

**Agency IT Strategic Plan** (Form) / **122 DPB FY14-16 ITSP** (Item) / **Today**

(Data as of: Jul 24, 2015)

Form Report, printed by: Truman, Cheryl, **Jul 24, 2015**

**IT SUMMARY**

<b>General Information</b>		
<b>Item Name:</b>	122 DPB FY14-16 ITSP	<i>Choose the CTP-prepared Agency ITSP item for the appropriate biennium</i>
<b>Home Portfolio:</b>	122 DPB IT Strategic Plans	<i>Choose your Agency Portfolio for ITSP</i>
<b>ITSP Biennium:</b>	FY14-16	
<b>Proponent Secretary:</b>	190 Secretary of Finance	
<b>Proponent Agency:</b>	122 Department of Planning & Budget	
<b>Submitted by:</b>	Administrator, System	
<b>Agency has BRTs or Investments:</b>	Yes	
<b>Has CETR been updated?</b>	Yes	
<b>Date Submitted:</b>		
<b>For additional CETR information, secure link address or CETR access request go to the following VITA website:</b>		
<b><a href="http://www.vita.virginia.gov/oversight/default.aspx?id=349">http://www.vita.virginia.gov/oversight/default.aspx?id=349</a></b>		

**About the IT Summary**

**The purpose of the agency IT Strategic Plan is to establish an agency-wide vision and priorities for agency investments in IT and IT operations so that they promote the achievement of agency's mission and business outcomes. The IT Plan Summary describes how agency IT strategies, goals, and objectives align with the mission, vision, values, and daily operations identified in the Agency Strategic Plan. This IT Plan Summary identifies the implications outlined in the Agency Strategic Plan and integrates them into implementable objectives and directives.**

**Current Operational IT Investments**

*In this section, describe the high-level strategy the agency will use to manage existing operational IT investments over the next year to 6 years. This section should align with identified Business Requirements for Existing Technology (BReTs). At minimum, please address the following questions in your description of your agency's strategy for managing existing operational IT investments:*

- *Are there existing IT investments that will require additional funding over the next year to 6 years, such as license renewals, re-competition of current IT contracts, or system enhancements required by the Agency Strategic Plan?*
- *If there are systems that will no longer support the agency's business needs, either through poor performance or excessive cost, how does IT leadership in the agency plan to address the issues?*
- *If the agency does not have the staff or funding to meet increasing demand for IT services, how will IT leadership fulfill the requests?*

The Virginia Information Technologies Agency and Northrop Grumman partnership (VITA\NG) provides strategic direction for the use of technology resources for the Commonwealth. In that regard, VITA\NG oversees the pre-selection, selection, control, and evaluation of all DPB information technology projects and procurements in support of Executive Branch Agency business objectives.

The Commonwealth's Performance Budgeting System is fully implemented and is the first systematic and consolidated overhaul of the state's budget system in Virginia since the early 1980's. The Performance Budgeting System combines under one system: budget development; budget execution; capital; strategic planning; and, performance measurement. The Department of Planning and Budget (DPB) is responsible for overseeing the operation and maintenance of the system. This is an existing investment that will require additional funding over the next year to six years for ongoing maintenance and support and for system enhancements. The ongoing cost of this effort is paid for through rates charged to state agencies. DPB manages all contracts for services related to the maintenance and support of the PB system. However, the nongeneral fund appropriation used to cover PB system expenses resides within the budget of the Department of Accounts.

DPB's Web-based Electronic Fiscal Impact Statement System and Virginia Regulatory Town Hall Web site application are long-standing applications, where as the Commonwealth's Performance Budgeting System is relatively new.

DPB's Web-based Electronic Fiscal Impact Statement System simplifies the tracking and development of Fiscal Impact Statements (FIS). FIS are issued on bills introduced during the General Assembly sessions. FIS describe the fiscal impact of proposed legislation and are intended to aid legislators and the Governor's Office in the decision-making process. Each FIS is electronically communicated to legislative services where it is posted electronically with the legislation, and electronic copies are sent to the patron and relevant committees. Beginning with the 2015 General Assembly session, a companion system to track the review of legislative action summaries will also be implemented. The new system is a web-based Electronic Legislative Action Summary System (ELAS).

The Virginia Regulatory Town Hall Web site application was the first of its kind in the nation. It provides Virginians the opportunity to participate which gives greater access to all citizens in the regulatory rulemaking process electronically. Regulations affect many aspects of the Commonwealth including speed limits, physician qualifications, pollution control requirements, and testing standards in Virginia's public schools. The Regulatory Town Hall Web site allows Virginians to learn about regulations, submit online comments, and sign up to receive customized email notifications at no cost.

DPB has full staffing to support the Performance Budgeting System, the Fiscal Impact Statement and Legislative Action Summary Systems, and the Virginia Regulatory Town Hall Web site. It is expected that the current staffing level will continue to support demand for these systems.

### **Factors Impacting the Current IT**

*In this section, the agency will describe the changes in their business environment that will require or mandate changes to the agency's current IT investments. These are requirements and mandates from external sources, such as other agencies or business partners, the agency's customer base, product and service providers, or new federal or state legislation or regulations. Each requirement or mandate from an external source must have a corresponding Business Requirement for New Technology (BRnT) or Business Requirement for Existing Technology (BReT) entered into the CTP. The agency must identify the business value of the change, any important deadlines that must be met, and the consequences if the deadlines are not met. In your discussion, be sure to note whether the proposed enhancements are funded or not.*

*If the agency's existing current IT investments will not need enhancement due to requirements or mandates from external sources in the foreseeable future, the agency should enter the following text rather than leave the Factors Impacting the Current IT section blank.*

• For each mandated change, summarize your agency's response from your Agency Strategic Plan, and is it the opinion of agency IT leadership that the IT portion of the response is adequately funded?

• Do the mandated changes effect IT in other Commonwealth agencies, or in other states? If so, how?

It is the opinion of management that DPB has full staffing to support its existing IT platform and the current staffing level will continue to support the Performance Budgeting System, the Fiscal Impact Statement System, and the Virginia Regulatory Town Hall Web site.

### **Proposed IT Solutions**

*In this section, describe the high-level strategy the agency will use to initiate new IT investments over the next year to 6 years in support of the agency strategic objectives documented in your Agency Strategic Plan. The agency does not need to consider specific technologies at this time, however, the strategy should identify how the IT implementation will provide business value to the organization. This section should align with identified Business Requirements for New Technology (BRnTs). At minimum, please address the following questions in your description of your agency's strategy for initiating new IT investments:*

• What are the most important solutions, based on the priority assigned to the requirements by the business sponsors in your agency, and what is the approach to achieving these priority solutions?

• If any new IT initiatives will be started in the upcoming budget biennium, is it the opinion of agency IT leadership that it is adequately funded?

• Does the agency's current IT staff have the appropriate skill set needed to support future agency technologies? If not, what skill sets need to be acquired?

• If the agency will be engaged in multiple new IT initiatives, how will agency IT staff and agency subject matter experts be used across the initiatives?

The Department of Planning and Budget does not anticipate any new IT investments over the next six years in support of agency strategic objectives documented in the Agency Strategic Plan. Adequate funding and technical support exists within the agency related to the Commonwealth's Performance Budgeting System, the Fiscal Impact Statement and Electronic Legislative Action Summary Systems, and the Virginia Regulatory Town Hall Web site.

Ongoing maintenance and support related to the Commonwealth's Performance Budget System will be necessary in order to maintain the existing statewide system. Funding will continue to be received through rates charged to state agencies.

# Report Title: Strategic Plan

Agency: Department of Planning & Budget Date: 7/24/2015

## Current IT Services

Category	Costs Year 1		Costs Year 2	
	GF	NGF	GF	NGF
Projected Service Fees	\$412,026	\$0	\$422,326	\$0
VITA Infrastructure Changes	\$0	\$0	\$0	\$0
Estimated VITA Infrastructure	\$412,026	\$0	\$422,326	\$0
Specialized Infrastructure	\$0	\$2,029,000	\$0	\$2,029,000
Agency IT Staff	\$86,000	\$114,000	\$86,000	\$114,000
Non-agency IT Staff	\$0	\$0	\$0	\$0
Cloud Computing Service	\$0	\$0	\$0	\$0
Other Application Costs	\$0	\$15,000	\$0	\$15,000
<b>Total</b>	<b>\$498,026</b>	<b>\$2,158,000</b>	<b>\$508,326</b>	<b>\$2,158,000</b>

## Proposed IT Investments

Category	Costs Year 1		Costs Year 2	
	GF	NGF	GF	NGF
Major IT Projects	\$0	\$0	\$0	\$0
Non-Major IT Projects	\$0	\$0	\$0	\$0
Agency-Level IT Projects	\$0	\$0	\$0	\$0
Major Stand Alone IT Procurements	\$0	\$1,537,967	\$0	\$0
Non-Major Stand Alone IT Procurements	\$0	\$273,958	\$0	\$0
Agency-Level Stand Alone IT Procurements	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$1,811,925</b>	<b>\$0</b>	<b>\$0</b>

## Projected Total IT Budget

Category	Costs Year 1		Costs Year 2		Total
	GF	NGF	GF	NGF	

					<b>Costs</b>
<b>Current IT Services</b>	\$498,026	\$2,158,000	\$508,326	\$2,158,000	\$5,322,352
<b>Proposed IT Investments</b>	\$0	\$1,811,925	\$0	\$0	\$1,811,925
<b>Total</b>	\$498,026	\$3,969,925	\$508,326	\$2,158,000	\$7,134,277

# Report Title: Business Requirements For Technology

Agency: Department of Planning & Budget (DPB)

Date: 7/24/2015

## BIDS Annual Software Maintenance for 2015 - Procurement

**BRT Type:** Business Requirement for Existing Technology

**Date Submitted:** 12/12/2014

**Mandate:** No

**Mission Critical:** Yes

### Description:

Renewal of maintenance and support for current and ongoing requirements of the Performance Budgeting (PB) system.

## BRET - Support Existing Technology Related to Performance Budgeting (PB) System

**BRT Type:** Business Requirement for Existing Technology

**Date Submitted:** 9/30/2014

**Mandate:** Yes

**Mission Critical:** Yes

### Description:

The Department of Planning and Budget (DPB), the business owner of the PB System, has determined that additional support for the PB application is necessary in both years of the 2014-2016 biennium. The PB application is relatively new and DPB anticipates that additional functionality and improvements to processes will be identified in the biennium. Services provided in support of the PB application include: 1) software maintenance; 2) software sustainment; and 3) help desk services. DPB's contractor provides on-site and remote support. The PB application is funded through a nongeneral fund appropriation within the Department of Accounts. This nongeneral fund appropriation represents rates charged to state agencies for use of the system.

There are other small IT contracts that DPB enters into with other vendors to support certain elements of the PB system. The total of these contracts on an annual basis is approximately \$500,000. Funding for these contracts also resides in the nongeneral fund budget of the Department of Accounts.

The IT Budget Estimation Tables contained in the IT Strategic Plan list approximately \$400,000 in general fund costs related to VITA projected service fees. These costs include not only direct costs assessed to DPB but VITA support of the PB system. DPB estimates that 50 percent of the total listed in the Budget Estimation Tables is allocated directly to the PB system and paid through an appropriation (internal service fund) that resides in the Department of Accounts.

## Compliance Plan - Data Point Report Status - 2013

<b>BRT Type:</b>	Business Requirement for Existing Technology
<b>Date Submitted:</b>	9/30/2014
<b>Mandate:</b>	Yes
<b>Mission Critical:</b>	No
<b>Description:</b>	
<p>This BRet addresses noncompliance issues identified by VITA as interim data points in the 2013 Annual Report on information security. Specifically, these data points identified the following issues:</p>	
<p>1. Overall Audit Program - The agency had not submitted an IT Security Audit Plan for the upcoming three-year cycle for systems classified based on confidentiality, integrity, or availability. In response to this finding, the Department of Planning and Budget (DPB) submitted an IT Security Audit Plan template, which indicates that an audit will be completed in 2015. In an email dated September 23, 2014, VITA indicated that this plan has been reviewed and VITA's internal records have been updated.</p>	
<p>2. Overall Risk Program - DPB had not submitted an IT Risk Assessment Plan template for the upcoming three-year cycle for systems classified based on confidentiality, integrity, or availability. In response to this finding, DPB submitted an IT Risk Assessment Plan Template, which indicates that an assessment will be completed in March of 2015. In an email dated September 23, 2014, VITA indicated that this plan has been reviewed and VITA's internal records have been updated.</p>	

Report Title: Appendix A 14 -  
16 Report

**Agency:** Department of Planning  
& Budget  
(DPB) **Date:** 7/24/2015

**Agency Head** No

**Approval:**

There are no Category 1, 2, or 3 IT  
Projects and no Budget Category: Major IT  
Projects for this agency.

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There  
are no  
Category  
4 IT  
Projects  
for this  
agency.

**Report Title: Appendix A 14 - 16 Report**

**Agency:** Department of Planning & Budget (DPB)

**Date:** 7/24/2015

**Agency Head Approval:**

No

**Stand Alone Major Procurements**

<b>Procurement Name:</b>	<b>Performance Budgeting System (SOW Exhibit D-23) Procurement</b>		
<b>Procurement Description:</b>	The Department of Planning and Budget, business owner of the Performance Budgeting system, has determined that ongoing operations and maintenance support for the Commonwealth's Performance Budgeting System is needed. Services needed are detailed in the Statement of Work (Exhibit D-23) approved by Daniel S. Timberlake, Director of the Department of Planning and Budget. The Performance Budgeting System is the Commonwealth's core budgeting system.		
<b>Procurement Planned Start Date</b>	7/1/2014	<b>Procurement Planned Completion Date</b>	6/30/2015
		<b>Appropriation Act Status</b>	
<b>Service Area</b>			<b>Weight</b>
122 DPB 71502 Budget Development and Budget Execution Services			Primary

There are no non-major procurements for this agency.