



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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In Reply Refer To:
H-1270-1(P)
CA-940

June 19, 2001

EMS TRANSMISSION: 6/19/01
Instruction Memorandum No. **CA-2001-048**
Expires: 09/30/2002

To: Deputy State Directors and Field Office Managers

From: State Director

Subject: California Information Technology Investment Board (ITIB) **DD: 7/16/01**

This is a request for your participation in the California Information Technology Investment Board (ITIB). The intent of the ITIB is to provide oversight for the planning, budgeting, and implementation of major information technology initiatives in California, as provided for in the attached Charter. The Board's primary responsibilities will be to assure that national BLM IT standards are adhered to; make IT recommendations to management; and develop procurement plans for all IT resources. The Board members will therefore have the opportunity to ensure that information technology truly supports our resource management activities. The Board will receive technical information and support from the Branch of Information Resources as well as other program areas as needed (e.g., mapping sciences, title and records).

The Board will be comprised of the following members:

- Associate State Director
- Chief Information Officer
- Facilitator
- Deputy State Director Representative
- Regional Field Office Manager Representatives
- Chief, Budget Staff

The Deputy State Director Representative will be selected by the State Office Deputy State Directors. There will be three Regional Field Office Manager Representatives, representing each of the three California regions, chosen by the that region's field office managers. Additionally, the Board will charter ad-hoc advisory committees to assist as needed in the evaluation of IT issues and invite

feedback whether additional representation is needed.

The Board will meet at the call of the Chairperson. Meetings will be held quarterly with some meetings being held via teleconference.

Attached is the draft California ITIB Charter. Also attached are the IT Investment Management Processes and a sample of the project proposal form that the ITIB will use in reviewing projects.

If you are interested in participating, please contact Rob Cervantes, Chief Information Officer, by July 16, 2001.

Signed by:
James Wesley Abbott
Associate State Director

Authenticated by:
Richard A. Erickson
Records Management

3 Attachments

1. Draft California ITIB Charter
2. IT Investment Management Processes
3. Sample of Project Proposal

CALIFORNIA INFORMATION TECHNOLOGY INVESTMENT BOARD CHARTER

I. Background

The Clinger-Cohen Act (also known as “Information Technology Management Reform Act of 1996) established new authorities and responsibilities for federal agencies to guide the acquisition and use of information technology so as to improve the productivity, efficiency, and effectiveness of Federal programs. Pursuant to this Act, the Bureau has established the positions of Chief Information Officers at the Washington Office and State Offices. The Bureau has also directed that each State Office establish an Information Technology Investment Board (ITIB) to accomplish the objectives of the Clinger-Cohen Act.

II. Purpose

The California ITIB will serve as the primary vehicle for accomplishing the mandate of the Clinger-Cohen Act. The ITIB will provide investment planning decisions for the full range of IT goods and services. This will include oversight for the planning, budgeting, and implementation of information technology initiatives in California, as provided for in the attached Charter. The Board’s primary responsibilities will be to assure that national BLM IT standards are adhered to; make IT recommendations to the State Management Team; and develop procurement plans for all IT resources. The ITIB will also look ahead at state responsibilities to integrate IT with the state’s resource management needs.

III. Board/Committee Term and Membership

The Associate State Director will serve as the Chairperson. The State Chief Information Officer will serve as the Vice-Chairperson.

Advisory committees may be established on an as-needed basis to develop recommendations regarding specific issues, and act as an advisory to the ITIB.

The California ITIB will have the following representation:

Full-Time Members:

Associate State Director: Jim Abbott

State Chief Information Officer: Rob Cervantes

Facilitator

Deputy State Director Representative

Regional Field Office Manager Representatives

Chief, Budget Staff

IV. Official Duties

Chairperson:

- , Leads investment management activities.
- , Schedules meetings.
- , Ensures meeting minutes, recommendations, and decisions are reviewed, edited, and distributed.
- , Ensures members are educated in investment management principles, and ensures those principles are followed.
- , Calls emergency meetings as necessary.
- , Primary liaison with the State Management Team with regard to IT functions and decisions.

Vice-Chairperson:

- , Assists the Chairperson as required.
- , Develops agenda.

Facilitator:

- , Assists the Chairperson and Vice-Chairperson with the execution of their assigned duties.
- , Coordinates meeting logistics, including conference calls.
- , Maintains electronic mail distribution list.
- , Coordinates agenda items and ensures materials are prepared and distributed.
- , Responsible for capturing and distributing ITIB decisions.

V. Meeting, Records, and Decisions

The IT Investment Management Board/Committee will meet a minimum of two times a year. The meetings will be aligned with the budget process. Additional meetings or conference calls can be established at the discretion of the Chairperson.

The deliberations and decisions of each meeting will be recorded in sufficient detail to serve as the official record. The official record will be signed and maintained in accordance with Bureau Records and National Archives policy and guidance. Distribution will include the System Coordination Office (WO-570D) and the Investment Management Group (WO-550).

VI. Charter Approvals

This chartered Board/Committee is constituted under authority of BLM Manual Section 1230.03B1.

Approved by: _____

Date: _____

IT Investment Management Processes

The IT investment management process is an integrated approach to managing all IT-related investments, utilizing the select, control, and evaluate process which is consistent with Government Accounting Office (GAO) guidance. The Board will use the following processes:

1) Select Phase:

- , Screen each project/investment against a uniform set of evaluation criteria and thresholds.
- , Ensure that projects/investments are entered into the IT Clearinghouse and updated as needed throughout the Select Phase.
- , Analyze the scope, schedule, and budget of each project/investment.
- , Analyze the identified risks.
- , Analyze return on investment.
- , Analyze the current business process against the proposed re-engineered business processes.
- , Prioritize each project/investment to decide which of the projects or investments to fund.
- , Select projects/investments that support the mission and align with the Bureau Architecture.
- , Establish a baseline for project/investment scope, schedule, and budget. A decision is made by the Board granting approval to proceed to the next stage of the investment management process in order to expend or obligate any funding.

2) Control Phase:

- , Monitor ongoing projects/investments to ensure they are within baselined scope, schedule, and budget.
- , Monitor ongoing projects/investments to ensure return on investment stays within an acceptable range.
- , Ensure IT Clearinghouse is updated throughout the Control Phase.
- , Major go/no-go decision points will be established by the Board.
- , In-Progress Reviews will be conducted in which the project/investment status is compared to planned benefit, cost, schedule, and technical efficiency and effectiveness measures. Findings from these reviews are reported to the Board. If a project/investment does not meet its scope, schedule, or budget commitments, the Board decides upon an appropriate course of action: continue, modify, or terminate the project/investment.
- , An Operational Readiness Review decision will be made by the Board before a project/investment enters the Operations and Maintenance stage.

3) Evaluate Phase:

- , Evaluate actual results against expected results once a project/investment is fully implemented and accepted by the users and system owner.
- , Document lessons learned to provide for continuous process improvement.
- , Ensures IT Clearinghouse is updated throughout the Evaluate Phase.
- , The Board will require Post Deployment Reviews be conducted at scheduled intervals.
- , The Board will decide to continue, modify, retire, or direct a major re-engineering of the existing system.

Small Project Development Record for
BLM-California's Image Library
(aka Photo 'Database System)

The Small Project Development Record or SPDR is a document used to initiate small projects and carry them through development to completion and implementation. It is designed to ensure that all aspects of the project are completed and that official approval is given.

Prepared for: State Director, California State Office

Prepared by: Jim Pickering Audio Visual Specialist
Mary Lou West, Internet Program Coordinator

Approved by: _____ Date: _____
Project Sponsor - DSD, External Affairs

Initiation Phase

1. Statement of Need

- (a) **Date:** August 21, 2000
- (b) **Requested by:** Tony Stead, DSD, External Affairs
- (c) **Benefitting Program:** All Programs
- (d) **System needed by:** January 1, 2000
- (e) **Description of problem to be corrected or need to be met:** External Affairs is constantly filling, over and over, requests for digital images for power point presentations, web pages, and printed materials. Retrieving these images has fallen to one staff member, who is often in the field and not available to fill urgent requests for images. BLM-California needs a way to manage digital images to accommodate a wide range of users (BLM-California employees, Washington Office, the news media, and the public). In addition, BLM-California needs to distribute digital images globally, spend less time maintaining, and be more responsive to urgent needs.
- (f) **Proposed Solution:** Implement a fully scalable client/server asset management solution where users can store, track and search on a wealth of information about digital images. By using a database system, photographers can input data on each digital image, such as date the photo was shot, the location, field office, program it relates to, and a list of keywords. Anyone could then access the digital images and search for specific photos by keywords or any combination of fields to locate the exact digital images they are looking for.

With a web interface, the asset management solution would provide the ability to quickly access images from anywhere in the world by automatically publishing digital images to the Internet. Our key constituents, partners, cooperators, the news media and/or the general public could search, access, and download BLM-California digital images through the Web using any standard Web browser.

1.7 Summary of Rejected Alternatives:

Approval _____ Done _____