

**Agency IT Strategic Plan** (Form) / **505 DRPT FY14-16 ITSP** (Item)

(Data as of: Dec 17, 2014)

Form Report, printed by: Truman, Cheryl, **Dec 17, 2014**

**IT SUMMARY**

| <b>General Information</b>   |  |  |
|--|--|--|
| <b>Item Name:</b>  | 505 DRPT FY14-16 ITSP                            | <i>Choose the CTP-prepared Agency ITSP item for the appropriate biennium</i> |
| <b>Home Portfolio:</b>   | 505 DRPT IT Strategic Plans                      | <i>Choose your Agency Portfolio for ITSP</i>                                 |
| <b>ITSP Biennium:</b>  | FY14-16  |  |
| <b>Proponent Secretary:</b>  | 186 Secretary of Transportation                  |  |
| <b>Proponent Agency:</b>   | 505 Department of Rail and Public Transportation |  |
| <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?*

DRPT supports three client/server applications and three web applications which collectively perform the bulk of the agency's daily operational tasks. All of these applications share common databases and are integrated with each other. They were also all developed internally and are currently maintained by existing IT staff.

**OLGA (Online Grant Administration)**  
This extensive web-based application provides grantees a suite of services. These include the ability to submit grant applications to DRPT, monitor their status, manage their projects, request and drawdown funds, maintain their inventory, report ridership, etc.

**Symphony**  
This client/server application is the tool used internally by DRPT staff to manage all the functions necessary to support OLGA. Symphony allows for the approval and management of grants applications, reimbursement requests, extension requests, etc. It also provides an abundance of reports.

#### ICAPS (Invoice Creation and Processing System)

ICAPS is a client/server application used primarily by the financial staff at DRPT to manage accounts payable, project budgeting, voucher payments, Cardinal interface, etc. It also contains a large number of reports which support the daily functions of the financial staff.

#### Procure

Procure is a client/server application, developed before the advent of EVA, which is now used as a tool for internal management and approval of requisitions and their corresponding purchase orders.

#### DRPT Website

The DRPT Website is a large repository of information available to the public that covers all aspects of the agency.

#### DRPT Intranet

The intranet is an internal system used by all staff members for agency communications. It also contains several specialized modules for tasks such as initiation of purchase requisitions, a document management system (DMS), leave reporting, etc.

At this time, DRPT anticipates that all Current Operational IT Investments will continue to meet agency business needs in the foreseeable future, and will not need enhancement or additional investment.

### 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?

Our agency's internal financial system (ICAPS) was originally built to interface with the state's accounting system, CARS. CARS is currently being replaced with Cardinal, the state's new accounting system. As a result, our ICAPS system must be updated to accommodate the new interface and data types required.

Since DRPT is a "wave one" agency, we are among the first agencies in the state to make this transition. We are on schedule with the required updates and system testing, and expect to be ready for the current Cardinal go-live date of October 1, 2014.

All required system enhancements are being made by internal agency IT staff. No extra software or additional funding is required.

DRPT IT has recently been made aware that it is not in compliance with SEC 501. The time and effort required to become compliant will be substantial, and will also require external expertise in IT Security.

### 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?

DRPT IT is expending considerable time and effort in conjunction with an external IT consulting firm to bring the agency into full compliance with SEC 501. This effort is expected to continue through 2015.

Otherwise, DRPT does not have any Proposed IT Solutions or Investments that will support agency strategic objectives, service area objectives, commonwealth, enterprise, or secretariat-level strategic priorities, agency performance measures, or societal indicators.

# Report Title: Strategic Plan

Agency:

Department of Rail and Public Transportation

Date:

12/17/2014

## Current IT Services

### Costs Year 1

### Costs Year 2

| Category                      | GF         | NGF              | GF         | NGF              |
|-------------------------------|------------|------------------|------------|------------------|
| Projected Service Fees        | \$0        | \$246,329        | \$0        | \$252,488        |
| VITA Infrastructure Changes   | \$0        | \$0              | \$0        | \$0              |
| Estimated VITA Infrastructure | \$0        | \$246,329        | \$0        | \$252,488        |
| Specialized Infrastructure    | \$0        | \$0              | \$0        | \$0              |
| Agency IT Staff               | \$0        | \$326,733        | \$0        | \$336,535        |
| Non-agency IT Staff           | \$0        | \$0              | \$0        | \$0              |
| Cloud Computing Service       | \$0        | \$0              | \$0        | \$0              |
| Other Application Costs       | \$0        | \$0              | \$0        | \$0              |
| <b>Total</b>                  | <b>\$0</b> | <b>\$573,062</b> | <b>\$0</b> | <b>\$589,023</b> |

## Proposed IT Investments

### Costs Year 1

### Costs Year 2

| Category                                 | GF         | NGF        | GF         | NGF        |
|--|------------|------------|------------|------------|
| Major IT Projects                        | \$0        | \$0        | \$0        | \$0        |
| Non-Major IT Projects                    | \$0        | \$0        | \$0        | \$0        |
| Agency-Level IT Projects                 | \$0        | \$200,000  | \$0        | \$155,000  |
| Major Stand Alone IT Procurements        | \$0        | \$0        | \$0        | \$0        |
| Non-Major Stand Alone IT Procurements    | \$0        | \$0        | \$0        | \$0        |
| Agency-Level Stand Alone IT Procurements | \$0        | \$0        | \$0        | \$0        |
| <b>Total</b>                             | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |

## Projected Total IT Budget

### Costs Year 1

### Costs Year 2

| Category                | GF         | NGF        | GF         | NGF        | Total Costs        |
|-------------------------|------------|------------|------------|------------|--------------------|
| Current IT Services     | \$0        | \$573,062  | \$0        | \$589,023  | \$1,162,085        |
| Proposed IT Investments | \$0        | \$0        | \$0        | \$0        | \$0                |
| <b>Total</b>            | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,162,085</b> |

# Report Title: Business Requirements For Technology

Agency: Department of Rail and Public Transportation  
(DRPT)

Date: 12/17/2014

| <b>BReT - Cardinal Enhancements</b>  |     |
|--|-----|
| <b>BRT Type:</b>   |     |
| <b>Date Submitted:</b>   |     |
| <b>FunctionalArea:</b>   |     |
| <b>Mandate:</b>  | Yes |
| <b>Mission Critical:</b>   | Yes |
| <b>Technology Trends:</b>  |     |
| <b>Description:</b>  |     |
| The current accounting system for the state (CARS) is being replaced by a new PeopleSoft system - Cardinal. Our current agency financial system (ICAPS) was constructed to interface with CARS. It must now be updated to interface with Cardinal. |     |

| <b>BReT - Windows 7</b>  |  |
|--|--|
| <b>BRT Type:</b>   |  |
| <b>Date Submitted:</b>   |  |
| <b>FunctionalArea:</b>   |  |
| <b>Mandate:</b>  |  |
| <b>Mission Critical:</b>   |  |
| <b>Technology Trends:</b>  |  |
| <b>Description:</b>  |  |
| DRPT completed our conversion to Windows 7 in 2013. The OR/I which references Windows XP is no longer valid. |  |

| <b>BRnT - Database Security</b>  |  |
|--|--|
| <b>BRT Type:</b>   |  |
| <b>Date Submitted:</b>   |  |
| <b>FunctionalArea:</b>   |  |
| <b>Mandate:</b>  |  |
| <b>Mission Critical:</b>   |  |
| <b>Technology Trends:</b>  |  |
| <b>Description:</b>  |  |
| Our primary database server is running an outdated version of SQL Server. Until such time as we are able to test all affected agency applications with a newer version of SQL Server, this one requires additional security. |  |

Report Title: Appendix A 14 - 16 Report

**Agency:** Department of Rail and Public Transportation  
(DRPT)

**Date:** 12/17/2014

**Agency Head Approval:**

No

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 Rail and Public Transportation  
(DRPT)

**Date:** 12/17/2014

**Agency Head Approval:**

No

There are no major procurements for this agency.

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There are no non-major procurements for this agency.