

Informing Oversight: Information Available to Joint Information Technology Committee

A compiled listing of information available to JITOC.

All **highlighted** items are new reporting requirements that were included in Act 48.

I. CIO's Independent Reviewⁱ

Link: <https://digitalservices.vermont.gov/epmo/reports-metrics/independent-reviews>

Required* for all projects over \$1,000,000 or when required by the CIO, and must contain the following

- (A) an acquisition cost assessment;
- (B) a technology architecture and standards review;
- (C) an implementation plan assessment;
- (D) a cost analysis and a model for benefit analysis;
- (E) an analysis of alternatives;
- (F) an impact analysis on net operating costs for the Agency carrying out the activity; and
- (G) a security assessment.

*Independent review can be waived pursuant to 3 V.S.A. § 3303(d)(3))

II. JFO IT Review

The JFO IT Review focuses on eight specific areas and is designed to identify the strengths and weaknesses of a project.

1. Project justification – Is the project justified?
2. Clarity of purpose – Is the definition of success established and realistic?
3. Organizational support – Does the business fully support the project?
4. Project leadership – Is there strong and effective leadership?
5. Project management – Is there a plan for effective project management?
6. Financial considerations – Is funding secure and sufficient for the anticipated life of the system?
7. Technical approach – Is the project technically feasible, and is the proposed technical approach the right one?
8. Risk management – Are the major project risks identified and adequately mitigated?

All projects are assessed based on these areas, and all reports include a section at the end titled “Risks Informing Future Reviews.” Although all review areas are monitored, this section recommends the following specific items that may indicate problems with a project are specifically reviewed:

- A. Are milestone dates being met?
- B. Is the project adequately staffed?
- C. Has the State team identified any function or process that cannot be achieved using the system? If so, what was the outcome? Did they eliminate the function/process or find a workaround?
- D. Have there been any change orders?

Additionally, this section outlines unique areas to monitor for the project, based on the assessment.

III. Annual report and budget (Reporting Requirements Updated in 2025 Act 48)

Link: [Legislative Reports | Agency of Digital Services](#)

The following is submitted with the Agency of Digital Service's (ADS) annual budget request to the House Committee on Energy and Digital Infrastructure and the Senate Committee on Institutions:

1. performance metrics and trends, including baseline and annual measurements, for each division of the Agency;
2. a financial report of revenues and expenditures to date for the current fiscal year;
3. costs avoided or saved as a result of technology optimization for the previous fiscal year;
4. a summary of each active information technology project managed by the Agency's Enterprise Project Management Office (EPMO), including each project's:
 - (A) scope;
 - (B) budget;
 - (C) timeline;
 - (D) status, which includes:
 - (i) project closure details;
 - (ii) project changes over time; and
 - (iii) other indicators of the project being on time and on budget;
5. Annual update to the strategic plan
6. Summary of independent reviews as required by subsection(d), including any uses of the waiver authority by the Chief Information Officer
7. Agency budget submission;
8. An annual update to the inventory
9. A report on the expenditures of the Technology Modernization Special Fund, including:
 - a) A list of projects receiving funding from the Fund in the prior fiscal year,
 - b) List of prioritized recommendations for projects to be funded from the Fund in the next fiscal year.

IV. Current Projects Inventory for all projects managed by ADS EPMO¹ (Added in 2025 Act 48)

Link: <https://digitalservices.vermont.gov/epmo/reports-metrics/project-dashboards>

(Select "Project Inventory" as the Page Selection)

This inventory must be updated monthly and include the following:

- (1) State government business partner for each project;
- (2) name of each project;
- (3) start date of each project;
- (4) estimated date of completion at the start of the implementation phase of each project, along with an indicator as to whether the project is on time;

¹ According to the ADS EPMO, the project management portfolio includes all projects with estimated costs over 500K, but projects costing less may also be included, if project management is requested by business partners.

- (5) estimated project cost at the start of the implementation phase of each project along with an indicator as to whether the project is on budget;
- (6) current estimated date of completion of each project; and
- (7) current estimated cost of each project.

V. Other Inputs Available to JITOC:

- The annual report from the Division of Artificial Intelligence regarding State use of AI systems has recently been submitted as part of the ADS annual report, but it doesn't have to be (3 V.S.A. § 5022(c)).
- The AI Advisory Council (3 V.S.A. § 5023) may also be something JITOC wishes to keep tabs on.
- Similarly, the [Cybersecurity Advisory Council](#) issues an annual report (20 V.S.A. § 4662(g)) that is separate from the ADS annual reporting. [Link to 2025 report.](#)
- Every three years, pursuant to 30 V.S.A. § 202d, the Department of Public Service prepares a Telecommunications Plan, which serves as a basis for State telecommunications policy for a 10-year period. [2024 Vermont 10-Year Telecommunications Plan.](#)
- On or before January 15 of each year, pursuant to 30 V.S.A. § 8089, the [Vermont Community Broadband Board](#) submits a report to various legislative committees, including JITOC, that provides an overview of its efforts to ensure universal broadband connectivity in the State. [2024 VCBB Annual Report.](#)

ⁱ 3 V.S.A. § 3303(d)