STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

POLICY

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE  4/20/15
PAGE NUMBER  1 of 4
NUMBER
DOC 280.825

TITLE
TECHNOLOGY GOVERNANCE

REVIEW/REVISION HISTORY:

Effective:  1/15/97
Revised:  4/7/04
Revised:  2/12/07
Revised:  10/18/07
Revised:  8/9/10
Revised:  4/20/15

SUMMARY OF REVISION/REVIEW:

Adjusted titles throughout to reflect current organizational structure
I.A. - Added committee membership
I.B.1. - Adjusted that the committee has oversight of the combined Enterprise Architecture and Technology Review Board (EATRB) and added board membership
II.A. - Adjusted form usage and removed attachment
II.B & C. - Adjusted process for board review of technology proposals

APPROVED:

Signature on file

4/13/15

BERNARD WARNER, Secretary
Department of Corrections

Date Signed
POLICY

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; RCW 43.41A.040; RCW 43.41A.045; RCW 43.41A.055; RCW 43.41A.060; DOC 280.250 Acquisition, Disposal, and Licensing of Information Technology; OCIO 112 Managing Information Technology Portfolios; OCIO 112.10 Managing Information Technology Portfolios Standards; OCIO 131 Managing Information Technology Projects

POLICY:

I. The Department will maintain a technology investment planning process for its investments in technology services, projects, applications, systems, and equipment.

II. The Department will align its technology investments with its policies, strategic plan, and approved technology architecture.

III. The Department will ensure its technology investments comply with the policies, guidelines, and standards of the state Office of the Chief Information Officer (OCIO).

A. Technology investments are changes, enhancements, or modifications to, as well as acquisition of, equipment, software, services, and products used in storing, processing, transmitting, and displaying all forms of electronic information for data processing, office automation, multimedia, and telecommunications (i.e., voice/data, video). These include purchases of standard hardware or software, and component controls systems (e.g., thermostats).

IV. The Department will evaluate all technology investments requiring the use of financial or human resources for alignment with state and Department strategic plans.

DIRECTIVES:

I. Responsibilities

A. The Secretary has designated the Chief of Staff to chair the IT Enterprise Portfolio Management Committee, comprised of the Assistant Secretaries, Budget Director, and other members designated by the Chief of Staff.

B. The IT Enterprise Portfolio Management Committee will:

1. Provide oversight to Enterprise Architecture and Technology Review Board (EATRB), chaired by the Department’s Chief Information Officer (CIO) and comprised of IT and Business Solutions employees, and others selected by the CIO and IT Enterprise Portfolio Management Committee.
2. Approve or deny technology requests, services, projects, or investments based on their alignment with the Department’s strategic plan and the current technology architecture (i.e., the relationships among the work the Department does, the information the Department uses, and the technology the Department needs).

3. Ensure compliance with state policies and standards.

4. Use established technology principles and current technology architecture to guide decisions.

5. Review and submit the Department’s IT Portfolio in accordance with the policies and standards of the OCIO.

6. Prioritize selected technology and business projects and allocate resources.

II. Technology Proposal Process

A. EATRB members may submit technology proposals to the Application Infrastructure IT Change Manager using DOC 08-089 Information Technology Proposal.

B. The Application Infrastructure IT Change Manager will log proposals in the enterprise tool and forward to the EATRB.

C. The EATRB will screen requests for business need and adequate justification, then forward for budget consideration, approval from the appropriate Assistant Secretary, and consideration and prioritization by the IT Enterprise Portfolio Management Committee.

1. The EATRB may return a request to IT if it determines the request is for routine services and can be resolved within existing infrastructure and resources.

2. Technology services or investments for both operating and capital projects require IT involvement. IT involvement on capital projects is required during the predesign phase to assess strategic alignment and compliance with current technology architecture.

D. IT Enterprise Portfolio Management Committee recommendations will be submitted to the Secretary for final approval.
E. If the Secretary approves a request, the committee will assign it a business sponsor (i.e., person responsible for the business process and successful implementation of technology).

1. The committee may require an assessment and review of any requested application, infrastructure, or system used within the Department.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

DOC 08-089 Information Technology Proposal