

# Agency IT Strategic Plan

Secretariat: Administration

Agency Code: 170

Agency: Council on Human Rights

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## Agency Profile & Strategic Direction

### Agency Mission Statement:

The mission of the Human Rights Council is to promote and preserve the human rights of all individuals in the Commonwealth by raising the awareness of human rights needs of the people and applying conflict resolution of complaints.

### Agency IT Vision Statement:

The Council's information technology vision is to utilize and capitalize on the technology available. Virginia is leading the charge in this very important endeavor with its primary focus on delivering products and great services to the citizens of the Commonwealth.

Total Employees: 3

Total IT Employees: 0

### Project Selection Criteria:

The Council on Human Rights is a small agency. Projects are introduced by staff and decided upon relevancy with the Director and Assistant Director. These projects must fill a critical need that would hinder the office's effectiveness and efficient without it. Further, depending on the need, assistance maybe required from the Support Agencies such as DGS and DIT.

### Business Case Development:

Business process performan and business problems are addressed by staff either verbally or in writing to Director and Assistant Director during our roundtable discussions or through our open door policy. The Director makes the final decision on any proposed solutions.

### Risk Assessment Methodologies:

Deadline dates are used to measure the success of or factors that may jeopardize the success of the project. A case tracking system is in place to determine case timelines. Preventive measures such as follow-up telephone calls and letters are used to prevent these factors from occurring.

### Prioritization Schema:

Projects are prioritize by whom or what entity sets the project and its deadline. Procurement prioritization is solely based on the agency's budget and critical needs assessment to meet the needs of the citizens of the Commonwealth.

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## Core Business Activities:

Core Business Activity Title	Core Business Activity Description	Core Business Activity Sub-Function Title	Core Business Activity Sub-Function Description
EXECUTIVE MANAGEMENT	Efforts to assist the Governor in statewide management of state activities.	Personnel Management Services	Efforts to provide personnel management services necessary for on-going operations of government.
EXECUTIVE MANAGEMENT	Efforts to assist the Governor in statewide management of state activities.	Executive Management	This program may be used with the prior written approval of the Department of Planning and Budget

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Key Customers Associated With Each Core Business Activity :

Core Business Activity Title	Core Business Activity Description	Core Business Activity Sub-Function Title	Core Business Activity Sub-Function Description
EXECUTIVE MANAGEMENT	Efforts to assist the Governor in statewide management of state activities.	Personnel Management Services	Efforts to provide personnel management services necessary for on-going operations of government.
Key Customers			
<p>General public and public interest groups.</p> <p>Localities that have a local human rights commission or desire to start one.</p> <p>People who live and work in Virginia and any involved in causes of action originating in Virginia.</p> <p>Respondents, though are not limited to, business community, employers, organizations and educational institutions whereby complaints are filed against the entity.</p> <p>State agencies associated with EEO, as well as, those that provide a service to this agency.</p> <p>The Council has entered into a workshare agreement with the Federal Equal Employment Opportunity Commission.</p> <p>The General Assembly</p>			

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## Key Activities and Associated Outcomes:

<u>Key Activity</u>	<u>Associated Outcome</u>
Administration	Human Resource Management, Procurement, Fiscal and Recordkeeping to ensure deadlines are met.
Agency's Contract	Investigate the number of contracted cases from the federal government.
Appeal	Complainant can petition panel members to review the complaint for the decision to be upheld or overturned.
Conciliate	After a cause finding, this is the final settlement and closure phase to bring resolution to a case.
Federal Computer Data System	Maintain and update contract cases on the federal computer system and produce monthly and quarterly reports. Attend all required computer training.
Federal Investigation	Thorough information review to provide a cause or no cause determination for employers with 15 or more employees.
Intake	Complaints analyzed for prima facie to determine case acceptance or denial.
Investigate	Interview witnesses and prepare affidavits, analyze position statement to prepare rebuttal letter. Review information to provide a cause or no cause determination.
Mediate	Option to give both parties an opportunity to have a speedy resolution and settlement in a fair and impartial manner.
Public Hearing	Respondent's appeal opportunity for a cause decision to be overturned.

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## Major IT Projects

Approved for Preliminary Planning — The following project(s) scheduled for initiation in the 2004-2006 Budget Biennium is (are) approved for inclusion in your IT Strategic Plan. A project proposal must be submitted to the CIO before the project(s) will be considered for planning approval. Procurements in support of the project(s) are not approved for submission to the VITA Project Management Division (PMD) for execution until the project has been Approved for Planning by the CIO. For detailed instructions refer to the Interim Procedures for the Initiation and Approval of Major and Non-major Information Technology Projects.

<http://www.vita.virginia.gov/projects/cpm/cpmDocs/projectInitInterimProcs030903.doc>

There are no major projects approved for preliminary planning.

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Approved for Planning — The following project(s) scheduled for initiation in the 2004-2006 Budget Biennium is (are) approved for planning. This approval constitutes authorization to undertake the planning necessary to complete a detailed project proposal and project charter for consideration by the Secretariat Oversight Committee and the CIO. Projects "Approved for Planning" must be formally approved for development by the Commonwealth IT Investment Board prior to beginning Phase 3 of the project lifecycle (Project Planning) and execution as defined in the Commonwealth Project Management Guideline. Procurements in support of developing the detailed project proposal and charter are approved for submission to the VITA Project Management Division (PMD) for execution, in accordance with PMD procedures. For detailed instructions refer to the Interim Procedures for the Initiation and Approval of Major and Non-major Information Technology Projects.

<http://www.vita.virginia.gov/projects/cpm/cpmDocs/projectInitInterimProcs030903.doc>

There are no major projects approved for planning.

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Active Projects — The following project(s) are(is) scheduled to continue in the 2004-2006 Budget Biennium as an Active Project. All Active Projects must be tracked on the Commonwealth Information Technology Major Projects Dashboard and are subject to monthly review by the CIO. The CIO is authorized to assess progress of all Active Projects and recommend termination of a project to the Commonwealth IT Investment Board.

There are no major projects in the active projects category.

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Collaboration Opportunity — The following project(s) is (are) designated as a Collaboration Opportunity. Your agency should consult with the other agencies listed on the corresponding collaboration report and evaluate whether collaboration between agencies on these projects is feasible. The results of your collaboration efforts and evaluation should be reported when the project is presented to the Commonwealth IT Investment Board for "Development Approval".

There are no collaboration opportunity projects.

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## Major IT Procurements

Approved Major IT Procurements - The following major procurements are approved for submission to the VITA Project Management Division (PMD) for execution in accordance with PMD procedures.

There are no approved major procurements.

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Disapproved Major IT Procurements - The following major procurements are not approved for submission to the VITA Project Management Division (PMD). The agency should not take any action on the major procurements listed below.

There are no disapproved major procurements.

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## Non-major IT Projects

Approved for Planning— The following project(s) scheduled for initiation in the 2004-2006 Budget Biennium is (are) approved for planning. This approval constitutes authorization to undertake the planning necessary to complete a detailed project proposal and project charter for consideration by the CIO. Projects "Approved for Planning" must be formally approved for development by the CIO prior to beginning Phase 3 of the project lifecycle (Project Planning) and execution as defined in the Commonwealth Project Management Guideline. Procurements in support of developing the detailed project proposal and charter are approved for submission to the VITA Project Management Division (PMD) for execution, in accordance with PMD procedures. For detailed instructions refer to the Interim Procedures for the Initiation and Approval of Major and Non-major Information Technology Projects.

<http://www.vita.virginia.gov/projects/cpm/cpmDocs/projectInitInterimProcs030903.doc>

There are no non-major projects approved for planning.

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## Non-major IT Procurements

Approved Non-major IT Procurements - The following non-major procurements are approved for submission to the VITA Project Management Division (PMD) for execution in accordance with PMD procedures.

There are no approved non-major procurements.

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Disapproved Non-major IT Procurements - The following non-major procurements are not approved for submission to the VITA Project Management Division (PMD). The agency should not take any action on the major procurements listed below.

There are no disapproved non-major procurements.