

# Report Title: IT Strategic Plan Summary

Agency: 942 Virginia Museum of Natural History

Date: 6/7/2018

## 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 agency's 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 agency's 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?***

The Virginia Museum of Natural History, located in Martinsville, hereinafter referred to as the "Museum," was created in 1985 and became a state agency in 1988. The Museum is an 87,000 SF facility located in Southwest Virginia, and is responsible for preserving and protecting Virginia's natural history. The Museum houses more than 10 million specimens and artifacts. With no institution serving as a centralized repository for the Commonwealth's natural history collections, the Museum was built to fill a gap in service to document our culture and natural heritage. To date, the Museum remains the state's only collections-based science institution, and excels in collections-based research, inquiry based science education, science teacher professional development, and exhibit experiences rich with the actual specimens and artifacts documenting the natural and cultural heritage of Virginia. By way of its Distance Learning Adventure Classroom, the Museum uses information technology to provide significant SOL-based experiences for children, professional development, and educational training for numerous teachers across the Commonwealth. The Museum's scientists have assembled more than 10 million inventoried specimens and artifacts and contribute regularly to the published literature of biology, geology, paleontology, and archaeology. Information technology is used to make all biology, geology, paleontology, and archaeology collections available in an in-house ReDiscovery database. This database requires yearly license and support fees that are currently unfunded. The base of the software, FoxPro, will no longer be supported by Microsoft. For this reason, the collections database, ReDiscovery, will need to be upgraded to the latest version known as Proficio.

One of the Museum's duties is to coordinate an efficient network in Virginia where researchers and the public can readily use the natural history material of the Museum, its affiliates, Virginia's institutions of higher education and other museums. During the course of their work, scientists grow the museum's collections that act as a library of the natural heritage of Virginia. They support the work of researchers world-wide who benefit from the accumulation and centralization of these collections. Each scientist also has active blogs.

The Museum also uses information technology to support fund-raising for the Museum. It uses an online database to search for topics relative to grant funding. This is very important to the Museum for supplementing operating funds. The Museum also uses an active membership database, The Raisers Edge by Blackbaud, resulting in increased membership retention and increased levels of membership. This database also requires a yearly license fee that is currently not funded.

The Museum uses information technology in other areas such as, a Visix electronic bulletin board in the lobby that is used to view announcements of events, emergency notifications, video news feeds, and weather. This system is outdated and requires a maintenance contract that has not been funded. Therefore, we can not keep it updated.

The Museum also uses an internet provider to provide two networks; one provides our Commonwealth of Virginia ERCS (Enterprise Remote Connectivity Service) network while the other supplies internet

access for two way video communication for distance learning, for interactive exhibits, for the education rooms and lecture halls as well as for the public during their visits. The HVAC system utilizes the public network for monitoring and adjusting the system remotely.

### **Factors Impacting the Current IT**

***In this section, the agency will describe the changes in their business environment that will require or mandate changes to the agency's current IT investments. These are requirements and mandates from external sources, such as other agencies or business partners, the agency's 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 agency's 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 agency's 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?***

CLOUD APPLICATION HOSTING: VMNH currently is using a virtual server for all of our applications. Museum is considering the Foundation's Blackbaud cloud based software with the vendors of the software which will add extra fees. The museum is adding the web module for Proficio with its introduction and will be utilizing Microsofts Cloud services to be hosted with ReDiscovery Software. This addition will add an additional fee and a one time setup.

IT INFRASTRUCTURE TRANSITION: VMNH is in the process of upgrading our database: ReDiscovery to Proficio. Currently using the virtual server has a lot of lag time to do any filters, so a possible use of the Citrix client may be used to fix this problem. To access our virtual server we utilize an ERCS network with a static IP that might be impacted by any changes applied within the CESC network

### **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 agency's 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 agency's 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?***

With the introduction of Proficio, a web module will be added which will allow the general public access

to a partial, read-only version of the museum's collection.  
Decision package submitted asking for half salary of IT staff.

# Report Title: Strategic Plan

Agency: Virginia Museum of Natural History

Date: 6/7/2018

## Current IT Services

Category	Costs Year 1		Costs Year 2	
	GF	NGF	GF	NGF
Projected Service Fees	\$116,403	\$7,114	\$119,895	\$7,328
VITA Infrastructure Changes	\$0	\$0	\$0	\$0
Estimated VITA Infrastructure	\$116,403	\$7,114	\$119,895	\$7,328
Specialized Infrastructure	\$2,000	\$0	\$2,000	\$0
Agency IT Staff	\$54,000	\$0	\$54,000	\$0
Non-agency IT Staff	\$0	\$0	\$0	\$0
Cloud Computing Service	\$0	\$0	\$0	\$0
Other Application Costs	\$16,390	\$0	\$16,390	\$0
<b>Total</b>	<b>\$188,793</b>	<b>\$7,114</b>	<b>\$192,285</b>	<b>\$7,328</b>

## 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
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Projected Total IT Budget

Category	Costs Year 1		Costs Year 2		Total Costs
	GF	NGF	GF	NGF	
Current IT Services	\$188,793	\$7,114	\$192,285	\$7,328	\$395,521
Proposed IT Investments	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$188,793</b>	<b>\$7,114</b>	<b>\$192,285</b>	<b>\$7,328</b>	<b>\$395,521</b>



**Report Title: Business Requirements For Technology****Agency:** Virginia Museum of Natural History (VMNH)**Date:** 6/7/2018**BReT VMNH Authentication Services****BRT Type:** Business Requirement for Existing Technology**Date Submitted:** 9/13/2016**Mandate:** No**Mission Critical:****Description:**

VMNH has 1 application which will need to be migrated and tested during the authentication/directory services transition. Number of users is 50.

**BReT VMNH Data Networks****BRT Type:** Business Requirement for Existing Technology**Date Submitted:** 9/13/2016**Mandate:** No**Mission Critical:****Description:**

VMNH has 1 network that is not mpls which will need to be migrated. We currently utilize Comcast for an ERCS network.

**BReT VMNH End User Computing****BRT Type:** Business Requirement for Existing Technology**Date Submitted:** 9/13/2016**Mandate:** No**Mission Critical:****Description:**

VMNH has 42 desktops and 5 laptops and 1 networked copier which will need to be migrated.

**BReT VMNH Messaging****BRT Type:** Business Requirement for New Technology**Date Submitted:** 9/13/2016**Mandate:** No**Mission Critical:****Description:**

VITA is initiating disentanglement from NG messaging services in 2016. Messaging Services is required for email for 50 users in our agency

**BReT VMNH Servers and Storage**

**BRT Type:** Business Requirement for New Technology

**Date Submitted:** 9/13/2016

**Mandate:** No

**Mission Critical:**

**Description:**

VITA is initiating disentanglement from NG servers and storage. VMNH has 1 Virtual servers which will need to be migrated and tested during this transition. 2 Database applications with one using a Citrix client and numerous shared folders with security group permissions will be affected by this move and will need to be tested. Currently there is VPN and Remote Desktop Access for the AITR that will also need to be tested.

**Broadband Internet for ERCS BReT**

**BRT Type:** Business Requirement for Existing Technology

**Date Submitted:** 10/17/2014

**Mandate:** No

**Mission Critical:** Yes

**Description:**

Monthly fee to ISP for broadband internet service for the Commonwealth of Virginia's ERCS network at \$144.85

**Compliance with Commonwealth Security BReT**

**BRT Type:** Business Requirement for Existing Technology

**Date Submitted:** 10/16/2014

**Mandate:** Yes

**Mission Critical:** No

**Description:**

VMNH is in the process of signing two MOUs for auditing external sensitive systems.

**ReDiscovery Upgrade BReT**

**BRT Type:** Business Requirement for Existing Technology

**Date Submitted:** 9/19/2014

**Mandate:** Yes

<b>Mission Critical:</b>	Yes
<b>Description:</b>	
Update the application to the current version	
<b>Visix Electronic Bulletin Board BReT</b>	
<b>BRT Type:</b>	Business Requirement for Existing Technology
<b>Date Submitted:</b>	9/19/2014
<b>Mandate:</b>	No
<b>Mission Critical:</b>	No
<b>Description:</b>	
Update the existing outdated XP system to newer computers and software and maintenance agreement to keep it updated	

Report Title: Appendix A 16 - 18 Report

**Agency:** Virginia Museum of Natural History (VMNH)

**Date:** 6/7/2018

**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 Museum of Natural History (VMNH)

**Date:** 6/7/2018

**Agency Head Approval:**

No

There are no stand alone major procurements for this agency.