

## June 2005 Status

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

Plan approved by the ITIB Finance & Audit Committee on February 1, 2005; # 1 was amended at the April, 2005 meeting

| APA Ref | Short Title            | Summary   | Due Date                    | Responsible Person(s) | Status   | Task/Comments  |
|---------|------------------------|---|-----------------------------|-----------------------|----------|--|
| 1       | COVA IT strategic plan | ITIB & CIO must establish a long-term COVA IT strategic vision, update COVA's IT strategic plan & consider business strategies coming from other organizations. | 10/ 31/05<br><b>3/31/06</b> | ITIB/Stewart          | Underway | <p>2/05 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.</p> <p>4/05 On behalf of the CIO, VITA staff has drafted an update to the <i>2002 Strategic Plan for Technology in Virginia</i>. The draft was provided to the ITIB Project Review Committee on 3/16, for their review and recommendation in advance of presentation to the full Board on April 13. As per Code, comment by the Council on Technology Services is also being solicited.</p> <p><b>6/05 VITA is in the planning phase of the project to develop the next iteration of the Strategic Plan for Technology in Virginia. Estimated date to publish this plan is March 31, 2006.</b></p> |

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| 2       | Project oversight, monitoring & assistance | Due to lack of staff, PMD is not fulfilling statutory responsibility in the area of project oversight, monitoring, & assistance. | 6/30/05  | Simonoff & Ziomek     | Underway        | <p>2/05 VITA is currently evaluating funding alternatives to staff additional positions in PMD for project oversight, monitoring &amp; assistance. VITA will also reassess current procurement, RFP &amp; 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 &amp; assistance.</p> <p>4/05 Funding has been budgeted by VITA to expand the PMD staff. Applicant interviews have been completed for the hiring of at least two additional PM specialists. Offers are pending. Business process reengineering of the current procurement approval (APR) process is underway.</p> <p><b>6/05 Three new PM Specialists have been hired to expand the PMD staff. The first began work on April 11, the second on April 25. The third PM Specialist is scheduled to begin work on May 23<sup>rd</sup>. Business process reengineering of the current procurement approval (APR) process is underway</b></p> |
| 3       | Project ranking process                    | Improve ITIB project ranking process before completing next RTIP report.   | 6/8/05   | Ziomek & McGuirk      | <b>Complete</b> | <p>2/05 The ITIB IT Project Review Committee is currently re-evaluating the project ranking process for the 2005 RTIP Report. Preliminary ranking criteria &amp; 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.</p> <p>4/05 The ITIB IT Project Review Committee has re-evaluated the project ranking process for the 2005 RTIP Report. Preliminary ranking criteria &amp; 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.</p> <p><b>6/05 The ITIB approved the revised preliminary ranking criteria &amp; weighting (1-n ranking) criteria at the April 13 Board meeting. The revised project ranking process will be used for the 2005 RTIP Report.</b></p>  |

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| 4       | VITA systems development                  | VITA systems development projects are not subjected to ITIB ranking & selection process.  | 4/30/05<br><b>7/15/05</b> | Simonoff & Dodson     | Underway | <p>2/ 05 VITA staff will evaluate &amp; modify current procedures to insure compliance with ranking &amp; selection processes that include all VITA projects.</p> <p>4/05 VITA staff is evaluating &amp; modifying current procedures to insure compliance with ranking &amp; selection processes that include all VITA projects.</p> <p><b>6/05 VITA is leveraging the COV strategic planning process to assist in compliance with the ranking and selection process. All VITA major IT projects will be identified and prioritized as input into the RTIP reporting process.</b></p>   |
| 5       | Comparison of agency strategic & IT plans | PMD should review & compare overall agency plan & agency IT plan to ensure proposed IT projects support or improve an agency business process | 6/15/05                   | Simonoff & Ziomek     | Underway | <p>2/05 PMD will implement a more rigorous evaluation process to confirm the relationship of IT projects &amp; procurements to agency strategic plans. VITA is working with DPB on a consolidated agency strategic planning &amp; IT strategic planning process to directly tie proposed IT projects &amp; procurements to services identified in agency strategic plan.</p> <p><b>6/05 PMD will implement a more rigorous evaluation process to confirm the relationship of IT projects &amp; procurements to agency strategic plans. Training on the DPB Strategic Planning process to consolidate the agency strategic planning &amp; IT strategic planning is being conducted for agencies. Additional guidance to assist agencies in developing the IT information required in the Agency Strategic Plan was issued by the CIO on May 15. The new process directly ties proposed IT projects &amp; procurements to services identified in agency strategic plans.</b></p> |

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| 6       | Project proposal template enhancements | PMD should enhance guidance & instructions to assist agencies in the financial & cost basis analysis of projects. | 6/30/05  | Simonoff & Ziomek     | Underway | <p>2/05 PMD is currently revising the Project Management Guideline to assist agencies in the financial &amp; 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 &amp; cost basis analysis of projects. PMD will provide additional training in financial &amp; cost basis analysis through the Project Manager Development Program.</p> <p><b>6/05 PMD is currently revising the Project Management Guideline to assist agencies in the financial &amp; cost basis analysis of projects, including modification of the project template, to incorporate APA recommendations. PMD has developed a project cost estimation tool, including standard definitions and formulas, to assist agencies in the financial &amp; cost basis analysis of projects. PMD has begun development of additional training in financial &amp; cost basis analysis through the Project Manager Development Program.</b></p> |

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| 7       | Portfolio enterprise solution                     | Fund the IT Portfolio enterprise solution requested by PMD.                                  | 6/30/05  | Simonoff & Ziomek     | Underway | <p>2/05 VITA is reviewing alternatives to fund the implementation &amp; support of an enterprise IT Portfolio solution.</p> <p>4/05 VITA has identified and budgeted funds to support the procurement of a Commonwealth IT Investment Portfolio system. Approval has been granted to augment existing PMD staff with contracted services to expedite initiation and execution of the project. It is anticipated that the project will be granted planning approval by the CIO in March.</p> <p><b>6/05 VITA has identified and budgeted funds to support the procurement of a Commonwealth IT Investment Portfolio system. Approval has been granted to augment existing PMD staff with contracted services to expedite initiation and execution of the project. It is anticipated that the project will be granted development approval by the ITIB in June.</b></p> |
| 8       | Posting of asset management policies & procedures | Place asset management policies & procedures in an easy-to-find location on VITA's web page. | 2/15/05  | Matthews              | Complete | <p>2/05 VITA has posted this information on its internal website &amp; 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.</p> <p>4/05 A special communiqué was issued on March 1, 2005 to agency fiscal contacts and Agency IT Resources (AITRs) describing responsibilities for IT infrastructure asset management.</p>  |

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| 9       | Asset inventory system improvements | Continue efforts to improve Inventory system functionality & explore opportunities to integrate infrastructure management systems. | 9/30/05  | Matthews & Dodson     | Underway | <p>2/05 Staff has identified 4 major system improvements: mass update; security &amp; access administration; data extraction; &amp; reporting. The first priority is to provide the capability for making mass updates. Detailed requirements &amp; scope of these enhancements will be completed 2/15/05 with mass update capability available in April. Opportunities to integrate infrastructure management systems will continue &amp; be in parallel with PPEA efforts.</p> <p>4/05 Detailed requirements &amp; scope were completed in Feb., 2005 with mass update capability on schedule to be completed in April. A series of 3 Forums are scheduled with VITA SLD's and responsible staff to learn of the mass update enhancements. Subsequent improvements are scheduled to begin upon completion of the mass update functions.</p> <p><b>6/05 Efforts continue to improve the Asset Inventory System. Mass update capability implemented in April as scheduled for large data input as well as new fields to assist in the infrastructure management. Asset Inventory certification and tagging project completed for non-peripheral assets in May. Peripheral assets will be completed in July, 2005 due to the large amount of data being collected. Asset Inventory Phase III (security, reporting, and extracting) is scheduled to be implemented in conjunction with shared service billing. Planned implementation is October, 2005 or before. Research underway for an automated feed to the ITSM Help Desk system.</b></p> |

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| 10      | Security & IT governance                      | Establish understanding of roles & responsibilities between VITA & in-scope agencies. | 6/30/05  | Deason                | <b>Complete</b> | <p>2/05 Security Services has established a monthly meeting for agency Information Security Officers (ISOs), also attended by Security Services staff, to discuss any &amp; all issues concerning roles &amp; responsibilities between Security Services &amp; the agencies. Open email communications have been established between the ISOs &amp; 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 &amp; will work with Customer Services to ensure IT Security Governance processes &amp; procedures are implemented.</p> <p><b>6/05 Initial efforts are complete but VITA will continue to increase understanding. Monthly meetings with the agency ISOs continue. Training sessions are being planned on roles and responsibilities as Security Services moves operational responsibilities to Customer Service.</b></p> |
| 11      | Security procedures & configuration standards | Set security procedures for specific equipment operated by VITA.                      | 6/30/05  | Deason & Saneda       | Underway        | <p>2/05 Security Services currently has an ongoing project to create the framework for oversight, assistance &amp; review of all infrastructure security baselines in meeting current enterprise security policies &amp; standards. Security Services will work with Customer Services to set security procedures for equipment operated by VITA.</p> <p><b>6/05 The development of the configuration standards is on target to be substantially complete by 6/30. This work has involved working with Customer Service on the commonly used platforms. The baseline efforts in the Risk Assessments and Incident Management are progressing on schedule.</b></p>   |

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| 12      | Integration of security governance & security operations | Security Services Director & Customer Service Director should work together to develop policies consistent with a common vision | 6/30/05                               | Deason & Saneda       | Underway | <p>2/05 Security Services is in the process of developing enterprise security policies &amp; standards which represent a common vision &amp; the support of that vision. Security Services will work with Customer Services to establish procedures which meet enterprise security policy &amp; standards.</p> <p><b>6/05 The Enterprise IT Security Policy &amp; Standard are out for review on O.R.C.A. Security Services and Customer Services are in the process of moving security operations to Customer Services. Once the Enterprise IT Security Policy &amp; Standard are finalized Security Services will work with Customer Services to insure implementation.</b></p>   |
| 13      | Security audit program development                       | <p>Develop a risk management program.</p> <p><b>Develop the security audit program.</b></p>                                     | <p>6/30/05</p> <p><b>12/31/05</b></p> | Deason                | Underway | <p>2/05 Security Services is establishing a risk management program &amp; is currently performing a risk assessment against IT Security controls for VITA divisions to include the identification of critical databases.</p> <p><b>6/05 Security Services has made substantial progress against this milestone. Initial Security Assessments for in-scope agencies that will identify critical and sensitive databases and data communications are underway and will be completed by 6/30/05. At the same time, a cross-functional, cross-agency work group is developing security audit standards and procedures; this work will also be completed and submitted to ORCA by 6/30/05. Once these efforts are complete we will begin applying the security audit standards to those databases and data communications identified as critical and sensitive. Progress in completing these tasks was delayed, however, until initial funding and resources for these activities was approved in 04/05. Implementing the fully-defined security audit program is contingent upon rate structure approval by JLARC in Fall 2005.</b></p> |

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| 14      | Staffing database security audits | Use Customer Service employees to assist in database security audits   | 6/30/06  | Deason                | Underway | <p>2/05 A budget amendment for funding has been submitted for SB1252. The funding if approved will be available July 1, 2005 &amp; allow for the hiring of staff to support the auditing of databases &amp; the risk management program. This funding approval is critical to the success of the risk management program.</p> <p>4/05 A workgroup is being created to develop a plan to do a security audit of the Commonwealth's databases.</p> <p><b>6/05 Database audit workgroup has begun holding meetings and is assessing who should perform security audits.</b></p> |
| 15      | Savings methodology development   | Continue to analyze alternative methods to provide technology investment funding & propose to the Board; continue development of savings methodology & associated reporting until alternative is approved. | 6/30/05  | Stewart/<br>Matthews  | Underway | <p>2/05 A draft savings methodology is being circulated to VITA staff for comment.</p> <p>4/05 Comments on the draft savings methodology have been received from VITA staff. The methodology will be discussed with the VITA Finance Council at its April meeting.</p> <p><b>6/05 A revised draft was presented to the Finance Council on May 4 with comments due by May 16. Scheduled to be presented to the ITIB Finance and Audit committee and approved by the Secretary of Finance and ITIB in June.</b></p>  |