

Agency IT Strategic Plan

Secretariat: Education

Agency Code: 239

Agency: Frontier Culture Museum of Virginia

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Agency Profile & Strategic Direction

Agency Mission Statement:

The mission of the Frontier Culture Museum is to increase public knowledge of the formation of a distinctive American folk culture from the synthesis of European, African and indigenous peoples. The museum uses historic structures, artifacts, and living history interpretation to represent how immigrants to America lived in their homelands, crossed the Atlantic, and traveled from coastal ports into the Shenandoah Valley. These travelers built farms along the early Western Frontier where they and their descendents formed a new American Culture.

Agency IT Vision Statement:

The IT vision of the museum is to plan funding for upgrades, this includes: hardware, software, cabling, etc. every three years to adequately keep up with the ever-changing needs of technology. A proposed new Visitor Center and Travel Information Center will be a 1/2 mile or so from the Administration area. This will require either a modem or fiber optic line to communicate to the LAN server located in the Administration building.

Total Employees: 38

Total IT Employees: 1

Project Selection Criteria:

The Museum's needs for projects is on a small scale. A specific project is less than \$50,000. The utilization of the Seat Management program has greatly improved our awareness of critical issues, and identifying the requirements to carry them out.

Business Case Development:

The Seat Management program has provided the museum basic solutions, alternative solutions, and constraints if any. An analysis is completed based on the resources at hand and the decision is made.

Risk Assessment Methodologies:

The museum relies on Seat Management to assess any risks in a particular project. We have been able to work it out with them. Also, Seat Management would provide a plan, and then provide a "worse-case" scenario that may jeopardize the success of any project. The decision to move forth is based on a "worse-case" scenario.

Prioritization Schema:

The museum may have one or two projects at one time. Prioritizing is fairly simple. Roles and responsibilities is placed on one IT person. There is more control with one person and eliminates conflicts. A time line is prepared and provided for by Seat Management or from one staff person in charge of the project.

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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
CULTURAL AND SCIENCE EDUCATION	Efforts to provide and promote opportunity for citizens to expand their knowledge, skills, and cultural awareness through science, art, music, drama, literature, dance, and other educational services.	Museum and Cultural Services	Efforts to promote education in and appreciation of the arts, science, and history.

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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
CULTURAL AND SCIENCE EDUCATION	Efforts to provide and promote opportunity for citizens to expand their knowledge, skills, and cultural awareness through science, art, music, drama, literature, dance, and other educational services.	Museum and Cultural Services	Efforts to promote education in and appreciation of the arts, science, and history.
Key Customers			
Residence of the Commonwealth Virginia K-12 Students and teachers			

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Key Activities and Associated Outcomes:

<u>Key Activity</u>	<u>Associated Outcome</u>

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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.

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.

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.

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.

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

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<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.

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.