Budget Biennium ITSP Updates Process
Step 5: COV CIO Executive Review & ITSP Approval

Step 4: COV CIO Review - Governance

CSIG Director

5.0
Approve/Disapprove Biennium ITSP

Disapprove

Approve

Return to CAM to work with agency to address issue. Once addressed, review resumes.

VITA COO

5.1
Approve/Disapprove Biennium ITSP

Disapprove

Approve

Budget Biennium ITSP Updates Complete

COV CIO

5.2
Approve/Disapprove Biennium ITSP

5.4
Send approval/ disapproval letter to agency & forward a copy to ITIMD

Disapprove

Approve

ITIMD

5.3 Prepare approval/disapproval letter

5.5 Post ITSP & approval letter on VITA website

DPB

5.6
Post link on DPB website to Approved ITSPs

Process ID	Owner	Process	Description
5.0	CSIG Director	Approve/Disapprove Biennium ITSP	The VITA Customer Strategy and Investment Governance (CSIG) Director reviews the ITSP and determines whether it meets the requirements for review by the VITA COO. If disapproved, the agency's CAM works with the agency to remediate.
5.1	VITA COO	Approve/Disapprove Biennium ITSP	The VITA Chief Operations Officer (COO) reviews the ITSP and determines whether it meets the requirements for review by the VITA COO. If disapproved, the agency's CAM works with the agency to remediate.
5.2	COV CIO	Approve/Disapprove Biennium ITSP	The Commonwealth of Virginia (COV) Chief Information Officer (CIO) reviews the ITSP and determines whether it meets their requirements. If it meets their requirements, they approve the ITSP and a notification letter is sent to the agency head. If disapproved, the agency's CAM works with the agency to remediate.
5.3	ITIMD	Prepare approval / disapproval letter	ITIMD prepares an approval letter (or a disapproval letter if the ITSP is not approved) so that it can be sent out by the COV CIO.
5.4	COV CIO	Send approval / disapproval letter to agency & forward a copy to ITIMD	The COV CIO sends the approval letter or disapproval letter to the agency and forwards a copy of the letter to ITIMD.
5.5	ITIMD	Post ITSP and approval letter on VITA Website.	ITIMD coordinates posting the ITSP and the approval letter on the VITA website.
5.6	DPB	Post link on DPB website to Approved ITSPs.	DPB posts a link on the DPB website to the approved ITSPs on the VITA website.