

STATE/CENTER IT INVESTMENT MANAGEMENT BOARD/COMMITTEE CHARTER

Sample Format

I. Purpose

The [Name of State/Center] Information Technology (IT) Investment Management [Board or Committee] is established to make IT investment management decisions. A key goal of the Clinger-Cohen Act is that agencies have processes and information in place to help ensure that IT projects are: business driven, implemented at acceptable costs, within reasonable and expected time frames, and contributing to tangible, observable improvements in mission performance.

This Board/Committee is the primary vehicle for achieving this goal. The scope of the Board/Committee's oversight includes the following major components: policy, acquisition, architecture, security, technology assessment, leadership/management, capital planning and investment, process improvement, performance and results-based management, and strategic planning. Finally, it is the role of the Board/Committee to ensure project/investment management principles are applied to IT investment management and that these principles are institutionalized.

II. 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 GAO guidance. The Board/Committee 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/Committee 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/Committee.
- ◆ 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/Committee. If a project/investment does not meet its scope, schedule, or budget commitments, the Board/Committee 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/Committee 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/Committee will require Post Deployment Reviews be conducted at scheduled intervals.
- ◆ The Board/Committee will decide to continue, modify, retire, or direct a major re-engineering of the existing system.

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. The Executive Secretariat will be appointed by the Chairperson.

Advisory committees may be established on an as-needed basis to develop recommendations regarding specific issues, and act as an advisory to the IT Investment Management Board/Committee.

The State/Center IT Investment Management Boards/Committees should consist of the following representation:

Full-Time Members:
Associate State Director or Assistant Center Director [Name]
State/Center Chief Information Officer [Name]
Deputy State Director(s) [Name]
Field Office Managers/Representatives [Names]
Budget Officer [Name]
Ex Officio Members:
Designated as Appropriate [Names]

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.

Vice-Chairperson:

- ◆ Assists the Chairperson as required.

Executive Secretariat:

- ◆ Assists the Chairperson and Vice-Chairperson with the execution of their assigned duties.
- ◆ Coordinates meeting logistics, including conference calls.
- ◆ Maintains electronic mail distribution list.
- ◆ Develops meeting agenda and transmit to membership.
- ◆ Coordinates agenda items and ensures materials are prepared and distributed.
- ◆ Responsible for capturing official meeting minutes, recommendations, and decisions.
- ◆ Distributes draft meeting minutes for review.
- ◆ Distributes final meeting minutes.

Membership At Large:

- ◆ Represents their respective offices and business areas in all investment management discussions, deliberations, recommendations, and decisions.
- ◆ Attends all meetings and conference calls scheduled by the Chairperson.
- ◆ Ensures their respective organization and business areas are kept up to date on investment management activities and 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. Emergency 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: _____