

DRAFT MINUTES
Strategic Planning and Review Committee
Virginia Information Technology Investment Board
December 8, 2005

2006 Committee Calendar

Mr. Ziomek presented a calendar identifying activities that the Committee would be involved in for the coming year. Mr. Pomata explained that it was for the Committee's information and changes would be made as necessary during the year.

In response to a question from Mr. Kucharski, Mr. Stewart advised that VITA would not be requesting any legislative changes to the September 1 reporting date for the *Recommended Technology Investment Projects Report* at the upcoming General Assembly session.

In reviewing the calendar, Secretary Huang noted the January workshop on the *Commonwealth Information Technology Strategic Plan* was scheduled to take place prior to the new Administration taking office on January 14. Discussion followed. Mr. Stewart suggested that the Secretary of Technology-Elect be invited to attend the workshop, and he would follow-up with the new Administration.

Commonwealth Information Technology Strategic Plan

Mr. Paul Lubic, Associate Director for Policy, Practice and Architecture, gave an update on the development and processes related to the *Commonwealth Information Technology Strategic Plan*. For the benefit of the new Committee members, he explained the approach being taken to develop the new five-year plan that will provide direction for technology decisions in the Commonwealth.

Mr. Lubic explained how the plan would be fully supportive of Virginia's business direction and goals with input from stakeholders, including representation from Virginia citizens and businesses, government leaders, and technology experts. He advised that the Council on Virginia's Future had developed eight long-term objectives that give direction to each state agency's strategic plan, which in turn, provided direction to the agency's service area plans. The *Commonwealth Information Technology Strategic Plan* will give direction and guidance to the IT component in each agency's strategic plan and will become part of the Commonwealth's planning process.

Mr. Lubic advised that the staff was collecting data from various sources that would be analyzed for input into the plan through meetings of various stakeholder groups, the IT Strategic Planning Workgroup, the Strategic Planning and Review Committee, and the IT Investment Board. He noted that 11 stakeholder sessions had been held to date. Mr. Lubic advised of a two-day strategic planning retreat to be held in early January to complete a first draft of the plan, followed by Committee review before taking to the full Board for approval in February. The Strategic Planning and Review Committee would serve in an advisory capacity at the retreat. Discussion followed.

DRAFT MINUTES
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In response to a question from Mr. Kucharski, Committee members and staff discussed what guidance had been given to the development of the plan from the IT Investment Board and the Council on Virginia's Future. Mr. Stewart noted that the process had been set up to collect stakeholder input and take that to the Board for their information before molding and shaping the final plan.

Mr. Lubic talked about the Council on Virginia's Future's plans to develop a business strategic plan for the Commonwealth.

In response to a question from Mr. Pomata, Mr. Lubic advised that the plan needed be released to the agencies by late spring in time for them to incorporate that guidance into their strategic planning process.

Mr. Pomata advised that the Committee would need adequate time to give input to the plan before sending to the Board for final approval. He requested that the Plan be reviewed by the Committee at its February meeting and sent to the Board in April for approval. Discussion followed. Mr. Kucharski suggested that the Plan be released to agencies in draft form for review. This would also give the new Administration time to review. Committee members agreed. Mr. Lubic responded that he would develop a new timetable for review and approval of the plan.

STAFF ACTION: A draft of the Commonwealth Information Technology Strategic Plan will be released for comment prior to the February meeting of the Strategic Planning and Review Committee, and final approval will be requested at the IT Investment Board's April meeting.

Enterprise Technical Architecture

Mr. Lubic briefed Committee members on development of the Enterprise Technical Architecture (ETA), which is made up of four components—business, information, solutions, and technical. He then explained that development of the ETA needed to be expedited due to an audit report finding by the Auditor of Public Accounts; support of the infrastructure PPEA project; and to provide guidance and direction. Mr. Lubic advised that the expedited schedule was to update the four existing domains and develop four new domains by March 2006. Mr. Lubic noted that deliverables on this project would be an ETA policy and standard, eight domain reports, and one or more guidelines.

Web Site Policy

Mr. Lubic briefed Committee members on the proposed Web Site Policy and requested that they recommend approval of the document to the IT Investment Board. He noted that the policy requires all agency public Web sites to have a common look and feel and that each agency be responsible for maintaining its Web site in compliance with the policy. The draft policy was

DRAFT MINUTES
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placed on the Online Review and Comment Application (ORCA) system for 30 days for comment. Discussion followed.

MOTION: A motion was made by Mr. Hazel that the Committee recommend approval of the Web Site Policy to the IT Investment Board. Seconded by Dr. Miller, the motion carried unanimously.

Major IT Projects Status Report

Mr. George Williams, Project Management Division, gave a status report on major information technology projects. He briefed committee members on changes that had been made in the report since October and noted that there were 22 active projects in the current report. He explained in the CIO assessment that one project had been rated Red—the State Board of Elections’ Virginia Election and Registration Information System—and five projects had been rated Yellow. Discussion followed on the projects and the report. Members discussed the audit reports of State agencies issued by the Auditor of Public Accounts (APA) and their usefulness to the staff.

STAFF ACTION: Mr. Pomata directed the addition of APA comments in future status reports.

Virginia Department of Transportation (VDOT) - Electronic Toll Customer Service and Violation Enforcement System Project

Mr. George Williams, Project Management Division, gave a brief overview of VDOT’s request for development approval for the Electronic Toll Customer Service and Violation Enforcement System Project. He advised that the CIO was recommending approval of the project.

Mr. Williams explained that the project involves the design and procurement of hardware, software and operational staffing to provide services for processing electronic tolls, managing customer accounts, and collecting tolls and fees from users who try to avoid toll payments on the toll facilities. The system will replace the current service center system to provide enhanced capabilities and provide new violation enforcement functions.

The total estimated project cost is \$12.1 million. The new system is projected to generate approximately \$9 million a year in revenues. Mr. Williams advised that the Transportation Secretariat Oversight Committee had recommended the project for development approval. Discussion followed.

MOTION: A motion was made by Mr. Kucharski that the Committee recommend development approval to the IT Investment Board for the Electronic Toll Customer Service and Violation Enforcement System Project. Seconded by Mr. Hazel, the motion carried unanimously.

DRAFT MINUTES
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Recommended Technology Investment Projects Report

Ms. Constance Scott, Project Management Division, presented a follow-up report on the *Recommended Technology Investment Projects Report* (RTIP) presented to the Governor and General Assembly on September 1, 2005. She discussed lessons learned and reviewed outstanding deliverables such as the RTIP stakeholder survey, the ITIM maturity model gap analysis, the crossover report, and identifying funded major IT projects in the Appropriation Act. Ms. Scott recommended that no major changes be made in the 2006 RTIP report due to constraints on staff resources due to the development of the new IT portfolio. Discussion followed.

IT Portfolio Project

Mr. Gary Weaver, Project Management Division, provided a status report on the Commonwealth Technology Portfolio Project (short title-IT Portfolio)--reviewing project objectives, scope, constraints, milestones, organization, costs, measures of success and current project status. The IT Portfolio Project will greatly improve Commonwealth investment management and the linking of technology assets and projects. The total estimated project cost through fiscal year 2007 is \$2.8 million. Mr. Weaver advised that RFP evaluations were currently underway and that the next major milestone for the project would be top vendor demonstrations scheduled in early January. The next measure of success for the project would be the CIO approval of a contract award for a COTS solution IT portfolio by February 10, 2006. Ms. Cheryl Clark, Deputy Chief Information Officer for the Commonwealth, is the project sponsor.

Mr. Weaver advised that to date only internal staff costs have been incurred and that the project is awaiting funding allocation. Mr. Stewart advised that he would address the funding issue at the Board meeting later in the day.

Mr. Pomata noted that input from the IT Portfolio Project would come in time for the 2007 RTIP report. He expressed his concern about the recommendation that no changes be made in the 2006 RTIP Report because of the fact that the same staff project personnel were working on the IT Portfolio implementation as well as the 2006 RTIP report. Discussion followed. Mr. Pomata requested that a draft outline for the 2006 RTIP report, incorporating the lessons learned from the 2005 RTIP report, be prepared. This draft outline for the 2006 report would allow Committee members the earliest opportunity to recommend format changes, so as not to impact staff resources during the IT Portfolio project in spring 2006.

DRAFT MINUTES
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STAFF ACTION: *Staff was directed to send results of the stakeholder survey to Committee members for prior to the February Committee meeting.*

STAFF ACTION: *Staff was directed to send draft 2006 RTIP report outline, which includes lessons learned, to Committee members for comment and suggested changes prior to the February Committee meeting.*

PPEA Update

Mr. Ziomek gave a brief update on the implementation of the PPEA Comprehensive Infrastructure Agreement (CIA). Mr. Ziomek noted some of the major activities now underway: establishment of the Service Management Organization (SMO); development of a CIA Implementation Project Charter; preliminary planning of the CIA implementation; establishment of management and stakeholder committees; clarification of the operating lease versus capital lease issue; and communications with Legislative leaders. Discussion followed.

Mr. Stewart advised that the IT Investment Board would receive a more complete briefing of the interim planning phase at their meeting later that day.

Other Business

Mr. Kucharski offered to have his staff make a presentation at the next Committee meeting on the operations of the Auditor of Public Accounts. Mr. Pomata accepted the offer on behalf of the Committee.

STAFF ACTION: *Presentation by the Office of the Auditor of Public Accounts to be added to the Committee's next meeting agenda.*

Mr. Ziomek presented a status report on Committee directed actions from previous meetings that were open or deferred. Discussion followed.

STAFF ACTION: **Committee members directed that a status of open or deferred staff actions be provided to SPARC members at each meeting as an information item.**

Public Comment

There was no public comment.

Adjournment

The meeting was adjourned at 11:50 a.m.

DRAFT MINUTES
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ATTENDANCE LOG

Fred Norman	CVC, LLC
Chris Chappell	Auditor of Public Accounts
Karen Helderman	Auditor of Public Accounts
Jo Jo Martin	Virginia Community College System
Hoyt M. Warren	CACI
H. F. Jones	NG
Ed Vincent	Dept. of Social Services
Burt Boehling	VDOT
Greg Woodsmall	VDOT
Chris Whyte	Vectre
Erin Fitzgerald	CGI-AMS
Ben Lewis	CGI-AMS
C.W. Laugerbaum	Indigetech
Robert Smith	Dept. of Social Services
John Wheatley	International Consulting Services
Jane Conroy	International Consulting Services
Patty Samuels	VITA
Eric Perkins	VITA
Paul Dodson	VITA
Gary Weaver	VITA
Linda Hening	VITA
Melissa Mutter	VITA
Constance Scott	VITA
George Williams	VITA
Rich Barnes	VITA
Fred Potts	VITA
Peggy Ward	VITA