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Michael K. Smith, Secretary

MEMORANDUM

TO: Agency Secretaries, Commissioners and Deputies

FROM: Michael K. Smith, Secretary of Administration

DATE: March 20, 2008

RE: Enterprise Information Technology Initiatives

Based on recommendations in the Vermont Institute on Government Effectiveness, Inc. (VIGE) report, as well as work performed as part of the Strategic Enterprise Initiative, this memorandum defines the state's Enterprise Information Technology direction in several important areas. The Commissioner of the Department of Information and Innovation (DII), who also serves as the state's Chief Information Officer (CIO), has the authority and mandate to oversee these activities. Therefore, effective immediately, departments and agencies are expected to adhere to the following strategic goals and programs:

1. **Web Portal:** The State's new web portal system is operational and all departments and agencies are expected to participate in the state portal. Therefore, all plans for enhancements, modifications or new web development must be submitted to the CIO's Office for review and approval. No web development may be done outside of the state web portal project without written approval by the CIO's Office.
2. **Document Management:** The CIO's Office will launch an Enterprise Document Management (Sharepoint) system, which will be available later this year. All projects that encompass content or document management must be approved by the CIO.
3. **Server Consolidation:** The CIO's Office must approval all server purchases and implementations to ensure these projects are aligned with the server consolidation initiative.
4. **Email:** DII will launch an upgrade to the Microsoft Exchange Email platform this spring, after which all remaining agencies and departments will be expected to migrate to this new system.
5. **Grants Management:** The State has selected an Enterprise Grants Management System. Agencies and departments must work with DII to coordinate all activities in this area.

DII will be launching a Web site within the next week that will provide guidance and processes for each of these initiatives. It is critical that we coordinate these activities under the CIO leadership so that we can reduce costs and leverage our technology investments across the state. We appreciate your support in this matter.