Report Title: IT Strategic Plan Summary

Agency: 148 Virginia Commission for the Arts   **Date:**   4/18/2017

Current Operational IT Investments

In this section, describe the high-level strategy the agency will use to manage existing operational IT investments over the next year to 5 years. This section should align with identified Business Requirements for Existing Technology (BReTs). At minimum, please address the following questions in your description of your agencys strategy for managing existing operational IT investments:

Are there existing IT investments that will require additional funding over the next year to 5 years, such as license renewals, re-competition of current IT contracts, or system enhancements required by the Agency Strategic Plan?

If there are systems that will no longer support the agencys business needs, either through poor performance or excessive cost, how does IT leadership in the agency plan to address the issues?

If the agency does not have the staff or funding to meet increasing demand for IT services, how will IT leadership fulfill the requests?

Current IT: The Commission currently has six Hewlett Packard Compaq desktops, two Hewlett Packard laptops and one Hewlett Packard server. The server is to be upgraded by the end of the 2015 fiscal year. Background: The Commission for the Arts works with a wide range of constituents - nonprofit arts organizations, K-12 school administrators, college staff and faculty, individual artists, and tourism promotion officials. The nonprofit arts organizations with which the agency works range from those with no professional staff or office to sophisticated and well funded small businesses. There is a great deal of staff and volunteer turnover among the leadership of these organizations. The agency must, therefore, be prepared to communicate and provide services to organizations and
individuals with limited technology capability.
The agency publications, guidelines for grant programs, and other information are available on the agency web site; and use of the web site is steadily increasing. The agency staff can communicate with a significant portion of constituents through email. Clients interested in applying for grants from the Commission can download application forms from the web site or get information on the artists listed on three different agency rosters. Artists on the three rosters have reported contacts from potential sponsors in other states who have located them through the Commission web site. The agency staff is working to increase the range and quality of content on the agency web site.
• Vision: The Commission for the Arts envisions a future in which its customers can use a web-based system to fill out
grant applications on line in a secure and user-friendly environment which provides them with support and guidance as
they navigate through the process. Data collected from such an on-line system could be transferred into the agencys
grants management information system, eliminating the need for agency staff to key this information in directly.The
data could also be exported into other applications, such as the Virginia Tourism website, which could help arts
organizations increase earned revenue as well as being a useful source of information for residents and for Virginia
travelers.
The Secretary of Technology and the Council on Technology Services have identified Collaboration and Cooperative
Systems Development as an important Enterprise Business Strategy for the Commonwealth of Virginia. The development of such electronic grants management software is a need shared by many other arts agencies, some of
which are working on developing these systems. As a member of the National Assembly of State Arts Agencies, the
Virginia Commission for the Arts has access to information about the progress of these developments, one of which

may result in a software product which could be adopted by the agency to fit its business needs. Through collaboration
and cooperation with other state arts agencies, the Commission for the Arts can reduce the costs associated with
acquiring such a system.

<u>**Factors Impacting the Current IT**</u>

In this section, the agency will describe the changes in their business environment that will require or mandate changes to the agencys current IT investments. These are requirements and mandates from external sources, such as other agencies or business partners, the agencys customer base, product and service providers, or new federal or state legislation or regulations. The agency must identify the business value of the change, any important deadlines that must be met, and the consequences if the deadlines are not met. In your discussion, be sure to note whether the proposed enhancements are funded or not. If the agencys existing current IT investments will not need enhancement due to requirements or mandates from external sources in the foreseeable future, the agency should enter the following text rather than leave the Factors Impacting the Current IT section blank

For each mandated change, summarize your agencys response from your Agency Strategic Plan, and is it the opinion of agency IT leadership that the IT portion of the response is adequately funded?

Do the mandated changes effect IT in other Commonwealth agencies, or in other states? If so, how?

Accessibility to the Arts: Making the arts accessible to a wider public is the first priority of this agency. The Commission for the Arts gives grants for a wide range of various arts activities in all parts of the state in order to make the arts more accessible. The agency gives grants to arts organizations for web design and computer hardware and software.

The agency staff encourages arts organizations to market their programs on the Internet through their own web sites and the state tourism web site, as well as linking these web sites to the agency site and to the state portal maintained by VIPnet. The agency tracks the number of Virginia arts organizations with a current presence on the Internet. The agency does not track the impact of Internet marketing on the individual organizations.

• Arts Education: The Commission has a variety of programs that enrich the work of teachers in the public schools: artist residencies, the educational programs of nonprofit arts organizations around the state, and touring performers that go
into schools.

The agency communicates primarily with its arts education clients through email and the website. These strategies can be funded from the agency base budget. The agency measures success by the number of school divisions with expanded arts education programs.

• Database: The agency has a significant investment of training and experience in its Access-based database software which drives the agencys grants information management system. This software has been running fine on Windows 7 work stations, but the program is starting to have problems. This issue mandates the migration of the agencys database applications and records to a more modern and flexible system. The agency has no full-time IT staff, and this project will require extensive IT planning and support which is beyond the expertise of current staff.

• Base Budget: VITA has a fixed rate structure that requires substantial financial resources a bove and beyond what is currently in the agencys annual operating budget for IT. VITAs service plan would ensure that the agency has up to date hardware and operating software, but would not address the challenge of migrating the agencys grants information management system and records to a new software platform. It will not be possible to accomplish this objective within the agencys base budget.

Please address the following:

IT INFRASTRUCTURE TRANSITION - VCA is a small agency with no IT resources and will need

assistance with IT infrastructure transition.

SECURITY SHARED SERVICES - VCA intends to engage VITA shared security services to address the Commonwealth security requirements.

CLOUD APPLICATION HOSTING - VCA is planning to transition two major applications to cloud based solutions.

INTERNET UTILIZATION - VCA expects an increase in internet utilization when the cloud based applications are in production.

Proposed IT Solutions

In this section, describe the high-level strategy the agency will use to initiate new IT investments over the next year to 5 years in support of the agency strategic objectives documented in your Agency Strategic Plan. The agency does not need to consider specific technologies at this time, however, the strategy should identify how the IT implementation will provide business value to the organization. This section should align with identified Business Requirements for New Technology (BRnTs). At minimum, please address the following questions in your description of your agencys strategy for initiating new IT investments:

What are the most important solutions, based on the priority assigned to the requirements by the business sponsors in your agency, and what is the approach to achieving these priority solutions?

If any new IT initiatives will be started in the upcoming budget biennium, is it the opinion of agency IT leadership that it is adequately funded?

Does the agencys current IT staff have the appropriate skill set needed to support future agency technologies? If not, what skill sets need to be acquired?

If the agency will be engaged in multiple new IT initiatives, how will agency IT staff and agency subject matter experts be used across the initiatives?

The Virginia Commission for the Arts does not expect any current changes with its current IT.

Report Title: Strategic Plan

Agency: Virginia Commission for the Arts   **Date:** 4/18/2017

Current IT Services

Category	Costs Year 1		Costs Year 2	
	GF	NGF	GF	NGF
Projected Service Fees	$27,361	$240	$27,896	$244
VITA Infrastructure Changes	$0	$0	$0	$0
Estimated VITA Infrastructure	$27,361	$240	$27,896	$244
Specialized Infrastructure	$0	$0	$0	$0
Agency IT Staff	$0	$0	$0	$0
Non-agency IT Staff	$0	$0	$0	$0
Cloud Computing Service	$0	$0	$0	$0
Other Application Costs	$0	$0	$0	$0
Total	$27,361	$240	$27,896	$244

Proposed IT Investments

Category	Costs Year 1		Costs Year 2	
	GF	NGF	GF	NGF
Major IT Projects	$0	$0	$0	$0
Non-Major IT Projects	$0	$0	$0	$0
Agency-Level IT Projects	$0	$0	$0	$0
Major Stand Alone IT Procurements	$0	$0	$0	$0
Non-Major Stand Alone IT Procurements	$0	$0	$0	$0
Agency-Level Stand Alone IT Procurements	$0	$0	$0	$0
Procurement Adjustment for Staffing	$0	$0	$0	$0
Total	$0	$0	$0	$0

Projected Total IT Budget

Category	Costs Year 1		Costs Year 2		
	GF	NGF	GF	NGF	Total Costs
Current IT Services	$27,361	$240	$27,896	$244	$55,743
Proposed IT Investments	$0	$0	$0	$0	$0
Total	$27,361	$240	$27,896	$244	$55,743

Report Title: Business Requirements For Technology

Agency:	Virginia Commission for the Arts (VCA)	**Date:**	4/18/2017

BReT 2005 SQL

BRT Type:	Business Requirement for Existing Technology
Date Submitted:	2/20/2015
Mandate:	No
Mission Critical:	No
Description:	

To address the ORI

BReT Commonwealth Audit Compliance

BRT Type:	Business Requirement for Existing Technology
Date Submitted:	11/10/2016
Mandate:	No
Mission Critical:	
Description:	

Virginia Commission for the Arts plans to address the Commonwealth's audit requirements.

BReT Commonwealth Risk Compliance

BRT Type:	Business Requirement for Existing Technology
Date Submitted:	11/10/2016
Mandate:	No
Mission Critical:	
Description:	

Virginia Commission for the Arts plans to address Commonwealth risk compliance.

BReT for Server 2003

BRT Type:	Business Requirement for Existing Technology
Date Submitted:	
Mandate:	No
Mission Critical:	
Description:	

This BReT addresses the ORI

BReT Online Grants Management System

BRT Type:	Business Requirement for New Technology
Date Submitted:	4/2/2015
Mandate:	
Mission Critical:	
Description:	

The VCA would like to move forward by investing and maintaining an online grants management system. This would be both beneficial to our grantees and staff.

BReT VCA COV IT Infrastructure Transition

BRT Type:	Business Requirement for Existing Technology
Date Submitted:	9/23/2016
Mandate:	No
Mission Critical:	
Description:	

The Commonwealth is transitioning to a multi-supplier model for IT Infrastructure. This BRT outlines the infrastructure an agency will need to plan and test in support of the transition.
Messaging BReT:
VITA is initiating disentanglement from NG messaging services in 2016. Messaging Services for email, enterprise collaboration services, and mobile device management are required for 6 users in our agency. We also have <insert number of applications with hooks into messaging> applications that have hooks into messaging services which will need to be tested. Workplace Collaboration Services (VITA provided SharePoint) Virginia Commissions for the Arts <uses/does not use> WCS SharePoint. We have <insert number of applications provided via AirWatch> applications serviced via AirWatch which will need remediation.

Server/storage (including housing of equipment) BReT:
VITA is initiating disentanglement from NG servers and storage. Virginia Commissions for the Arts has 1 physical server on site which will need to be migrated and tested during this transition. 2 applications will be affected by this move and will need to be tested.

Authentication/directory services BReT:
Virginia Commissions for the Arts has 2 applications which will need to be migrated and tested during the authentication/directory services transition.
End user computing BReT :
Virginia Commissions for the Arts has 5 desktops and 2 network printers which will need to be migrated.

Data networks BReT :
Virginia Commissions for the Arts 1 network that are not mpls which will need to be migrated.

Cloud Computing BReT:
Virginia Commissions for the Arts is investigating moving 2 applications to a Cloud services vendor. The business reason for the move is to <reduce costs; increase efficiencies; reduce IT agency footprint; etc.>. Applications <are/are not> cloud ready. Agency will need to bring in outside consulting to assess what needsto be done tothe applications and supporting infrastructure in order to become cloud ready.

Security Services BReT:
To meet Commonwealth Security requirements, Virginia Commissions for the Arts will engage VITA's Shared Security Service.

Internet Usage BReT:
Virginia Commission for the Arts projects that internet usage will increase due to the migration of new cloud applications.

Report Title: Appendix A 16 - 18 Report

Agency: Virginia Commission for the Arts (VCA)

Date: 4/18/2017

Agency Head Approval:

No

There are no Category 1, 2, or 3 IT Projects and no Budget Category: Major IT Projects for this agency.

Report Title: Appendix A 16 - 18 Report

Agency: Virginia Commission for the Arts (VCA)

Agency Head Approval:

Date: 4/18/2017

No

There are no major procurements for this agency.