

# Agency IT Strategic Plan

Secretariat: Finance

Agency Code: 122

Agency: Department of Planning & Budget

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## Agency Profile & Strategic Direction

### Agency Mission Statement:

We advise the Governor on how to wisely use public resources. We analyze, develop, and carry out fiscal, programmatic, and regulatory policies to benefit Virginians.

### Agency IT Vision Statement:

The Department of Planning and Budget's Information Technology unit shall fully support the goals and initiatives of the agency by: accepting responsibility for a secure, stable, and reliable computing environment; offering knowledgeable technical support to internal and external customers for products used and developed by the agency; managing the LAN, mainframe, and web resources in support of budget, performance measurement, and regulatory analyses; developing custom mainframe and web-based applications; taking the lead in monitoring technology enhancements to keep management apprised of cost effective, proven, and user-friendly technology.

Total Employees: 64

Total IT Employees: 4

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## Project Selection Criteria:

IT project proposals should contain a project overview, objectives, user impact, and funding requirements for submission to the Information and Administrative Service Associate Director (IASAD).

The IASAD reviews and evaluates proposals based on value to the agency and available funding. If projects have an agency or state impact, the IASAD will normally convene a study group to assess impact.

The IASAD will respond to requestors within a reasonable timeframe. Responses could include requests for more information, suggestions for alternatives, rejection, or acceptance. NOTE: All projects accepted by the IASAD must be presented to the Director for final approval.

The Director's review may require a formal presentation of proposed projects to gather more information to assist in the decision-making process.

## Business Case Development:

Elements for the business case development component of this strategic plan are found in the project selection criteria.

## Risk Assessment Methodologies:

Elements for the risk assessment methodologies component of this strategic plan are found in the project selection criteria.

## Prioritization Schema:

For the Department of Planning and Budget, IT projects normally do not exceed three or four projects over a biennium. Therefore, a detailed ranking system is not necessary to prioritize IT initiatives. All IT initiatives must be approved by the Director.

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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.	Executive Management	This program may be used with the prior written approval of the Department of Planning and Budget
EXECUTIVE MANAGEMENT	Efforts to assist the Governor in statewide management of state activities.	Planning, Budgeting, and Evaluation Services	Efforts to provide staff assistance and support to the Governor, the Secretaries, and other officials so that services are rendered in an effective and efficient manner.

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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.	Executive Management	This program may be used with the prior written approval of the Department of Planning and Budget
Key Customers			
General Assembly			
Governor			
EXECUTIVE MANAGEMENT	Efforts to assist the Governor in statewide management of state activities.	Planning, Budgeting, and Evaluation Services	Efforts to provide staff assistance and support to the Governor, the Secretaries, and other officials so that services are rendered in an effective and efficient manner.
Key Customers			
General Assembly			
Governor, Governor's Secretaries, and Governor's Policy Staff			
Public			
State Agencies			

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## Key Activities and Associated Outcomes:

<u>Key Activity</u>	<u>Associated Outcome</u>
Administrative Services	Provide administrative and logistical services in support of the state's planning, budgeting, and evaluation systems.
Budget Development and Execution Services	Conduct a statewide performance budgeting process directed at the formulation and execution of the Commonwealth's biennial budget and multi-year plans, and carry out a statewide regulatory review process directed at assessing the economic impact of proposed regulations on the Commonwealth.

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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.