

MEMORANDUM

TO: Large Agency Heads

FROM: Chris Saneda, VITA Director of Customer Services

CC: Large Agency IT Resources (AITRs) and Service Level Directors (SLDs)

DATE: May 18, 2004

RE: Large Agency Transition Kickoff

The Virginia General Assembly created the Virginia Information Technologies Agency (VITA) in 2003 to bring additional efficiencies and service improvements to the Commonwealth's information technology operations. The same legislation that created VITA also established required target dates for Executive Branch agencies to transition their IT infrastructure to VITA support:

- Small agencies by or before January 1, 2004 (complete)
- Medium agencies by or before July 1, 2004 (in progress)
- Large agencies by or before January 1, 2005

The transition process, as defined by the Commonwealth's CIO, Lem Stewart, will occur in two distinct stages: integration and transformation. Integration consists of the activities leading up to the target dates defined by the General Assembly. It involves transferring the management of the people and IT assets to VITA while maintaining agencies' current levels of IT services. Transformation will follow integration, and will include the realignment and possible relocation of IT staff, and the consolidation of facilities, hardware, and/or software.

Transition activities focusing on large agencies will begin officially in June. VITA will conduct an orientation program for key agency personnel, to introduce them to VITA and familiarize them with the transition process. As work proceeds on the transition project, there will be additional meetings to ensure timely communication of transition activities to your agency.

Meeting details for the 1st session, Large Agency Transition Kickoff, are as follows:

- When: June 9, 2004, 2:00 – 3:30 pm
- Where: James Monroe Building, Conference Room C, 1st floor, 101 N. 14th Street

Agency executives, managers, and other representatives interested in an overview of the transition process are welcome to attend. We request your assistance in ensuring the following members of your agency are in attendance:

- Agency Information Technology Resource (AITRs) and/or their designated representatives
- Personnel mapped to become VITA Service Level Directors (SLDs)

VITA looks forward to working with you as together we reshape how IT works in state government – with dynamic partnerships, progressive thinking, and an unfailing commitment to excellence. We welcome the opportunity to support your agency and are committed to providing a reliable computing environment that supports your agency's needs.

Agency personnel who plan to attend the meeting are asked to RSVP no later than June 4, 2004, to cotransitioninfo@vita.virginia.gov .

Please feel free to contact Chris Saneda at (804) 343-9000 or chris.saneda@vita.virginia.gov with questions.