

2024 - 2026 IT Strategic Plan

Agency: 423 Department of Historic Resources

Date: 11/30/2023

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?

Virginia Department of Historic Resources (DHR), as an executive branch agency, is supported by the VITA/SAIC MSI at the main office in Richmond and two other locations in Salem and Stephens City. Infrastructure support includes file servers, staff computers, VoIP telephones in Richmond, and network & security services. DHR completed an IT project to rewrite their Virginia Cultural Resource Information System (V-CRIS) highway marker application, which is the authoritative source for architectural and archaeological survey data for the agency. V-CRIS is built with the current generation of web mapping and database software, and addresses customer web application expectations, increased workflow oversight and enhanced security for the data. The platform supports openly available mapping applications include generalized queries of surveyed architectural resources. The V-CRIS application allows for queries and download of highway marker data (including coordinates), or the use of the freely available map service, to view in other geographic information systems (GIS). DHR continues to build on V-CRIS by funding prioritized enhancements to improve the customer experience, reduce barriers to the use of real-time geospatial data for our customers, and address security requirements. User fees support the costs for operations and maintenance, to include external hosting through the eGov services, annual software maintenance costs, and IT Staff Augmentation in support of break/fix activities. DHR is in the process of upgrading the VCRIS system as well as the DHR website. These services are being contracted through VITA contracts via Computer Aid, as required by the contract. Enhancement costs will be supported in part by mixed funding of non-general funds from agency revenue (user fees) and federal funds. The application, ePIX (Environmental Project Information Exchange), has a web portal for customers to submit initial application information and enables DHR staff to review and return comments on the projects through the web portal. The agency does not currently have a contract for enhancements to the application. Funding to support ePIX infrastructure and application support is anticipated to be obtained through general fund appropriations. DHR partners with the State Council of Higher Education for Virginia (SCHEV); the partnership allows DHR's ePIX application and data to reside on the SCHEV's ePIX server. This partnership the reliability and security of the data and provide small cost savings for DHR. DHR partnered with the VMFA, which allowed for the hiring of an AITR and ISO to support both agencies. The benefit to DHR is that they now have a technical team to support their IT resources, which was not an option previously to DHR due to the expense. DHR will continue to proactively consolidate and streamline IT operations, where possible, to balance costs and efficiencies, and will continue to look for ways to realize maximum cost benefit for value add. DHR is utilizing the auditing service but will handle the ISO services internally for shared security services.

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?

The web modernization project will require DHR to upgrade their network infrastructure to meet the Commonwealth's 100Mbps minimum bandwidth specifications.

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?

* Longer term strategic plans continue to focus on digital conversion of data and enabling access externally to publicly available information. To allow for readily available data for our customers, DHR will determine the scope of digitizing recorded survey data housed at the Richmond office. Survey data consists of black and white photographs, negatives, slides, paper survey forms and bound survey reports. Funding for this initiative would most likely continue to be through non-general funding sources, such as federal grants. To support this initiative, the agency would hire subject matter experts (SMEs) on digital archival methods to work with the agency SMEs and develop a plan and workflow.

* DHR will work with a CAI certified contractor to redesign and modernize the website to meet the Commonwealth's requirements for the website modernization project.

* DHR will work with Wells Fargo and Treasury Services to create a link on DHR's website, which will forward

customers to a Wells Fargo payment system to securely accept credit cards for electronic payments for services rendered.

IT Strategic Plan Budget Tables

Agency:	423 Department of Historic Resources			
Date:	11/30/2023			
Current IT Services				
	Costs Year 1		Costs Year 2	
Category	GF	NGF	GF	NGF
Projected Service Fees	\$322,566.50	\$11,074.75	\$332,243.49	\$11,406.99
VITA Infrastructure Changes				
Estimated VITA Infrastructure	\$322,566.50	\$11,074.75	\$332,243.49	\$11,406.99
Specialized Infrastructure				
Agency IT Staff	\$98,000.00		\$99,960.00	
Non-agency IT Staff				
Cloud Computing Service	\$52,306.00		\$53,875.00	
Other Application Costs	\$50,900.00		\$52,036.00	
Total:	\$523,772.50	\$11,074.75	\$538,114.49	\$11,406.99
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:	\$51,000.00			
Major Stand Alone IT Procurements:				
Non-Major Stand Alone IT Procurements:	\$5,900.00		\$6,200.00	
Agency-Level Stand Alone IT Procurements:				
Procurement Adjustment for Staffing:				
Total:	\$56,900.00	\$0.00	\$6,200.00	\$0.00

Projected Total IT Budget					
		Costs Year 1		Costs Year 2	
Category		GF	NGF	GF	NGF
Current IT Services		\$523,772.50	\$11,074.75	\$538,114.49	\$11,406.99
Proposed IT Investments		\$56,900.00	\$0.00	\$6,200.00	\$0.00
Total		\$580,672.50	\$11,074.75	\$544,314.49	\$11,406.99

Business Requirements For Technology

Agency:	423 Department of Historic Resources
Date:	11/30/2023
BRT DHR Digitization Project	
BRT Type:	Business Requirement for New Technology
Requested Start:	7/22/2022
Mandate:	
Mission Critical:	Yes
Description:	
<p>Determine the true volume of backlogged information to be digitized Account for current best practices in archival records conversion and storage. Funding for this initiative would most likely be through non-general funding sources, such as federal grants. To support this initiative, the agency would hire subject matter experts (SMEs) on digital archival methods to work with the agency SMEs, and develop a plan and workflow.</p>	
DHR SD-WAN Upgrade	
BRT Type:	Business Requirement for Existing Technology
Requested Start:	3/1/2023
Mandate:	Yes
Mission Critical:	Yes
Description:	
<p>Configure existing routers to support SD-WAN capability across all agency locations. This approach prepares agency location(s) with the ability to add additional network capabilities (multiprotocol label switching (MPLS), broadband, wireless (i.e., Cradlepoint)) to take advantage of application -aware routing over private and public networks.</p> <p>Three step process:</p> <p>Remote internetwork operating system (IOS) software upgrade on the router.</p> <p>Remote SD-WAN deployment</p>	

Circuit deployment as needed	
DHR Website Modernization	
BRT Type:	Business Requirement for New Technology
Requested Start:	6/20/2023
Mandate:	
Mission Critical:	Yes
Description:	
The primary objective of the COV Website Modernization and the CMS Virginia.gov projects are to ensure all state sites are on a single common platform and are following required VITA, COV and 508 standards	

Commonwealth Projects \geq \$250,000.00

There are no projects for this agency.

Commonwealth Procurements \geq \$250,000.00

There are no stand alone procurements for this agency.

