

Summary Action Plan for 2005

[In response to the Auditor of Public Accounts Report, dated December 15, 2004]

APA Ref	Short Title	Summary	Completion Due	Responsibility	Status	Task/Comments
1	Commonwealth IT strategic plan	The Board and the CIO must establish a long-term Commonwealth IT strategic vision, update the Commonwealth's IT strategic plan and consider business strategies coming from other organizations.	October 31, 2005	ITIB/Stewart	Underway	VITA staff has begun the planning for this effort with the first meeting being held on January 12, 2005. A committee of the Board will be established to guide this effort.
2	Project oversight, monitoring and assistance	Due to lack of staff, PMD is not fulfilling statutory responsibility in the area of project oversight, monitoring, and assistance.	June 30, 2005	Simonoff/Ziomek	Underway	VITA is currently evaluating funding alternatives to staff additional positions in PMD for project oversight, monitoring and assistance. VITA will also reassess current procurement, RFP and contract approval processes with the objective of minimizing required staff resources from PMD in order to increase PMD staff resources available for project oversight, monitoring and assistance.
3	Project ranking process	Improve ITIB project ranking process before completing next RTIP report.	June 8, 2005	Ziomek/McGuirk	Underway	The ITIB IT Project Review Committee is currently re-evaluating the project ranking process for the 2005 RTIP Report. Preliminary ranking criteria and weighting (1-n ranking) is scheduled for ITIB approval in April. Final ranking decisions (1-n, with report cutoff score assigned) are scheduled for June 8, 2005.
4	VITA systems development	VITA systems development projects are not subjected to ITIB ranking and selection process.	April 30, 2005	Simonoff/Dodson	Underway	VITA staff will evaluate and modify current procedures to insure compliance with ranking and selection processes that include all VITA projects.

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5	Comparison of agency strategic and IT plans	PMD should review and compare overall agency plan and agency IT plan to ensure proposed IT projects support or improve an agency business process	June 15, 2005	Simonoff/Ziomek	Underway	PMD will implement a more rigorous evaluation process to confirm the relationship of IT projects and procurements to agency strategic plans. VITA is working with DPB on a consolidated agency strategic planning and IT strategic planning process to directly tie proposed IT projects and procurements to services identified in agency strategic plan.
6	Project proposal template enhancements	PMD should enhance guidance and instructions to assist agencies in the financial and cost basis analysis of projects.	June 30, 2005	Simonoff/Ziomek	Underway	PMD is currently revising the Project Management Guideline to assist agencies in the financial and cost basis analysis of projects, including modification of the project template, to incorporate APA recommendations. PMD is evaluating acquisition of a project cost estimation tool to assist agencies in the financial and cost basis analysis of projects. PMD will provide additional training in financial and cost basis analysis through the Project Manager Development Program.
7	Portfolio enterprise solution	Fund the IT Portfolio enterprise solution requested by PMD.	June 30, 2005	Simonoff/Ziomek	Underway	VITA is reviewing alternatives to fund the implementation and support of an enterprise IT Portfolio solution.
8	Posting of asset management policies and procedures	Place asset management policies and procedures in an easy-to-find location on VITA's web page.	February 15, 2005	Matthews	Underway	VITA has posted this information on its internal website and the ESDs are communicating with VITA staff in the agencies regarding it. VITA is determining the best method for communicating the information to agency fiscal staff.
9	Asset inventory system improvements	Continue efforts to improve Inventory system functionality and explore opportunities to integrate infrastructure management systems.	September 30, 2005	Matthews/ Dodson	Underway	Staff has identified four major system improvements: mass update; security and access administration; data extraction; and reporting. The first priority is to provide the capability for making mass updates. Detailed requirements and scope of these enhancements will be completed February 14, 2005 with mass update capability available in April. Opportunities to integrate infrastructure management systems will continue and be in parallel with PPEA efforts.

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10	Security and IT governance	Establish understanding of roles and responsibilities between VITA and in-scope agencies.	June 30, 2005	Deason	Underway	Security Services has established a monthly meeting for agency Information Security Officers (ISOs), also attended by Security Services staff, to discuss any and all issues concerning roles and responsibilities between Security Services and the agencies. Open email communications have been established between the ISOs and Security Services for ad hoc issues. One-on-one meetings with agency ISOs have also been initiated. Security Services will provide training to VITA staff on IT Security Governance responsibilities and will work with Customer Services to ensure IT Security Governance processes and procedures are implemented.
11	Security procedures and configuration standards	Set security procedures for specific equipment operated by VITA.	June 30, 2005	Deason/Saneda	Underway	Security Services currently has an ongoing project to create the framework for oversight, assistance and review of all infrastructure security baselines in meeting current enterprise security policies and standards. Security Services will work with Customer Services to set security procedures for equipment operated by VITA.
12	Integration of security governance and security operations	Security Services Director and Customer Service Director should work together to develop policies consistent with a common vision	June 30, 2005	Deason/Saneda	Underway	Security Services is in the process of developing enterprise security policies and standards which represent a common vision and the support of that vision. Security Services will work with Customer Services to establish procedures which meet enterprise security policy and standards.
13	Security audit program development	Develop a risk management program.	June 30, 2005	Deason	Underway	Security Services is establishing a risk management program and is currently performing a risk assessment against IT Security controls for VITA divisions to include the identification of critical databases.
14	Staffing database security audits	Use Customer Service employees to assist in database security audits	June 30, 2006	Deason	Underway	A budget amendment for funding has been submitted for SB1252. The funding if approved will be available July 1, 2005 and allow for the hiring of staff to support the auditing of databases and the risk management program. This funding approval is critical to the success of the risk management program.

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15	Savings methodology development	Continue to analyze alternative methods to provide technology investment funding and propose to the Board; continue development of savings methodology and associated reporting until alternative is approved.	June 30, 2005	Stewart/ Matthews	Underway	A draft savings methodology is being circulated to VITA staff for comment.