetings.

Public Comment

There was no public comment.

Adjournment

The meeting was adjourned at 3:15 p.m.