

APA Corrective Action Plan Status Report a/o December, 2007

Audit of Commonwealth IT Governance and VITA Operations as of 4/7/06

20 of the 21 planned corrective actions are complete while one is given “green” status. The current statuses for the 21 corrective actions are as follows:

- ❖ **Blue** - 0 objectives (or 0%)
- ❖ **Green** - 20 objectives (or 95%) Completed
- ❖ **Yellow** - 1 objective (or 5%)
- ❖ **Red** - 0 objectives (or 0%)

VITA Corrective Action	Due Date	Status	Comments
1. Address Conflict in Dual CIO Roles	10/06	Green	• Complete
2. Continue to Support COVF's Roadmap	07/06	Green	• Complete
3. ITIB & CIO Execute an IT Strategic Communications Plan	07/06	Green	• Complete
4. Improve Agency Strategic Planning & IT Investment Decision Process	11/06	Green	• Complete
5. Ensure Agencies Understand How Agency IT Strategic Planning Process Supports the COV Plan	07/06	Green	• Complete
6. Change IT Project Submission Deadline	06/07	Green	• Complete
7. Include Life Cost of Projects	09/07	Green	• Complete
8. Simplify RTIP Project Listing	01/07	Green	• Complete
9. RTIP Enhancement	02/07	Green	• Complete
10. Identify Alternative IT Project Funding	07/06	Green	• Complete
11. Hire PMD Staff	01/07 10/07	Green	• Complete
12. Fix Ops. & Gov. Roles Conflicts	09/06	Green	• Complete
13. Improve PMD Effectiveness & Efficiency	01/07 10/07	Green	• Complete
14. Improve PMD Oversight Policies and Procedures	02/07	Green	• Complete
15. Establish Written Criteria for CIO Project Recommendations	11/06	Green	• Complete
16. Implement Security Operating Plan	10/06	Green	• Complete
17. Develop Timeline for Security Standards	10/06	Green	• Complete
18. Adopt Uniform Infrastructure Procedure	06/08	Yellow	• Phase 1 of the ITIL project (Change, Configuration, and Release) has been deployed to all ITP staff for internal Change Management. ITIL compliant Change Management, to include agency participation, is significantly delayed due to process maturity issues. Phase 2 processes (Incident, Problem, Capacity, and Availability) are now over three months behind schedule. The procedures manual project has made progress in formalizing the process for procedures submission and review; however, the team is significantly behind on execution. A recovery plan is under review. While the June 2008 date for the procedures manual is at risk, NG has committed to providing the resources to achieve this milestone. (Fred Duball)

VITA Corrective Action	Due Date	Status	Comments
19. Provide COOP Info. to NG & Develop Plan to Complete COOP	01/07	Green	• Complete
20. Dev. Plan to Complete Incident Mgmt. Program incl. Comm. Security Risks	12/06	Green	• Complete
21. Revise & Require SOW Template to Document Specific Deliverables	08/06	Green	• Complete

Electronic Media Disposal Report, Issued 9/07

The current statuses for the 6 corrective actions are as follows:

- ❖ **Blue** - 1 objectives (or 17%)
- ❖ **Green** - 4 objectives (or 66%)
- ❖ **Yellow** - 1 objective (or 17%)
- ❖ **Red** - 0 objectives (or 0%)

VITA Objective	Due Date	Status	Comments
1. Establish audit function for random testing of electronic media. Function should assess the effectiveness of VITA/contractor data removal efforts.	11/07 3/08	Yellow	• Determined to be more of a Quality Control function. Tools for verifying data removal are non-existent short of complete forensic analysis. Revised approach now being considered that will put more emphasis on removal tool to report. Targeting completion of a draft process during this next quarter. (Fred Duball)
2. Amend VITA Policy amended to include these provisions from the COV STD.	01/08	Green	• Draft of amended VTIA policy to include provisions of the STD is completed & will go through PPRAT for review and be published in 1/08. (Peggy Ward)
3. Revise the COV STD & VITA Policy to clearly define requirements for maintenance of malfunctioning disk media that contains data	04/08	Blue	• COV STD has been revised to include requirements for maintenance of malfunctioning disk media. ORCA comment period ends 1/15/08. Draft of revised VITA Policy is completed and will go through PPRAT for review to be published in 1/08. (Peggy Ward)
4. Ensure that a training program is developed, documented & implemented for appropriate operations staff on logging & tagging requirements as outlined in the STD.	11/07	Green	• Completed (Fred Duball)
5. Develop procedures to provide detail instructions for removing data. These procedures should be aligned with the STD & the VITA Policy.	11/07	Green	• Completed (Fred Duball)
6. Revise the VITA Policy to address VITA & the agencies' data removal responsibilities.	01/08	Green	• Draft of revised VITA Policy with data removal roles and responsibilities is completed and will go through PPRAT for review to be published in 1/08. (Peggy Ward)