



DHRM Strategic Plan: Goals and Priorities

Progress Report Period: July 1, 2020 - December 31, 2020			Leads and Reporting Points of Contact	Progress Report Details - Update for Quarterly Ending December 31, 2020	Status
Goal 1: IT Modernization					
Strategy	1.1	IT Strategic Plan	Antonio	Current IT Strategic Plan is under review. Any revision recommendations will be presented to Agency Leadership for review.	In Progress
	1.2	PMIS/BES to Cardinal Human Capital Management	Rue	On time and on budget. DHRM tasks continue to be completed on time with continued collaboration with DHRM Partners	In Progress
	1.3	Recruitment Management System	Rue / Natalie	RFP is being drafted as of 1/11/21. HRCS and I-Tech completed all initial VITA PM requirements last fall	In Progress
	1.4	Learning Management System	Antonio	Funding for updated system versions has been included in the introduced Governor's budget.	In Progress
	1.5	Online Interview tool	Rue / Deanna	Tool is available for agencies. Several have expressed interest but have not adopted. Will continue to promote.	Completed
	1.6	Awards Management System	Vilma	Team has already procured an awards management system for the FY2020 Governor's Honor Awards. Team is scheduled to meet in February to discuss effectiveness of the platform and determined whether the system is appropriate for all types of awards programs. It was successful for both user and administrator.	In Progress
	1.7	Statewide Collaboration Workspace	Vilma	Team briefed Director of DHRM and submitted final proposal. Awaiting date from Leadership for the final presentation to Chief of Staff and others. Project is dependent on approval from leadership in order to proceed to next steps outlined in the proposal.	In progress
	1.8	Workforce Dashboard	Rue / Santana	Inter-agency team meets weekly to identify metrics, tech requirements for I-Tech, with planned initial rollout in spring 2021.	In progress
	1.9	Communication Platform	Rue / Anne	Gov Delivery Implemented and is operational. Anne will preview metrics outcomes at February Leadership Team Meeting. Phase II is underway and includes partnering with I-Tech to adopt expanded functionality within the platform.	In progress
	1.10	Case Management System	Chris / Vilma / Ryan	OWE and EDR teams are identifying needed system requirements.	In progress
Goal 2: Attracting Talent					
	2.1	Metrics for Workforce Dashboard	Rue/ Natalie	Initial Employment metrics identified for the Dashboard Team.	In progress
	2.2	Statewide Compensation Study	Rue / Alex	Part 1 of mandate completed and Salary Comparison/Methodology Report provided to GA. Part 2, Equity study continues as rollout strategy is finalized.	In progress
	2.3	One VA Strategic Plan for DEI	Emily / Vilma	Pending roll out by Dr. Underwood. DHRM to provide support. Monitoring related HB1993 in General Assembly 2021 session.	Not yet started
	2.4	Partnerships	Rue / Allen	Partnerships with Veteran Groups are expanding. Also with public and private colleges/universities for student organizations. Outreach to Disability Advocacy Groups expanding.	In progress
	2.5	Employer of Choice for All	Vilma / Ryan	Team has begun discussion regarding the three prongs of DEI (Awareness, Accountability, and Education).	In Progress
Goal 3: Workforce Development					

	3.1	Learning and Development Team	Emily	New service area established and agency lead announced within DHRM December 2020. Position for VMF assigned to team and under recruitment. Reassignment of workforce planning position also announced.	In progress
	3.2	Metrics for Workforce Dashboard	Rue / Deanna	Representation on Workforce Dashboard Team. Have been actively working with Meridian and the DHRM COVLC and SAS Teams to establish data feeds and reports. Encountering challenges that will be mitigated by Meridian upgrade. Anticipate 2021 metrics to be basic, but strategies for the future vision for metrics related to WD overall are in development.	In progress
	3.3	Virginia Management Fellows Program	Emily / Pat	Program transition has moved from Governor's Office. Position posted and closes 1/22 to provide admin oversight and support for program. Budget office has set up needed coding and system access needed in Cardinal. DHRM and VT staff are holding weekly program meetings to continue to address transition needs and plan for cohort 2, 3 and 4 activities.	In progress
	3.4	Curriculum for HR Leadership Community	TBD	Not yet started	Not yet started
	3.5	Intro and Education for HR Directors	TBD	Not yet started	Not yet started
	3.6	Agency Workforce Plans	Rue / Sumi	WFP has moved to new L&D Service Area. Had initial discussions on 1/6/21 re: integrating programs and strengthening WP to actively support L&D. Weekly meetings scheduled to monitor ongoing progress and strategies.	In Progress
	3.7	Update Curriculum in COVA Learning Center	Rue / Deanna	Learning/Training Inventory Completed. Schedule for DHRM SMEs to update content established and communicated. Labor intensive and involves team members critical to Cardinal so considering alternative strategies. OWC is ahead of schedule and ITech is on schedule.	In Progress
Goal 4:	Workforce Engagement				
	4.1	Metrics for Workforce Dashboard	Vilma / Jonathan / Nancy	Not Started	Not Started
	4.2	Employee Resource Networks	Vilma	Not Started	Not Started
	4.3	Financial, Physical and Mental Wellness	Vilma/ Amy / Mike	Team is ongoing in executing the various programs and currently preparing to deploy RX Impact (Opioid) program. Financial Wellness Program 2021 Curriculum was finalized, team is working closely with VACU, VRS and CommonHealth. Dates for the learning have been scheduled.	In progress
	4.4	CommonHealth Outcomes Based Incentive Program	Vilma / Kelsey	Team is working on RFP requirements.	In progress
	4.5	HR Policy Methodology	Rue / Vilma / Natalie	Policy team is actively considering ways to adopt more engaging and inclusive language in all policy development and update activities and to share with OWE. Also applying agreed upon suggestions from E3 Group.	In progress
Goal 5:	Workforce Retention				
	5.1	Metrics for Workforce Dashboard	Rue / Santana	Initial metrics identified by HRCS Service Area collaboration and input from Dashboard Team.	In Progress
	5.2	Exit Survey Summary	Rue / Sumi	Initial metrics identified by HRCS Service Area collaboration and input from Dashboard Team. Sumi also working with Deanna to determine if any WD factors can and should be included.	In Progress
	5.3	Workplace Reassignment Program	Rue / Natalie	Planning to re-introduce as part of WD and career development strategy in 2021.	Not Started
	5.4	Employee Engagement Survey	Vilma / Deanna	Team presented proposal to the Director of DHRM and Secretary of Administration. Awaiting next steps from Leadership.	In Progress
	5.5	Commonwealth Mentorship Program	Vilma / Jonathan	Team presented proposal to Secretary Johnson and met with ITECH to discuss the mentoring platform (CHRONUS). Awaiting next step from Leadership.	In Progress

	5.6	Workers' Compensation Premium Benefit Program	Aubrey	OWC is working with the program's actuaries at Oliver Wyman to determine the methodology that will be used to develop a premium credit program for the agencies. The criteria for agencies that will be eligible for these credit programs is still under development.	In Progress
	5.7	Disability Management Coordination	Aubrey	OWC and VRS management are working on the development of a training program for agency HR staff involved in disability management on the coordination of benefits between the two disability programs.	In Progress
Goal 6: DHRM Internal Focus - Operations					
	6.1	Financial Management	Emily / Aubrey	Curriculum outlined identified. Delivery methodology and content being identified and developed.	In progress
	6.2	Technology	Antonio / Gary	An Information Technology Service Management tool has been established by DHRM CIO. ITSM will improve transparency and accountability. Customer oriented reports have been developed. OCIO has increased the number of status communications with its customers.	In Progress
	6.3	Recruitment, Hiring and Onboarding	Rue / Belchior	ITSM Request to automate forms is pending. New SOPs in use in paper form. Pat and Antonio have scheduled a meeting to discuss progress.	In Progress
	6.4	Communication	Chris / Vilma	Email etiquette suggestions/guide being developed to include timely responsiveness recommendations/standard	In Progress
	6.5	Information Security	Belchior	<ul style="list-style-type: none"> - Maintaining the DHRM IT security program and the DHRM continuity of operations plan (COOP) (1); - Maintaining the DHRM's IT security awareness and training program (1); - Monitoring and reviewing DHRM employees completion of the mandatory Cybersecurity Awareness and Continuity Awareness training (1); - Performing quarterly reviews of the Active Directory and DHRM User Accounts (1); - Monitoring cyber security threats and addressing systems vulnerabilities when identified (1); - Assisting, reviewing and monitoring IT projects and their compliance with SEC501 and DHRM information security policies (1); - Implementing and maintaining the appropriate balance of protective, detective and corrective security controls for DHRM IT systems (1); - Developed and collected artifacts for the following audits, coordinating the responses to questions posed by the respective auditors from ARMICS, APA, and VITA Audit Services (2); - Addressed previous year's APA and VITA audits findings and assured that remediation measures were implemented (2); - Performed the 2020 annual review of the agency's security policies (2); - Developed and implemented a new Social Media Policy and respective procedures and guidelines (2); - Coordinated the Cybersecurity Awareness Month and educated DHRM employees in various security matters (2); - Participated in the VITA/SAIC/MSI Cybersecurity Tabletop Exercise (2); - Completed the VITA Information Security Officer orientation (2); 	(1) In Progress (2) Completed
Goal 7: DHRM Internal Focus - DEI					
	7.1	DHRM Champtios - Volunteer team focused on diversity and inclusiveness; creation of agency plan.	Emily	Team established. All employee survey distributed and closed on December 18. Results will be reviewed by team and inform the development of an action plan.	In Progress

	7.2	Plan implementation and progress	Emily	Not yet started. Survey in 7.1 being reviewed by the team which will inform the development of the action plan to be implemented.	In Progress
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