

Meeting Summary

Functional Area: Infrastructure Services

Meeting: Workshop – Administer Infrastructure

Date: 12/12/2007

Location: Room 505

Meeting called by: Nancy Saunders



Attendees: Mike DePhillip, Will Burke, Ron Giddings, Nick Danforth, Tim Rose, Mike Farnsworth, Jamie Habecker, Cindy Sussan, Nancy Saunders

Session Goal:

To align the current Infrastructure Services requirements to the goals outlined in the draft of the IT Strategic Plan.

Summary

The team discussed the task at hand, along with the support and direction that the mapping will give to IS. We then mapped the current Infrastructure Services requirements to the four goals of the IT Strategic Plan. Some requirements mapped to multiple goals, while others were specific to one. Some requirements may be moved out to another area; while some will take more work to map.

The team also viewed the Relationship Matrix to verify that each goal in the IT Strategic Plan had a least one requirement mapped to it.

During the afternoon the team reviewed a report of the linking done in the morning, making changes and clarifications as needed. In future sessions we will further refine the linkage of requirements to the objectives and strategies of each goal, for greater specificity and to determine if they are still appropriate as requirements (versus guiding principles).

For end to end traceability, future steps will include linking DMV's Business Strategic Plan and the Commonwealth's IT Strategic Plan to the group's current work in progress.

Plans for Next Work Session

Begin linking DMV's Business Strategic Plan to the work in progress.