

SPARC and ITIB Action/Request Log
FY 04-present

Action Item No.	Short Title	Origination Date	Status	Action Item Description	Comments
FY04 -01	BUSINESS ARCHITECTURE PROJECT PLAN	January 7, 2004	Completed	Mr. Lubic agreed to develop a Business Architecture project plan for the Committee's review.	
FY04-02	PROJECT MANAGER QUALIFICATIONS IN BALANCED SCORECARD	January 7, 2004	Completed	Chairman McGuirk asked that the qualifications of each Project Manager for major projects be highlighted as part of the standard project review process (should be included in the Balanced Scorecard criteria) in order to help the committee evaluate projects.	
FY04-03	BOARD WEB LINK TO FUTURE MEETING MATERIALS	January 7, 2004	Completed	Mr. Caine requested that Committee members be provided with a Web site link to the future Committee meeting materials prior to the scheduled meetings, rather than being provided electronic copies of the actual documents. Committee members agreed.	
FY04-04	MORE DETAIL FOR FINANCIAL ECONOMIC PERSPECTIVE & SCATTER DIAGRAMS INCLUDED	January 7, 2004	Open	Committee members requested additional detail be developed for the criteria in the Financial and Economic Perspective section and scatter diagrams be developed to depict portfolio views of project risk.	Portfolio Project will provide these capabilities.

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FY04-05	PROMULGATE BALANCED SCOREBOARD CRITERIA	January 7, 2004	Completed	Committee members encouraged publication of balanced scorecard criteria to other agencies before promulgation of the new PM Standard.	
FY04-06	ONLINE TRACKING OF MAJOR IT PROJECT STATUS	January 7, 2004	Open	Secretary Newstrom suggested staff look into the use of providing online tracking of projects. Committee members requested that staff evaluate online status reporting so agencies would know where their projects were in the review cycle.	Portfolio Project
FY04-07	VIRGINIA HIGHER EDUCATION IT COLLABORATIONS BRIEFING	February 4, 2004	Completed	Upon the suggestion of Mr. Simonoff, Committee members agreed to invite Joy Hughes of George Mason University, and other higher education representatives, to a future meeting to discuss a recent report—Virginia Higher Education IT Collaborations.	

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FY04-08	PERFORMANCE AND SCHEDULE BASELINE FOR NETWORK COST REDUCTIONS	February 4, 2004	Completed	Committee members requested Mr. Davidson to develop a performance baseline that addresses cost reductions resulting from the transfer of agency network traffic and a schedule baseline that incorporates the VITA on-boarding schedule and the achievement of the associated network cost reductions.	Project Cancelled
FY04-09	REVISED COMMONWEALTH TECHNOLOGY MANAGEMENT POLICY SUBMISSION	February 4, 2004	Completed	Commonwealth Technology Management (CTM) revised Policy will be submitted to the Committee and the Board for review prior to the March meetings. The issue of redefining a major project will be referred to the ITIB Legal and Legislative Committee.	
FY04-10	ISSUE INVITE TO DEPARTMENT OF GENERAL SERVICES FOR EVA BRIEFING	March 3, 2004	Completed	Issue invitation to the Department of General Services to give a briefing on eVA at the Committee's April meeting and to address the status of agencies using eVA and agencies using interfaces to eVA.	
FY04-11	PRELIMINARY PM STANDARD SUBMISSION	March 3, 2004	Completed	Submit preliminary outline for the Project Management Standard to Committee members.	

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FY04-12	RTIP MODIFIED TIMELINE	March 3, 2004	Completed	PMD staff will modify timeline for completion of the Recommended Technology Investment Projects Report to allow additional time for review by the Committee and Board. The new timeline will be forwarded to Committee members.	
FY04-13	PROVIDE RTIP RANKING PROCESS INFORMATION	March 3, 2004	Completed	PMD staff will provide Committee members with information on the ranking process and request feedback on data elements of the Recommended Technology Investment Projects report.	
FY04-14	VITA STRATEGIC BUSINESS PLAN TIMELINE ADDITION	March 3, 2004	Open	Staff was requested to add a timeline to the VITA Strategic Business Plan, illustrating possible schedules for implementing initiatives. It was agreed that the plan be reviewed on a quarterly basis, with updates in the VITA Quarterly Report, and published as a revised document annually.	Log and process developed to track submission work load for PMD staff review and agency corrective actions. Beginning to collect data. Will evaluate metrics after sufficient data is collected.
FY04-15	ITIB APPROVAL /REVIEW ACTIONS FOR PPEA	April 7, 2004	Completed	Chairman Newstrom asked that Dan Ziomek and the CIO revisit the blocks where the ITIB have approval/review action on the VITA's process for management and governance of PPEA briefing .	
FY04-16	UPDATE TO STRATEGIC BUSINESS PLAN	April 7, 2004	Completed	Need to update the draft Business Plan page 23 – section 4 - the organizational chart in the draft plan did not reflect the reorganization discussed in the CIO Update Report prior to ITIB approval.	

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FY04-17	DEVELOP METRICS TO MEASURE PROJECT PLANNING SUBMISSION IMPROVEMENTS	May 5, 2004	Open	In response to a request from Chairman McGuirk, PMD staff will develop metrics to measure improvement in project planning submissions.	On Hold , pending completion of current RTIP process and after action review.
FY04-18	MODIFY PROJECT CHARTER TEMPLATE FOR "PROJECTED SAVINGS"	May 5, 2004	Completed	PMD staff will revise the Charter template to add "projected savings" to the Resources section in order to better account not only for resource commitment being made by the business sponsors, but also business sponsor commitment to achieving projected savings.	
FY04-19	ESTABLISH ITIB DASHBOARD ACCOUNTS	May 5, 2004	Completed	PMD staff will establish Dashboard accounts for Committee members as requested.	
FY04-20	REVISED ITIB APPROVAL PROCESS FOR BI-MONTHLY MEETING SCHEDULE	June 2, 2004	Completed	Board directed the CIO to recommend a revised process for major IT project development and procurement approval in support of a bi-monthly meeting schedule.	
FY 2005					
FY05-01	INCLUDE COST SAVINGS ON CIO RECOMMENDATIONS FOR IT PROJECTS	July 7, 2004	Completed	Modify future CIO Recommendations on Major IT Projects to include both direct cost savings and cost savings contingent upon other actions.	
FY05-02	ENTERPRISE SERVICE DIRECTOR BRIEFING TO THE ITIB ON CUSTOMER FEEDBACK	July 7, 2004	Open	Board requested that at some time in the future, ESDs report to the Board or Project Review Committee to provide a first-hand assessment of their experiences.	Future Schedule

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FY05-03	MODIFY RTIP TO INCLUDE RECOMMENDATION ON HOW PROJECTS ARE IDENTIFIED	August 11, 2004	Open	ITIB to recommend in this Report that funded projects and the specific amounts funded be identified in the Appropriations Act so the legislature will be able to monitor all funded projects. The RTIP report should put forward a recommendation as to how projects are identified. Done administratively.	RTIP 2006 will correct.
FY05-04	ESTIMATE AT COMPLETION REVALIDATION UPON BASELINE CHANGE	October 13, 2004	Completed	Mr. McGuirk requested that project Estimate(s) at Completion (EAC) be revalidated when project baselines change so that the ITIB has the ability to sense issues as early as possible.	
FY05-05	PROJECT COMPLETION DATE ADDED TO IT PROJECT STATUS REPORTS	October 13, 2004	Completed	Mr. McGuirk requested that the expected date of completion of each project be added in to the Major IT Project Status Report	
FY05-06	INTERIM BRIEFING TO ITIB BEFORE PPEA REVIEW PROCESS COMPLETES	December 8, 2004	Completed	Staff will schedule an interim briefing to the IT Investment Board prior to final decisions in the PPEA detailed review phase.	
FY05-07	MOVE UP SECRETARIAL RTIP BRIEFINGS	December 8, 2004	Completed	Staff will pursue moving up timeframe for the Secretarial RTIP briefings.	

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FY05-08	ADD REASON SUMMARY FOR YELLOW AND RED STATUS ON PROJECTS STATUS REPORT	December 8, 2004	Completed	Committee requested that staff add a summary of the reason for a yellow or red status to the Major IT Projects Status Report.	
FY05-09	PERFORM GAP ANALYSIS ON ITIM CAPABILITY MATURITY MODEL	January 19, 2005	Open	Mr. Pomata requested VITA staff add a needs column to the maturity model so that a gap analysis could be performed. Once the needs are identified, they can be prioritized and pursued in an orderly fashion.	On Hold , pending completion of current RTIP process and after action review.
FY05-10	REWRITE RTIP 2005 DESIRED OUTCOMES	January 19, 2005	Completed	Mr. Caine recommended rewriting the desired outcomes for RTIP 2005 for target audiences to be more active and less passive. The Committee concurred. VITA staff will rewrite the desired outcomes and send to the Committee members via e-mail for validation and approval.	
FY05-11	CONDUCT RTIP STAKEHOLDER SURVEY	January 19, 2005	Open	Mr. Caine also recommended soliciting feedback and input from all stakeholder groups on how they view the RTIP report, the value it provides, and desired outcomes for the 2005 Report. Any trends or unique data should be reported back to the Committee.	On Hold , pending completion of current RTIP process
FY05-12	RTIP ENTERPRISE COLLABORATION AS SEPARATE TABLE	January 19, 2005	Completed	Mr. Pomata recommended highlighting enterprise collaboration opportunities as a separate table in the report (unranked).	

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FY05-13	REVISE 9 BUSINESS CASE QUESTIONS	January 19, 2005	Completed	The Committee discussed the preliminary business case format. Mr. Caine recommended the preliminary business case be more outcome-driven and focused on benefits for the agency and the Commonwealth. He requested moving the last business case question to the beginning and provide a greater weight to it. The next-to-last business case question should focus on how the project will benefit the underserved and how citizen lives will be impacted. The Committee concurred and requested VITA staff revise the nine business case questions.	
FY05-14	COLLABORATION OPPORTUNITY	January 19, 2005	Completed	Revise definition of "Collaboration Opportunity"	
FY05-15	REPORT SCHEDULE	January 19, 2005	Completed	Revise report RTIP Report Schedule	
FY05-16	OUTCOMES	January 19, 2005	Completed	Revise desired outcomes.	
FY05-17	ACCOUNTABILITY STATEMENT	January 19, 2005	Completed	Add accountability statement to desired RTIP Report attributes	
FY05-18	PORTFOLIO CROSSOVER REPORT	January 19, 2005	Open	Produce portfolio crossover report to determine which year the RTIP report will begin driving the budget process for major IT projects.	On Hold , pending completion of current RTIP process and after action review.
FY05-19	COUNCIL ON VIRGINIA'S FUTURE	January 19, 2005	Completed	Brief ITPRC on the Council on Virginia's Future strategic planning effort.	Briefing provided to full board.

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FY05-20	ADD "NOT RECOMMENDED FOR FUNDING" AS NEW CATEGORY IN RTIP	January 19, 2005	Completed	Having an unfunded category presents to the General Assembly, and those in the position to provide funding, visibility of the Board's view on projects that have merit and have not been funded, and should be funded. "Not Recommended for Funding" is proposed as a new category to curtail investment in standalone, duplicative systems and foster collaboration across the Commonwealth or multiple agencies.	
FY05-21	ITPRC SECRETARIAL BRIEFING TIMES	February 9, 2005	Completed	Committee members agreed to meet on March 16 from 10:00 a.m. to 3:00 p.m. and on April 12 at 1:00 p.m. to receive Secretarial briefings—four on each day. Committee members also agreed to hold their regular business meeting on the morning of April 13.	
FY05-22	POSTPONEMENT OF IV&V REPORT BRIEFING	February 9, 2005	Completed	Due to a lack of time, Mr. McGuirk directed that the Independent Verification and Validation Review Report agenda item be postponed until the Committee's March meeting.	
FY05-23	EXTENSION OF NOTIFICATION TIME TO BOARD ON RFP'S ETC	February 9, 2005	Tabled by ITPRC	Board member Hiram Johnson had earlier requested extending the notification period to Board members for RFP's, development approvals, etc., from five to seven days.	

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FY05-24	ALTERNATE RESOURCE PLANS FOR ENTERPRISE ARCHITECTURE DOMAINS	February 9, 2005	Completed	Committee members directed that Mr. Lubic present to them at their April meeting, alternative plans for obtaining the necessary resources to complete all of the Enterprise Architecture domains.	
FY05-25	CHANGES TO RTIP REPORT	March 16, 2005	Completed	Significant changes were requested by Committee members to the Preliminary Business Case Questions and the Project Selection and Ranking Criteria for Major IT Projects.	
FY05-26	RTIP BRIEFING HIGHLIGHT 2005 CHANGES	March 16, 2005	Completed	Committee members requested that the RTIP presentation to be given to the IT Investment Board at their April meeting be a concise visual presentation, specifically highlighting the 2005 differences in the report.	
FY05-27	NATURAL RESOURCES SECRETARIAT RESPONSE TO COMMITTEE QUESTION	March 16, 2005	Completed	Mr. David Paylor, Deputy Secretary of Natural Resources, briefed Committee members on the Natural Resources Secretariat. In response to a question from Mr. Caine, Mr. Paylor promised to find out approximately how much money was spent annually on licensing and report back to the Committee.	Sent to committee June 16
FY05-28	ENTERPRISE SERVICE DIRECTORS ATTEND SECRETARIAT BRIEFINGS	March 16, 2005	Completed	Mr. Caine requested that the appropriate VITA Enterprise Service Directors attend and participate in any future Secretarial briefings.	

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FY05-29	EDUCATION SECRETARIAT RESPONSE BACK TO COMMITTEE QUESTIONS	March 16, 2005	Completed	Mr. Peter Blake, Deputy Secretary of Education for Higher Education, briefed Committee members on the Education Secretariat. Mr. Blake promised to get additional information back to Committee members to respond more fully to some of their questions concerning the critical issues and technology initiatives which were discussed.	Provided to Committee June 20
FY05-30	COMMERCE AND TRADE SECRETARIAT RESPONSE TO COMMITTEE QUESTION	April 12, 2005	Open	Mr. Matt Erskine, Deputy Secretary of Commerce and Trade, briefed Committee members on the Commerce and Trade Secretariat. Mr. Erskine state that when visitors come the Virginia we were looking at how to employ technology to capture information about visitors at the visitor centers. Questions were asked by the committee about post visit follow-up with visitors. Mr. Erskine replied that he would follow-up on this topic and find out more specifics.	ESD is checking on this
FY05-31	SECRETARIAT BRIEFING FOLLOW-UP ACTIVITIES	May 16, 2005	Open	Mr. McGuirk requested that staff prepare, for presentation at the next Committee meeting, a summary of the various Secretarial briefings and status of any outstanding item	Report on Action items complete. Follow -up with Secretariats continues. Minutes from briefings provided in one summary document.

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FY05-32	COORDINATION WITH COUNCIL ON VIRGINIA'S FUTURE	May 16, 2005	Open	Mr. McGuirk direct staff to pursue a joint meeting between the Strategic Planning and Review Committee and the strategic planning committee of the Council on Virginia's Future.	On going, Paul Lubic assigned to coordinate future meetings.
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