

# Agency IT Strategic Plan

Secretariat: Commerce and Trade

Agency Code: 301

Agency: Department of Agriculture & Consumer Services

---

# Agency IT Strategic Plan

# Agency IT Strategic Plan

Secretariat: Commerce and Trade

Agency Code: 301

Agency: Department of Agriculture & Consumer Services

---

## Agency Profile & Strategic Direction

### Agency Mission Statement:

We promote the economic growth and development of Virginia agriculture, encourage environmental stewardship and provide consumer protection.

### Agency IT Vision Statement:

To increase agency services and productivity by providing maximum technology capabilities, web-enabled applications, re-engineered work processes to the agency in support of the agency mission.

Total Employees: 505

Total IT Employees: 17

### Project Selection Criteria:

Projects are proposed by program managers, after consultation with Information Systems Office staff, to their respective member of the Agency Strategic Management Team(SMT). The SMT member reviews the project for mission criticality, customer need, & importance to division/office activities. If warranted, the project is proposed to the Deputy Commissioner. Information Systems Office is consulted about technical soundness and availability of personnel to implement the project. The SMT determines if funds and personnel will be assigned to the project.

### Business Case Development:

Program-area personnel and IS personnel will jointly identify business processes to be automated, identify alternative methods and sources of accomplishing the processes, and perform cost/benefit analyses as appropriate. Resulting information will be provided to agency management for their decision.

### Risk Assessment Methodologies:

During Business Case Development, information gathered will include risks to achieving the requirements of the project, and alternatives which might be employed if the risk becomes imminent. Knowledge of risks and probable outcomes will be considered by agency management in their review and decision-making process.

### Prioritization Schema:

Factors considered in establishing priorities for projects include: executive or legislative mandate; requirement defined by another external entity(state auditor); mission-criticality of project; availability of funds; availability of personnel to implement; estimate of time requirement. First priority is given to executive orders or legislative mandates. Second priority is given to addressing audit points. Third priority is given to most critical business need.

# Agency IT Strategic Plan

Secretariat: Commerce and Trade

Agency Code: 301

Agency: Department of Agriculture & Consumer Services

Core Business Activities:

Core Business Activity Title	Core Business Activity Description	Core Business Activity Sub-Function Title	Core Business Activity Sub-Function Description
ECONOMIC DEVELOPMENT, PROMOTION, AND IMPROVEMENT	Efforts to develop, promote, and improve agriculture, commerce and industry, and their products.	Agricultural and Seafood Product Promotion and Development Services	Efforts to support research, education, publicity, and promotion on behalf of agricultural and seafood products originating in Virginia.
ECONOMIC DEVELOPMENT, PROMOTION, AND IMPROVEMENT	Efforts to develop, promote, and improve agriculture, commerce and industry, and their products.	Animal and Poultry Disease and Pest Control	Efforts to reduce livestock and poultry losses caused by insects and diseases.
ECONOMIC DEVELOPMENT, PROMOTION, AND IMPROVEMENT	Efforts to develop, promote, and improve agriculture, commerce and industry, and their products.	Commerce and Agricultural Markets Development and Improvement	Efforts to develop and further improve the scope, effectiveness, and efficiency of trade for Virginia.
ECONOMIC DEVELOPMENT, PROMOTION, AND IMPROVEMENT	Efforts to develop, promote, and improve agriculture, commerce and industry, and their products.	Plant Pest and Disease Control	Efforts to reduce economic losses on crops and plants, and to reduce public nuisances caused by plant diseases, insects, and other pests.
ECONOMIC DEVELOPMENT, PROMOTION, AND IMPROVEMENT	Efforts to develop, promote, and improve agriculture, commerce and industry, and their products.	Administrative and Support Services	Efforts to provide overall administrative and logistical support services.
STANDARDS OF LIVING	Efforts to maintain or enhance the economic independence and self-sufficiency of individuals and/ or families.	Nutritional Services	Efforts to promote better nutrition and improve the nutritional level of the diet of citizens through the distribution to quality food products.

# Agency IT Strategic Plan

Secretariat: Commerce and Trade

Agency Code: 301

Agency: Department of Agriculture & Consumer Services

CONSUMER AFFAIRS	Efforts to protect the individual consumer and business community from unfair economic practice and from suffering economic injuries caused by actions of another party, and to ensure that products and services meet established standards.	Consumer Affairs Clearinghouse Services	Efforts to handle consumer problems through education, processing complaints and regulating assigned industries to ensure that regulated businesses are properly registered and in compliance with statutory requirements.
CONSUMER AFFAIRS	Efforts to protect the individual consumer and business community from unfair economic practice and from suffering economic injuries caused by actions of another party, and to ensure that products and services meet established standards.	Regulation of Business Practices	Efforts to protect consumers in services and products received from business enterprises, and to prevent unfair business practices, including fraud and misrepresentation of goods and services offered for sale.
CONSUMER AFFAIRS	Efforts to protect the individual consumer and business community from unfair economic practice and from suffering economic injuries caused by actions of another party, and to ensure that products and services meet established standards.	Regulation of Food	Efforts to ensure that wholesome food is offered to consumers while fostering and encouraging the food industry.

# Agency IT Strategic Plan

Secretariat: Commerce and Trade

Agency Code: 301

Agency: Department of Agriculture & Consumer Services

---

CONSUMER AFFAIRS	Efforts to protect the individual consumer and business community from unfair economic practice and from suffering economic injuries caused by actions of another party, and to ensure that products and services meet established standards.	Regulation of Products	Efforts to foster and encourage healthy production and marketing operations and to ensure that certain standards of quality and performance of products are met.
------------------	---	------------------------	--

# Agency IT Strategic Plan

Secretariat: Commerce and Trade

Agency Code: 301

Agency: Department of Agriculture & Consumer Services

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
STANDARDS OF LIVING	Efforts to maintain or enhance the economic independence and self-sufficiency of individuals and/ or families.	Nutritional Services	Efforts to promote better nutrition and improve the nutritional level of the diet of citizens through the distribution to quality food products.
<p>Key Customers</p> <ul style="list-style-type: none"> <li>Agriculture Industry and Business</li> <li>Government Agencies (School systems and other institutions)</li> <li>Taxpayers and Consumers</li> </ul>			
ECONOMIC DEVELOPMENT, PROMOTION, AND IMPROVEMENT	Efforts to develop, promote, and improve agriculture, commerce and industry, and their products.	Agricultural and Seafood Product Promotion and Development Services	Efforts to support research, education, publicity, and promotion on behalf of agricultural and seafood products originating in Virginia.
<p>Key Customers</p> <ul style="list-style-type: none"> <li>Agriculture Industry and Business</li> <li>Media Groups</li> <li>Taxpayers; Consumers</li> </ul>			
ECONOMIC DEVELOPMENT, PROMOTION, AND IMPROVEMENT	Efforts to develop, promote, and improve agriculture, commerce and industry, and their products.	Animal and Poultry Disease and Pest Control	Efforts to reduce livestock and poultry losses caused by insects and diseases.
<p>Key Customers</p> <ul style="list-style-type: none"> <li>Agriculture Industry and Business</li> <li>Media Groups</li> <li>Special Interest Groups</li> <li>Taxpayers; Consumers</li> </ul>			
ECONOMIC DEVELOPMENT, PROMOTION, AND IMPROVEMENT	Efforts to develop, promote, and improve agriculture, commerce and industry, and their products.	Commerce and Agricultural Markets Development and Improvement	Efforts to develop and further improve the scope, effectiveness, and efficiency of trade for Virginia.

# Agency IT Strategic Plan

Secretariat: Commerce and Trade

Agency Code: 301

Agency: Department of Agriculture & Consumer Services

<p>Key Customers</p> <ul style="list-style-type: none"> <li>Government Agencies</li> <li>Agriculture Industry and Business</li> <li>Dairy Industry</li> <li>Media Groups</li> <li>Taxpayers; Consumers</li> </ul>			
<p>ECONOMIC DEVELOPMENT, PROMOTION, AND IMPROVEMENT</p>	<p>Efforts to develop, promote, and improve agriculture, commerce and industry, and their products.</p>	<p>Plant Pest and Disease Control</p>	<p>Efforts to reduce economic losses on crops and plants, and to reduce public nuisances caused by plant diseases, insects, and other pests.</p>
<p>Key Customers</p> <ul style="list-style-type: none"> <li>Agriculture Industry and Business (primarily Nursery Industry)</li> <li>Media Groups</li> <li>Taxpayers; Consumers</li> </ul>			
<p>ECONOMIC DEVELOPMENT, PROMOTION, AND IMPROVEMENT</p>	<p>Efforts to develop, promote, and improve agriculture, commerce and industry, and their products.</p>	<p>Administrative and Support Services</p>	<p>Efforts to provide overall administrative and logistical support services.</p>
<p>Key Customers</p> <ul style="list-style-type: none"> <li>Agriculture Industry and Business</li> <li>Governor, Secretary of Commerce and Trade, State Government Central Agencies</li> <li>Media Groups</li> <li>Special Interest Groups</li> <li>Taxpayers; Consumers</li> <li>U.S. Dept. of Agriculture</li> </ul>			

# Agency IT Strategic Plan

Secretariat: Commerce and Trade

Agency Code: 301

Agency: Department of Agriculture & Consumer Services

<p>CONSUMER AFFAIRS</p> <p>Efforts to protect the individual consumer and business community from unfair economic practice and from suffering economic injuries caused by actions of another party, and to ensure that products and services meet established standards.</p> <p>Key Customers</p> <ul style="list-style-type: none"> <li>Media Groups</li> <li>Special Interest Groups</li> <li>Taxpayers, Consumers</li> </ul>	<p>Consumer Affairs Clearinghouse Services</p>	<p>Efforts to handle consumer problems through education, processing complaints and regulating assigned industries to ensure that regulated businesses are properly registered and in compliance with statutory requirements.</p>
<p>CONSUMER AFFAIRS</p> <p>Efforts to protect the individual consumer and business community from unfair economic practice and from suffering economic injuries caused by actions of another party, and to ensure that products and services meet established standards.</p> <p>Key Customers</p> <ul style="list-style-type: none"> <li>Agriculture Industry and Business</li> <li>Special Interest Groups</li> <li>Taxpayers; Consumers</li> </ul>	<p>Regulation of Business Practices</p>	<p>Efforts to protect consumers in services and products received from business enterprises, and to prevent unfair business practices, including fraud and misrepresentation of goods and services offered for sale.</p>

# Agency IT Strategic Plan

Secretariat: Commerce and Trade

Agency Code: 301

Agency: Department of Agriculture & Consumer Services

<p>CONSUMER AFFAIRS</p> <p>Efforts to protect the individual consumer and business community from unfair economic practice and from suffering economic injuries caused by actions of another party, and to ensure that products and services meet established standards.</p> <p>Key Customers</p> <ul style="list-style-type: none"> <li>Government Agencies</li> <li>Media Groups</li> <li>Producers and Growers of All Crops, Livestock, and Poultry; Agribusiness Companies; Food Processors, Distributors, and Retailers; Dairy Industry</li> <li>Special Interest Groups</li> <li>Taxpayers; Consumers</li> </ul>	<p>Regulation of Food</p>	<p>Efforts to ensure that wholesome food is offered to consumers while fostering and encouraging the food industry.</p>
<p>CONSUMER AFFAIRS</p> <p>Efforts to protect the individual consumer and business community from unfair economic practice and from suffering economic injuries caused by actions of another party, and to ensure that products and services meet established standards.</p> <p>Key Customers</p> <ul style="list-style-type: none"> <li>Agriculture Industry and Business</li> <li>Media Groups</li> <li>Special Interest Groups</li> <li>Taxpayers; Consumers</li> <li>U.S. Government Agencies</li> </ul>	<p>Regulation of Products</p>	<p>Efforts to foster and encourage healthy production and marketing operations and to ensure that certain standards of quality and performance of products are met.</p>

# Agency IT Strategic Plan

Secretariat: Commerce and Trade

Agency Code: 301

Agency: Department of Agriculture & Consumer Services

---

## Key Activities and Associated Outcomes:

<u>Key Activity</u>	<u>Associated Outcome</u>
Agency Operations	<p>A Memorandum of Agreement is negotiated with VITA to continue IT services provided to the agency.</p> <p>Agency divisions are provided a means to effectively manage revenues and accounts receivable.</p> <p>Agency facilities are maintained and protected at acceptable standards and operational down-time is non-existent.</p> <p>Agency resources and services are allocated based on an Agency strategic planning process and plan that meets customer needs.</p> <p>Agency resources are managed to minimize impact of budget reductions on customer services.</p> <p>All agency employees have access to all information technology network services.</p> <p>All internal control weaknesses identified by the Auditor of Public Accounts are adequately addressed or eliminated.</p> <p>An effective Business Resumption Plan is available for a potential crisis.</p> <p>Cost of compliance with regulations by regulated parties is minimized; protection to consumers and buyers/sellers in the marketplace is maximized.</p> <p>Effective protection for the environment, consumers and buyers/sellers in the marketplace that meets the requirements of state law and the needs of the Commonwealth's citizens as identified in state law.</p> <p>Ensures that the agency has the human resources to deliver required services to its customers in a timely quality manner.</p> <p>Expenditure targets are established and met as required by the Secretary of Finance.</p>

# Agency IT Strategic Plan

Secretariat: Commerce and Trade

Agency Code: 301

Agency: Department of Agriculture & Consumer Services

<p>Agency Operations</p>	<p>Improvements in the management of agricultural activities in the Commonwealth through the Agricultural Stewardship compliant process and reduced on-farm erosion and improved water quality in areas where founded complaints are addressed through conservation plans.</p> <p>Information technology applications are being re-engineered to provide e-government capabilities in accordance with the governor's directive.</p> <p>Information technology is effectively integrated into business operations.</p> <p>Poultry growers impacted by low pathogenic Avian Influenza will receive Virginia indemnity.</p> <p>Small, Women and Minority suppliers are aware of procurement opportunities.</p> <p>Standards for eVA purchases established by the Secretary of Administration are achieved by VDACS.</p> <p>The requirements of the Prompt Pay Law are met for benefit of the vendors with whom the agency does business.</p>
<p>Agribusiness Development Services</p>	<p>Creation, expansion and retention of agribusiness in Virginia</p> <p>Increased capital investment and increased employment in the agriculture sector</p> <p>New jobs created and existing jobs retained in the agribusiness sector</p> <p>Preservation of farm and forest lands</p>
<p>Animal Industry Veterinary Services and Diagnostic Laboratory Services</p>	<p>Animal disease threats will be diagnosed earlier.</p> <p>Animal laws and regulations are interpreted and applied uniformly throughout the industry.</p> <p>Compliance with animal welfare laws will improve.</p> <p>Enhance export opportunities for agricultural producers and food processors by maintaining a disease free status.</p> <p>Homeland security activities prepare Virginia's producers and VDACS for any bioterrorism threats.</p>

# Agency IT Strategic Plan

Secretariat: Commerce and Trade

Agency Code: 301

Agency: Department of Agriculture & Consumer Services

<p>Consumer Affairs Services</p>	<p>Implementation of civil penalty system for animal pounds and shelters.</p> <p>Loss to agricultural producers from animal disease will be reduced.</p> <p>Producers are able to access reasonably priced laboratory diagnostic services in order to quickly protect their herds and flocks.</p> <p>Consumers are ensured that businesses comply with applicable laws and regulations.</p> <p>Consumers victimized by fraudulent, deceptive or illegal practices will be compensated through partial or complete recovery of funds, or other equitable consumer restitution.</p> <p>Consumers will benefit from responsive and timely customer service.</p> <p>In many instances, consumers and businesses will be able to reach a "win-win" resolution of disputes in a timely manner through alternative dispute resolution (ADR) at little or no cost.</p> <p>Informed consumers will have a better understanding of the basic laws affecting consumer transactions and available options to seek resolution of consumer complaints, and will be better equipped to avoid becoming victims of future fraudulent business practices.</p>
<p>Food Safety and Inspection Services</p>	<p>A safe and wholesome food supply is maintained.</p> <p>Consumers and food retailers and processors are made aware of food security and bioterrorism issues.</p> <p>Consumers are informed concerning matters of food safety.</p> <p>Consumers are protected against potential terrorist attacks that target the food supply.</p> <p>Food laws and regulations are interpreted and applied uniformly throughout the industry.</p> <p>Food products Virginians purchase at retail establishments are accurately labeled.</p>

# Agency IT Strategic Plan

Secretariat: Commerce and Trade

Agency Code: 301

Agency: Department of Agriculture & Consumer Services

<p>Marketing and Promotion of Agricultural/Forestry Products and Commodity Grading and Certification, Commodity Boards and Food Distribution</p>	<p>Communication of market trends (products, buying patterns) to producers to refine their marketing strategies</p> <p>Communication of market trends to producers to improve their competitiveness</p> <p>Consolidation of Virginia products for sale to wholesale markets</p> <p>Cost of meals served at schools and other institutions is lowered.</p> <p>Development of outside funding resources to expand or enhance marketing opportunities</p> <p>Development of sales leads and potential buyers</p> <p>Enhanced commodity specific marketing initiatives</p> <p>Enhanced market presence and competitiveness for direct marketers</p> <p>Enhanced public awareness of and recognition for Virginia agricultural, food and forestry producers</p> <p>Enhanced public awareness of and recognition for Virginia agricultural, food and forestry products</p> <p>Expanded multi-commodity marketing programs through combined resources</p> <p>Improved marketability of Virginia products</p> <p>Increase profitability for Virginia producers</p> <p>Increased awareness of and participation in grant programs by Virginia producers</p> <p>Increased consumer awareness of high quality, fresh, wholesome, safe and competitively priced Virginia products</p> <p>Increased market share for Virginia producers</p>
--	--

# Agency IT Strategic Plan

Secretariat: Commerce and Trade

Agency Code: 301

Agency: Department of Agriculture & Consumer Services

<p>Marketing and Promotion of Agricultural/Forestry Products and Commodity Grading and Certification, Commodity Boards and Food Distribution</p>	<p>Increased profitability for enterprises through the utilization of risk management tools and strategies</p> <p>Increased profitability for Virginia producers</p> <p>Increased sales of Virginia agricultural/forestry products</p> <p>Increased sales of Virginia agricultural/forestry products.</p> <p>Involvement at state, national and international level with policy decisions for improved marketing conditions for Virginia producers</p> <p>Producers trained for future competitiveness</p> <p>Sales of Virginia products to schools and institutions are increased.</p>
<p>Milk Commission</p>	<p>Assures the industry that the supply of milk is equitably priced.</p> <p>Virginians will have a constant, available, and reasonably priced supply of milk.</p>
<p>Pesticide Certification and Regulation Services</p>	<p>Agricultural producers and citizens will be assured that pesticides sold for use in Virginia have been approved and properly registered by the U.S. EPA and the Commonwealth of Virginia.</p> <p>Citizens who utilize educational facilities, day care centers, health care facilities and recreational areas greater than 5 acres will be assured that pest control operators who apply pesticides in these facilities have had the minimum level of training that qualifies them for certification.</p> <p>Citizens will be assured that companies that apply pesticides commercially in and around residences, schools, restaurants, and other public facilities will have met the minimum qualifications to be licensed by the Commonwealth.</p>

# Agency IT Strategic Plan

Secretariat: Commerce and Trade

Agency Code: 301

Agency: Department of Agriculture & Consumer Services

<p>Pesticide Certification and Regulation Services</p>	<p>Citizens will be assured that pest control operators who apply pesticides commercially in Virginia will have satisfied the minimum requirements for certification.</p> <p>Commercial applicators not-for-hire will benefit from compliance assistance efforts that will promote voluntary compliance with certification regulations.</p> <p>Firms that apply pesticides commercially will comply with the legislative and regulatory business license requirements and carry the required amount of liability insurance.</p> <p>Pest control operators who apply pesticides commercially will comply with the legislative and regulatory certification requirements.</p> <p>The health and welfare of Virginia's citizens and the preservation of Virginia's environment will be protected by the prompt investigation of complaints of pesticide misuse.</p> <p>Unwanted pesticide products are removed from the environment.</p>
<p>Plant Pest and Disease Control Services and Gypsy Moth Suppression Services</p>	<p>Enhance the environment and economic activity by monitoring and restricting the harvesting and sales of ginseng as required by federal law.</p> <p>Enhance the environment by retaining threatened and endangered plants and insects.</p> <p>Enhance the value of agriculture and nursery products by controlling plant pests and disease.</p> <p>Ensure that Virginia agriculture and nursery products can be exported both domestically and internationally by maintaining disease and pest monitoring programs and diagnosis of such problems during inspections.</p> <p>Increase the value of fruit and vegetable production by assisting the bee keeping industry</p> <p>Maintain the value and beauty of trees by controlling gypsy moth damage.</p>

# Agency IT Strategic Plan

Secretariat: Commerce and Trade

Agency Code: 301

Agency: Department of Agriculture & Consumer Services

Weights and Measures, Motor Fuel and  
Agriculturally Related Products  
Regulation

Agricultural producers and citizens will be assured that seeds sold in Virginia conform to label specifications and meet established minimum standards.

Agricultural producers and consumers will be assured that animal remedies, fertilizers and liming materials sold in Virginia, when used according to label directions, will not adversely impact human health, crops or animals raised on the farm.

Agricultural producers will be ensured that animal remedies, fertilizer and liming materials sold in Virginia conform to all applicable labeling requirements.

Compliance with motor fuel laws and regulations by businesses will protect Virginia consumers.

Consumers victimized by fraudulent, deceptive or illegal practices will be compensated through partial or complete recovery of funds, or other equitable consumer restitution.

Informed consumers will have a better understanding of the basic laws affecting consumer transactions and available options to seek resolution of consumer complaints, and will be better equipped to avoid becoming victims of future fraudulent business practices.

The promotion of equitable market conditions will establish a "level playing field" and foster fair competition among regulated entities.

Virginia businesses will benefit from increased opportunities for intrastate, interstate, and international trade, as a result of the implementation of quality measure practices and direct traceability to national standards that are accepted in international trade.

Virginia will be assured that prohibited or restricted noxious weeds will not be introduced into the Commonwealth via contaminated seeds.

# Agency IT Strategic Plan

Secretariat: Commerce and Trade

Agency Code: 301

Agency: Department of Agriculture & Consumer Services

---

## 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
Reengineering/Conversion of Legacy Applications	07/01/2004	06/30/2006	\$800,000

---

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.

Reengineering/Conversion of Legacy Applications

### Web-Enablement

---

Incorporate the Web standards developed by VIPNet into all projects which have customer facing components of Web-enablement. Where possible, combine the customer facing components of various projects together and request a proposal from VIPNet for the enablement services.

Reengineering/Conversion of Legacy Applications

# Agency IT Strategic Plan

Secretariat: Commerce and Trade

Agency Code: 301

Agency: Department of Agriculture & Consumer Services

---

## 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.

# Agency IT Strategic Plan

Secretariat: Commerce and Trade

Agency Code: 301

Agency: Department of Agriculture & Consumer Services

---

## 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>

Project Formal Title	Planned Start Date	Planned Completion Date	Estimate At Completion
Food Safety Database	07/01/2004	06/30/2006	\$150,000.00

# Agency IT Strategic Plan

Secretariat: Commerce and Trade

Agency Code: 301

Agency: Department of Agriculture & Consumer Services

---

## 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.

Procurement Description	Planned Procurement Delivery Date	Estimated Procurement Cost
Procurement of a network infrastructure upgrade, to include conversion from Token Ring to Ethernet, increased bandwidth at backbone, an agency firewall, and associated hardware for field offices.	01/01/2006	\$75,000
Procurement of a SAN or NAS enterprise-wide storage system for use on all networkX systems. Includes appropriate backup system for the selected storage environment.	06/30/2005	\$75,000

---

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.