

# 2022 - 2024 IT Strategic Plan

**Agency:** 148 Virginia Commission for the Arts (VCA)

**Date:** 1/26/2023

## Current IT State

**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?**

Vision: The Commission for the Arts envisions a future in which its grantees and constituents continue to use our web-based system to fill out grant applications online in a secure and user-friendly environment, which provides them with support and guidance as they navigate through the process. Data collected from our online system functions as the agency's grants management information system, eliminating the need for agency staff to key this information indirectly. 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.

Current IT: The Commission currently has six desktops, five laptops and one server. The agency's server is currently located and managed at CESC (virtual). We currently utilize Webex or Google Meet for virtual webinars.

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 some of these organizations. The agency must, therefore, be prepared to communicate and provide services to organizations and individuals with limited technological capability. The agency publications, guidelines for grant programs, and other information are available on the agency web site. 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 the agency rosters/directories. Artists on the rosters/directories 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.

## **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 affect 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 need will be to ensure the systems we have allow VCA to retain the information and that data is not compromised. VITA analysis of VCA infrastructure will be critical to ensuring the soundness of our security posture. The agency staff encourages arts organizations to market their programs on the internet through their own websites, social media, and the state tourism website. 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. The agency communicates primarily with its arts education clients through email and the website. These strategies can be funded from the agency base budget. In part, the agency measures success by the number of school divisions with expanded arts education programs. The agency has engaged VITA Centralized ISO Security Service.

Due to COVID 19, the VCA began hosting an increased telework environment. Moving forward, we intend to move to a more hybrid (in office/telework) approach. Note: financial planning assumes a 1% increase per year in VITA base service charges.

## 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?**

The Virginia Commission for the Arts (VCA) expects the following changes:

- \* To install a current version of Dreamweaver software on one of its office computers and on one laptop (not needed with new website).
- \* To construct a new website for the VCA.
- \* To Install wifi in the office (we can have secure VS hotspot)
- \* To have scan to email capability
- \* To have a functioning color copy machine

# Business Requirements For Technology

<b>Agency:</b>	148 Virginia Commission for the Arts
<b>Date:</b>	1/26/2023
<b>BReT Commonwealth Audit Compliance</b>	
<b>BRT Type:</b>	Business Requirement for Existing Technology
<b>Date Submitted:</b>	3/26/2021
<b>Mandate:</b>	
<b>Mission Critical:</b>	
<b>Description:</b>	
Virginia Commission for the Arts plans to address the Commonwealth's audit requirements.	
<b>BReT Commonwealth Risk Compliance</b>	
<b>BRT Type:</b>	Business Requirement for Existing Technology
<b>Date Submitted:</b>	3/26/2021
<b>Mandate:</b>	
<b>Mission Critical:</b>	
<b>Description:</b>	
Virginia Commission for the Arts plans to address Commonwealth risk compliance.	

# IT Strategic Plan Budget Tables

Agency:	148 Virginia Commission for the Arts (VCA)
Date:	1/26/2023

Current IT Services				
	Costs Year 1		Costs Year 2	
Category	GF	NGF	GF	NGF
Projected Service Fees	\$41,597.73		\$42,013.71	
VITA Infrastructure Changes				
Estimated VITA Infrastructure	\$41,597.73	\$0.00	\$42,013.71	\$0.00
Specialized Infrastructure				
Agency IT Staff	\$6,500.00		\$6,500.00	
Non-agency IT Staff				
Cloud Computing Service				
Other Application Costs				
<b>Total:</b>	<b>\$48,097.73</b>	<b>\$0.00</b>	<b>\$48,513.71</b>	<b>\$0.00</b>

Proposed IT Investments				
	Costs Year 1		Costs Year 2	
Category	GF	NGF	GF	NGF
Major IT Projects:				
Non-Major IT Projects:				
Agency-Level IT Projects:				
Major Stand Alone IT Procurements:				
Non-Major Stand Alone IT Procurements:				
Agency-Level Stand Alone IT Procurements:	\$19,983.33		\$2,000.00	
Procurement Adjustment for Staffing:				
<b>Total:</b>	<b>\$19,983.33</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>\$0.00</b>

Projected Total IT Budget				
	Costs Year 1		Costs Year 2	
Category	GF	NGF	GF	NGF
Current IT Services:	\$48,097.73	\$0.00	\$48,513.71	\$0.00
Proposed IT Investments:	\$19,983.33	\$0.00	\$2,000.00	\$0.00
<b>Total:</b>	<b>\$68,081.06</b>	<b>\$0.00</b>	<b>\$50,513.71</b>	<b>\$0.00</b>

# IT Strategic Plan Projects

There are no projects for this agency.

# IT Strategic Plan Procurements

There are no stand alone procurements for this agency.