

How to  
Enter Information on the IT  
Strategic Plan's IT Summary Screen

# IT Summary Section Components

- Agency Details
- Agency Mission, Goals, Objectives, & Pain Points – A higher-level agency discussion
- Current IT State – A description of your agency's IT assets and resources
- External Factors Impacting IT – A description of agency influences
- Future IT Solutions – A description of the agency's planned initiatives

# Agency Details

### Agency Details

#### Business Context

\* Biennium  
FY26-28

\* Proponent Secretary

\* Proponent Agency

#### IT Strategic Plan Budget Tables

To update the IT Strategic Plan Budget click the "Financials" button below.

ITSP Guidance can be found on the link below.

Financials

[ITSP Guidance](#)

#### Approvers

\* AITR

\* Agency Head

Select upcoming biennium  
Select your agency's secretariat  
Select your agency name

Select the name of your agency's AITR who will approve the ITSP in CTP  
Select the name of the agency head who will approve the ITSP in CTP

# Agency Mission, Goals, Objectives, & Pain Points

The screenshot shows a web application interface with a purple header bar. The header contains the Planview logo, a menu for 'Strategies' (with a sub-menu for '136 VITA 2026-28 ITSP'), a 'New' button, and a search bar. Below the header is a navigation menu with items: Strategy View, Financials, Lifecycle, Investment Dependencies, Schedule, Associated Work, IT Strategic Plan, IT Strategic Plan - ITIMD Second Review, IT Strategic Plan Approval Notification, and ITSP Summary (which is currently selected). Below the navigation menu is a toolbar with 'Save' and 'Cancel' buttons, and a 'Required Fields' indicator. The main content area has a dark teal header with the text 'Agency Mission Goals Objectives Pain Points'. Below this header are four text input fields, each with a label on the left and a rich text editor toolbar on the right. The labels are 'Agency Mission', 'Agency Goals', 'Agency Objectives', and 'Agency Pain Points'. Each toolbar contains icons for bold (B), italic (I), text color (T), list (ul), indent (≡), link (🔗), and undo (↶).

This information can be found on the [Agency Data Dashboard](#) on the Strategic Planning page.

Note: Mission, Goals, and Objectives were initially copied from agency websites and entered into CTP.

Pain Points were what agencies provided for the current biennium.

1. AITRs are to validate agency Mission, Goals, and Objectives and update as warranted.
2. Update Pain Points with what is current at your agency, as they may be different from what existed previously.
3. Enter current Mission, Goals, Objectives, and Pain Points in the text boxes as indicated on the page in CTP.

# Current IT State

Planview Portfolios | Menu Strategies | Strategy 136 VITA 2026-28 ITSP

Strategy View Financials Lifecycle Investment Dependencies Schedule Associated Work IT Strategic Plan IT Strategic Plan - ITIMD Second Review IT Strategic Plan Approval Notification ITSP Summary

Save Cancel Required Fields Colla

### ITSP Summary

#### 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 6 years in support of the strategic objectives of your agency. This section should broadly align with identified Business Requirements for Existing Technology (BRETs).

Does your agency have any Commonwealth IT projects or procurements planned over the next 2 years?

\* Planned Commonwealth projects/PGRs?  Yes  No

**Projects or Procurements ≥ \$250,000**

1. Does your agency have a Strategic Business Plan for 5 or six years, in addition to your Department of Planning and Budget (DPB) Plan?

\* Does your Agency have a Strategic Business Plan?

If yes, please provide a link below.

Strategic Business Plan Link

Please provide a link to your DPB Plan below.

DPB Plan Link

5. Does the agency have sufficient staff to meet IT needs for the next 6 years?

\* Agency has IT staff to meet 6 yrs of needs?

Provide IT Staff details

6. Does the agency's staff have the necessary skills to meet IT service needs for the next 6 years?

\* IT staff has skills to meet IT 6 yrs of needs?

If no, what IT skills are needed?

These questions may require discussion with your agency's Business leadership & IT leadership

# Current IT State continued

Discuss with your agency's Business leadership & IT leadership

Strategy View Financials Lifecycle Investment Dependencies Schedule Associated Work IT Strategic Plan IT Strategic Plan - ITIMD Second Review IT Strategic Plan Approval Notification ITSP Summary

Save Cancel Required Fields Collap

2. Will any of the following areas require additional funding over the next 6 years beyond that currently forecast by your agency? (please check all that apply)

\* Areas for Funding Add/Modify

Name

Enter detail when "Other" is selected above.

3. Which applications (identified in the Application Modernization Worksheet) do you plan to address in the next 6 years?

Application to address #1

Application to address #2

Application to address #3

Application to address #4

Application to address #5

4. Looking ahead over the next 6 years, please list any IT initiatives needed to support the business Mission, Goals, and Objectives of your agency not addressed by application modernization (other than staffing levels and applications detailed elsewhere). These could include disaster recovery, network upgrades, radio communications etc).

Initiatives to support Goals & Objectives #1

Initiatives to support Goals & Objectives #2

Initiatives to support Goals & Objectives #3

5. The agency HR should have this info

7. How many IT-related positions (MEL) does your agency have? Please attach an Org Chart of IT if you have one.

How many IT positions does your agency have?

Use this button to attach Org Chart

8. How many of those IT-related positions are currently filled?

How many IT positions are currently filled?

9. How many IT related contractors does your agency have at the time of completing this survey?

How many CAI contractors does your agency have?

Copy from your agency 1-n list

Discuss with your agency's Business leadership & IT leadership



# External Factors Impacting IT – Cont.

Planview Portfolios | Menu Strategies | Strategy 136 VITA 2026-28 ITSP | New | Search...

Strategy View | Financials | Lifecycle | Investment Dependencies | Schedule | Associated Work | IT Strategic Plan | IT Strategic Plan - ITIMD Second Review | IT Strategic Plan Approval Notification | ITSP Summary

Save | Cancel | Required Fields | Colla

Impact to other agencies for mandate 5?

Mandate 5

Mandate 5 is

Date required for mandate 5

Changes needed for mandate 5?

Consequences of non-compliance for mandate 5?

Funding needed for mandate 5?

Citation / Reference for mandate 5

Impact to other agencies for mandate 5?

for mandate 9

Mandate 10

Mandate 10 is

Date required for mandate 10

Changes needed for mandate 10

Consequences of non-compliance for mandate 10

Funding needed for mandate 10

Citation / Reference for mandate 10

Impact to other agencies for mandate 10

11. Will you have staffing issues that impact meeting these requirements and mandates?

\* Staffing issues meeting requirements/mandates?

A discussion with your agency's Business leadership & IT leadership may be needed

Details

Staffing Issues Details

# Future IT Solutions

Enter agency's future investments in priority of need with #1 being the highest.

## Future IT Solutions

12. List in priority order, the IT investments (Projects, Procurements, BRTs) for your agency during the next 6 years. Place your proposed projects and procurements in order of priority for your agency (one being the highest priority). These should all be reflected in CTP (BRT, Project, Procurement).

IT investments (Projects, Procurements, BRTs) #1

IT Investment 1

How investment 1 supports strategies

IT Investment objective 1:

Business Value for Investment 1

IT investments (Projects, Procurements, BRTs) #6

IT Investment 6

How Investment 6 supports strategies

IT Investment objective 6

Business Value for Investment 6

IT investments (Projects, Procurements, BRTs) #2

IT Investment 2

How Investment 2 supports strategies

IT Investment objective 2

Business Value for Investment 2

IT investments (Projects, Procurements, BRTs) #7

IT Investment 7

How Investment 7 supports strategies

IT Investment objective 7

Business Value for Investment 7