



DRAFT

MINUTES

Commonwealth IT Solutions Committee

Wednesday, January 17, 2007

Virginia Information Technologies Agency (VITA)
110 South Seventh Street, Richmond, VA

Attendance

Members Present:

The Honorable Aneesh Chopra, Chair
Walter J. Kucharski
Bertram "Bert" Reese
Alexander "Sandy" Thomas
Kenneth S. Johnson, Sr.

Others Present:

Lemuel C. Stewart, Jr., Chief Information Officer of the Commonwealth
Jerry Simonoff, VITA IT Investment & Enterprise Solutions Director
Dan Ziomek, VITA Associate Director for Project Management

Call to Order

Secretary Aneesh Chopra called the Commonwealth IT Solutions Committee to order at 8:30 a.m. Following a roll call by Dan Ziomek, Secretary Chopra acknowledged that a quorum of the members were present.

Approval of Minutes

Mr. Chopra called for approval of the minutes for the October 18, 2006, Committee meeting.

MOTION: A motion was made by Mr. Thomas that the minutes of the October 18, 2006 meeting of the Commonwealth IT Solutions Committee be approved as written. Seconded by Mr. Reese, the motion carried unanimously.

Enterprise Solutions Group

The Honorable Aneesh Chopra, Secretary of Technology, briefed the committee members on the Enterprise Solutions Group Implementation status. Secretary Chopra reviewed the Administration's strategy to spur productivity growth in state government through agency incentives to lower costs, increase the competency of state leaders to manage improvement projects, and identify cross-agency initiatives that could reduce costs and improve

constituent access. The Secretary described the initiation of an Enterprise Solutions Office, whose goals are to reduce constituent transaction time, lower operating costs, and advance the Governor's key agency performance objectives. He noted that for FY07-08, the Governor and the General Assembly have directed \$4.25M towards three priorities, enterprise re-engineering, agency reengineering, and results teams, and described initiatives addressing each priority. The Secretary concluded by presenting an example of successful innovation from the Virginia Department of Mines, Minerals, and Energy. The complete briefing, titled "Enterprise Solutions Group – An Implementation Update", can be found on the Board Website under Documents, Reports, and Presentations.

Commonwealth EA Program Update

Edmond C. O'Neil, EA Project Office Director (Interim), shared with the committee members an update on the Commonwealth Enterprise Applications (EA) Program. Mr. O'Neil gave an overview on Phase 1 - Financial Management System (FMS). He updated the committee on the status of Planning and Product Selection. Planning should be complete by 3rd quarter 2007. The targeted release date for the Request for Proposal is February 15, 2007. Interviews are underway to hire a permanent EA Director. The complete briefing, titled "Enterprise Applications", can be found on the Board Website under Documents, Reports, and Presentations.

Discussion Followed.

Commonwealth Major IT Project Status Report

Mr. Mike Sandridge, VITA Project Management Division (PMD), gave a status report on major information technology projects. He noted that there were 22 active projects in the current report.

Overall, the report indicates that no project was assessed by the CIO as Red. Mr. Sandridge also informed the committee that there were five projects assessed as Yellow: Virginia State University Reengineer Core Business Processes; Department of Rehabilitative Services Integrated Case Management Project; Department of Motor Vehicles PCs on the Front Counters; Virginia Department of Transportation Roadway Network System; and, the Department of Motor Vehicles Traffic Records Electronic Data System. Two projects are in the close out phase: Jamestown-Yorktown Foundation, and Department of Emergency Management Virginia Emergency Operations Center. One project is suspended: Department of Professional & Occupational Regulation Electronic Access to the Government Licensing and Enforcement System. A complete copy of the Commonwealth Major IT Project Status report can be found on the Board Website under Documents, Reports, and Presentations.

Discussion followed.

Staff Action: Dan Ziomek, VITA Project Management Division (PMD), was requested to provide the committee a copy of the complexity model used in project planning. (Note: The information requested was emailed to all committee members on January 31.)

Staff Action: Dan Ziomek, VITA Project Management Division (PMD), was requested to modify the Commonwealth Major IT Project Status Report to document the change in CIO assessment. For projects whose assessment is downgraded from Green to Yellow or Yellow to Red, the report should identify the

significant factor, and where applicable, relate them to the concerns identified in the JLARC report (Review of Information Technology Systems Development, January 2003). For projects whose assessment is upgraded from Red to Yellow, or Yellow to Green, the report should note the corrective action taken and, if applicable, lessons learned.

2007 Planned Update and Publication of Commonwealth IT Resource Management Policies, Standards, and Guidelines

Chuck Tyger, VITA Policy, Practice and Architecture Division, shared with the committee the planned update and publication of the Commonwealth IT Resource Management Policies, Standards, Guidelines, & Related Architecture Documents. The complete briefing, titled "2007 Planned Update and Publication of Commonwealth IT Resource Management Policies, Standards, Guidelines, & Related Architecture Documents", can be found on the Board Website under Documents, Reports, and Presentations.

Discussion Followed.

Development/ Approval of 2007 Committee Work Plan

The Honorable Aneesh Chopra, Secretary of Technology, briefed the committee members on the work plan for 2007.

Discussion Followed.

Staff Action: Dan Ziomek, VITA Project Management Division (PMD), was requested by the committee members to have project managers of high value; high risk projects brief the committee at future meetings.

Other Business

The Honorable Aneesh Chopra, Secretary of Technology, shared with the committee that Governor Kaine signed Executive Order 43 (2007) directing Virginia's Secretary of Technology, to oversee efforts to examine state government data security policies and to ensure that they are enforced.

Public Comment

There was no public comment.

Adjournment

The meeting was adjourned at 10:08 a.m.