

Agency IT Strategic Plan

Secretariat: Education

Agency Code: 148

Agency: Virginia Commission for the Arts

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Agency Profile & Strategic Direction

Agency Mission Statement:

The Virginia Commission for the Arts is mandated to support and stimulate excellence in all of the arts, in their full cultural and ethnic diversity, and to make the arts accessible to all Virginians.

Agency IT Vision Statement:

To make the arts more accessible to a wider public, through email and websites. To accomplish this the agency needs to maintain current hardware and software.

Total Employees: 6

Total IT Employees: 1

Project Selection Criteria:

The Executive Director and IT person will discuss all IT projects that need funding. The Executive Director will determine if a particular IT project is needed and if the agency can fund the project through a DPB budget submission or current administrative funds.

All projects are screened for relevancy by whether or not the agency can do its core business. When an IT project is proposed DIT and other outside consultants are used to insure technical soundness.

Business Case Development:

The IT person researches all alternatives, cost savings, and issues for all projects by using state and outside sources. The information is compiled and the options and solutions are presented to the Executive Director for all final decisions.

Risk Assessment Methodologies:

This agency's main IT need is to keep the basic computers and network system up and running. Because of the lack of funds the only preventive measures we have are backup systems and spare computers.

Prioritization Schema:

Projects are prioritized on what's needed for the agency to do it's core business and keep the current IT system up and running. All other projects are evaluated on their need and cost.

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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.	Financial Assistance for Cultural and Artistic Affairs	Efforts to provide financial assistance for promotion and expansion of cultural enrichment opportunities for citizens.
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.	Financial Assistance for Cultural and Artistic Affairs	Efforts to provide financial assistance for promotion and expansion of cultural enrichment opportunities for citizens.
<p>Key Customers</p> <ul style="list-style-type: none"> Artists Elementary and Secondary Teachers, K-12 Schools. Not-for-profit organizations that produce or present the arts 			
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.
<p>Key Customers</p> <ul style="list-style-type: none"> Artists Elementary and Secondary Teachers, K-12 Schools. Not-for-profit organizations that produce or present the arts 			

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Key Activities and Associated Outcomes:

<u>Key Activity</u>	<u>Associated Outcome</u>
Arts education activities that supplement the curriculum of elementary and secondary schools.	number of K-12 students participating in arts activities in elementary and secondary schools that supplement the arts education curriculum.
Financial incentives for private and local government support of the arts.	Amount of private and local government financial support for the arts.
Financial incentives to make the arts more widely available to all interested Virginians and visitors to the Commonwealth.	Number of arts events for the public that are funded by the Commission. Public attendance at arts events funded by the Commission.
Financial incentives to make the arts more widely available to all interested Virginians and visitors to the Commonwealth.	Number of arts events for the public that are funded by the Commission. Public attendance at arts events funded by the Commission.
Technical assistance to nonprofit arts organizations.	Effectively managed nonprofit arts organizations.

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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>

Project Formal Title	Planned Start Date	Planned Completion Date	Estimate At Completion
Replace the current computer network system.	07/01/2004	06/30/2005	\$50,000

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".

VITA Infrastructure Projects

Review all technology projects which include infrastructure acquisitions or upgrades with VITA Computer Services and Supply Chain Management staff to evaluate architecture requirements and collective procurements.

Replace the current computer network system.

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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.