pennsylvania
OFFICE OF ADMINISTRATION
INFORMATION TECHNOLOGY

Information Technology Policy

Information Technology Governance Advisory Framework

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Category Recommended Policy	***Supersedes*** None
Contact ra-itcentral@pa.gov	***Scheduled Review*** February 2013

This ITP establishes the formal structures, membership, roles and responsibilities that provide advice, information and recommendations to the Secretary of Administration and Commonwealth CIO on IT related activities.

1. Purpose

This policy establishes an Information Technology (IT) Governance Advisory Framework to ensure agency input into the commonwealth's IT governance.

2. Scope

This Information Technology Policy (ITP) applies to all departments, boards, commissions and councils under the Governor's jurisdiction. Agencies not under the Governor's jurisdiction are strongly encouraged to follow this ITP.

3. Background

The purpose of IT governance is to direct IT related activities to enable the enterprise to exploit opportunities and maximize mission performance while ensuring that IT resources are used responsibly, that risks are managed, and that costs are minimized.

IT governance is a process that sets decision rights and policies that align to the Governor's strategic objectives. It is responsible for establishing measures to monitor adherence to the decisions and policies that it makes. IT governance manages risk through the creation and execution of processes that align to policies and to strategic objectives. Additionally, IT governance is responsible for balancing IT investments in accordance with policies and in support of the Governor's priorities.

This IT Governance Advisory Framework establishes the formal structures, membership, decision rights, roles and responsibilities that provide advice, information and recommendations to the Secretary of Administration and Commonwealth CIO as they exercise their duties as prescribed in Executive Order 2011-05 Enterprise Information Technology Governance.

4. Definitions

4.1 Information Technology (IT)

Information Technology includes the hardware, software, and infrastructure used by an organization to support the flow or processing of information in support of business activities.

4.2 Information Technology Resources

Information Technology Resources include, but are not limited to, the staff, software, hardware, systems, services, tools, plans, data, and related training materials and documentation that in combination support business activities.

5. Objective

This policy establishes an enterprise IT Governance Advisory Framework to:

- Align the Commonwealth's IT investments with the business strategies of Commonwealth agencies, boards, commissions and the Governor's priorities.
- Define the decision rights, roles and responsibilities necessary to direct IT related activities to enable the enterprise to exploit opportunities and maximize mission performance while ensuring that IT resources are used responsibly, that risks are managed, and that costs are minimized.
- Provide an ongoing means to solicit the broad range of professional expertise and insight necessary to enable high-quality enterprise IT planning and management including, but not limited to, collaborative input from business leaders, IT professionals, local and regional government experts, private sector leaders and vendors.
- Enable new strategic capabilities that allow the Commonwealth to operate efficiently, effectively, economically and sustainably.
- Identify and manage risk and protect Commonwealth resources.
- Appropriately balance the need for coordinated action on an enterprise level and the needs of agencies to act independently.

6. Policy

The following IT governance advisory bodies are established and shall meet and conduct business periodically and in a manor deemed necessary by the Commonwealth CIO:

6.1 CIO Council

Members of the CIO Council will be selected by the Commonwealth CIO from agency CIOs and IT managers and may include others as deemed necessary by the Commonwealth CIO.

6.2 CIO Roundtable

Members of the CIO Roundtable are selected by the Commonwealth CIO and come from non-IT companies that are based in Pennsylvania. Others may be included as deemed necessary by the Commonwealth CIO.

6.3 Architecture Committees

6.3.1 Technical Architecture Committee (TAC)

Technical Architecture Committee membership consists of:

- Chief, Office of Policy, Planning and Performance Management,
- Chief, Enterprise Technology Services,
- Chief Information Security Officer,
- Director, Bureau of Enterprise Services & Solutions,
- Chair, Business Architecture Committee, and
- No fewer than seven (7) representatives from agencies; taking into consideration both size and program area (line of business) diversity.

Agency representatives shall be recommended by their respective CIOs and should have enterprise architecture experience and a broad understanding of their agency, its mission, and the technologies used.

The Chair and Vice-Chair shall be elected by the members of the Committee and will serve a two-year term.

6.3.2 Business Architecture Committee (BAC)

Business Architecture Committee membership consists of:

- Chief, Office of Policy, Planning and Performance Management,
- OIT Special Advisor for eGovernment and Innovation
- Chair, Technical Architecture Committee, and
- No fewer than five (5) representatives from agencies; taking into consideration both size and program area (line of business) diversity.

Agency representatives shall be recommended by the agency Deputy Secretaries of Administration and should be agency program managers/bureau directors with a broad understanding of

their agency, its mission and business processes, and be comfortable discussing high level technology issues.

The Chair and Vice-Chair shall be elected by the members of the Committee and will serve a two-year term.

6.3.3 Subcommittees

The Technical and Business Architecture Committees may establish standing and ad-hoc subcommittees and joint subcommittees. Membership in such subcommittees is not limited to Architectural Committee members and should include subject matter experts from the stakeholder community; however the chairs must be a member of either the TAC or BAC.

7. Responsibilities

7.1 CIO Council

The CIO Council is responsible for providing advice and recommendations to the Commonwealth CIO related to overall IT direction; IT strategy; IT investments; IT policy, standards, and guidelines; and enterprise IT projects.

7.2 CIO Roundtable

The CIO Roundtable is responsible for providing the Commonwealth CIO with a private industry perspective on IT practices and investments.

7.3 Technical Architecture Committee (TAC)

The Technical Architecture Committee (TAC) advises and supports the Commonwealth CIO and CIO Council on operational and technical-related impacts and issues associated with IT strategy; IT investments; IT policy, standards, and guidelines; and enterprise IT projects. In addition, the TAC has the responsibility to:

- Assist in the development and review of policies, standards, and guidelines that enhance agency mission performance, interoperability, and security;
- Monitor technology trends and identify technologies requiring new or changes to existing policies, standards, and guidelines;
- Develop and vet enterprise architecture technical artifacts, such as roadmaps and reference models;
- Identify opportunities to leverage shared services; and
- Work collaboratively with the Business Architecture Committee and the Office of Policy, Planning and Performance Management.

7.4 Business Architecture Committee (BAC)

The Business Architecture Committee (BAC) advises and supports the Commonwealth CIO and CIO Council on operational and business-related

impacts and issues associated with IT strategy; IT investments; IT policy, standards, guidelines and operational procedures; and enterprise IT projects. In addition, the BAC has the responsibility to:

- Promote and provide input and feedback on policies, standards, guidelines and operational procedures that enhance agency mission performance, interoperability, and security;
- Identify business drivers and current and future business capabilities that require new technology solutions or changes to existing policies, standards, guidelines and operational procedures.
- Provide input and vet enterprise architecture business artifacts, such as roadmaps and reference models;
- Identify opportunities to leverage shared services; and
- Work collaboratively with the Technical Architecture Committee and the Office of Policy, Planning and Performance Management.

7.5 Office of Policy, Planning and Performance Management

The OA/OIT Office of Policy, Planning and Performance Management (OPPPM) shall:

- Provide advice and guidance and otherwise support the Secretary of Administration, Commonwealth CIO, CIO Council, CIO Roundtable, and Architecture Committees and Sub-Committees on all IT governance related matters;
- Manage all IT governance related records and communications;
- Manage the development of an Enterprise Architecture including the establishment of IT policy, standards, and guidelines;
- Establish and manage an IT governance compliance program including a procurement and architectural review and waiver process;
- Maintain an enterprise IT strategic plan and agency IT strategic planning process;
- Ensure the procurements of IT resources support and comply with the Enterprises' IT direction, architecture, policies and standards.
- Establish and manage an IT portfolio and project management program

8. Related ITPs/Other References

- ITP-BUS006-00 IT Policies Standards and Guidelines

9. Authority

- 4 Pa. Code § 1.1-1.4, Issuances from the Governor's Office
- Executive Order 2011-05, Enterprise Information Technology Governance
- Management Directive 245.13 Amended, Strategic Direction for Information Technology Investments

10. Publication Version Control It is the user's responsibility to ensure they have the latest version of this publication, which appears on https://itcentral.pa.gov. Questions regarding this publication are to be directed to ra-itcentral@pa.gov.

Vertical lines in the left margin indicate changes from the last revision of the document. This chart contains a history of this publication's revisions:

Version	Date	Purpose of Revision
Original	12/28/2011	Base Document