

# 2024 - 2026 IT Strategic Plan

**Agency:** 957 Commonwealths Attorneys Services Council (CASC)

**Date:** 10/18/2023

## 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?**

The Commonwealth's Attorneys' Services Council (CASC) is the Virginia state agency responsible for providing training, education, and services to Virginia's prosecutors.

Per the General Assembly, CASC uses the IT infrastructure (Networking, email, etc.) from the College of William & Mary, but does lease computers from VITA. We have no servers and do not interact with the VITA or COVA networks. William & Mary provides network access, services, and support and IT security services free of charge to CASC under the General Assembly budget bill for the year 2000. William & Mary does not itemize or bill CASC for using their services. CASC has no IT staff. A CASC staff attorney serves as ISO and AITR, but is paid no additional funds for those responsibilities. CASC relies on VITA for Centralized services for ISO and Auditing.

Otherwise, CASC has no IT budget, other than the lease of laptops and telephones from VITA. CASC does not have an IT staff.

CASC uses and pays VITA for BOX, a service provided by VITA, permitting staff to share files with students, faculty, and constituents. It also allows CASC to administer, control and monitor access to files & documents, whether by our CASC staff or other. Due to its association with William & Mary, CASC previously used Dropbox for this function, but VITA's security requirements prohibit CASC from using that application.

CASC pays each year for a web-based program called Capitol Impact, from a private vendor. Capitol Impact is a system for CASC to manage members and conferences. It permits CASC to track registration for conferences, collect payment, and communicate with registrants for particular conferences. It also permits CASC to survey members about programs and create reports concerning feedback for those programs. Lastly, it permits CASC to communicate with membership and keep track of members generally. It is a system that also keeps track of new legislation within hours of being proposed by the General Assembly, and then track that legislation automatically. The system also permits CASC to read comments made by members and track the progress, changes, amendments, and ultimate fate of legislation automatically. Finally, it generates reports for CASC so that they can inform and instruct members about changes in the law. CASC also pays for hosting of their website, where they post and share the minutes of public meetings as well as training notices and other information that they share with the public.

## **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?**

CASC has no major external impacts on current IT state.

## **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?**

CASC has no projected new IT projects planned in the future.

# Business Requirements For Technology

Agency:	957 Commonwealths Attorneys Services Council	
Date:	10/18/2023	
<b>BReT 957 CASC Risk and Audit Security Compliance</b>		
BRT Type:	Business Requirement for Existing Technology	
Date Submitted:	10/1/2023	
Mandate:	Yes	
Mission Critical:		
<b>Description:</b>		
COV IT security program compliance		
<b>CASC Requirement for Phone Upgrades - BReT</b>		
BRT Type:	Business Requirement for Existing Technology	
Date Submitted:	8/1/2023	
Mandate:		
Mission Critical:		
<b>Description:</b>		
CASC has a business need for upgrading the phones leased through VITA		
<b>CASC SD-WAN Upgrade</b>		
BRT Type:	Business Requirement for Existing Technology	
Date Submitted:	3/1/2023	
Mandate:	Yes	
Mission Critical:	Yes	
<b>Description:</b>		

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.

Three step process:

Remote internetwork operating system (IOS) software upgrade on the router.

Remote SD-WAN deployment

Circuit deployment as needed

### CASC Website Modernization

<b>BRT Type:</b>	Business Requirement for New Technology
<b>Date Submitted:</b>	6/20/2023
<b>Mandate:</b>	Yes
<b>Mission Critical:</b>	Yes
<b>Description:</b>	
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	

# IT Strategic Plan Budget Tables

<b>Agency:</b>	957 Commonwealths Attorneys Services Council (CASC)			
<b>Date:</b>	10/18/2023			
<b>Current IT Services</b>				
	<b>Costs Year 1</b>		<b>Costs Year 2</b>	
<b>Category</b>	<b>GF</b>	<b>NGF</b>	<b>GF</b>	<b>NGF</b>
<b>Projected Service Fees</b>	\$7,421.01	\$925.24	\$7,643.64	\$952.99
<b>VITA Infrastructure Changes</b>				
<b>Estimated VITA Infrastructure</b>	\$7,421.01	\$925.24	\$7,643.64	\$952.99
<b>Specialized Infrastructure</b>				
<b>Agency IT Staff</b>	\$16,839.07		\$16,839.07	
<b>Non-agency IT Staff</b>				
<b>Cloud Computing Service</b>				
<b>Other Application Costs</b>				
<b>Total:</b>	\$24,260.08	\$925.24	\$24,482.71	\$952.99
<b>Proposed IT Investments</b>				
	<b>Costs Year 1</b>		<b>Costs Year 2</b>	
<b>Category</b>	<b>GF</b>	<b>NGF</b>	<b>GF</b>	<b>NGF</b>
<b>Major IT Projects:</b>				
<b>Non-Major IT Projects:</b>				
<b>Agency-Level IT Projects:</b>				

<b>Major Stand Alone IT Procurements:</b>					
<b>Non-Major Stand Alone IT Procurements:</b>					
<b>Agency-Level Stand Alone IT Procurements:</b>					
<b>Procurement Adjustment for Staffing:</b>					
<b>Total:</b>	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Projected Total IT Budget</b>					
		<b>Costs Year 1</b>		<b>Costs Year 2</b>	
<b>Category</b>	<b>GF</b>	<b>NGF</b>	<b>GF</b>	<b>NGF</b>	
<b>Current IT Services</b>	\$24,260.08	\$925.24	\$24,482.71	\$952.99	
<b>Proposed IT Investments</b>	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total</b>	\$24,260.08	\$925.24	\$24,482.71	\$952.99	

## 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.