

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Oregon State Office
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To: DMs, DSDs, Staff and Branch Chiefs

From: Acting Deputy State Director for Management Services

Subject: Information Resources Management Plan (IRMP)

DD: See Attachment 1

Information technology is a significant portion of Oregon/Washington's overall budget and must be managed through effective planning. This directive provides guidance to District and State Office Information Resource Managers (IRMs) for the preparation of the 2004-2006 IRMP. These guidelines were developed by a subcommittee of the OR/WA Information Resources Management Advisory Committee (IRMAC).

Please assure the appropriate technical personnel, regardless of organizational placement, participate with your IRM to develop the topics included in the IRMP (see Attachment 3). The involvement of subject-matter specialists is imperative to assure our offices are technologically prepared to respond to their growing automation requirements.

The attachments to this directive provide the specifics of the IRMP process:

Attachment 1: Timeline explaining the process for IRM planning activities.

Attachment 2: Worksheet to be completed by State Office IRMs with the senior subject-matter specialists, and by the Information Resources Management Branch.

Attachment 3: Outline for District IRMP (District Plan to be signed by Administrative Officer).

If you have questions about this process, please contact Bonnie Zimmerman, Branch of Information Resources Management (OR955), at (503)808-6118 or via e-mail. All products are to be submitted, on schedule, to Bonnie Zimmerman.

Districts with Unions are reminded to notify their unions of this directive and satisfy any bargaining obligations before implementation. Your Servicing Personnel Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
John K. Keith

Authenticated by
Mary O'Leary
Management Assistant

3 Attachments

- 1- [Timeline](#) (1 pp)
- 2- [Worksheet](#) (1 pp)
- 3- [Outline for District IRMPs](#) (2 pp)

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Distribution

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OR/WA IRMAC Members

IRM PLANNING PROCESS

Purpose: Incorporate IRM planning into the overall OR/WA budget process.
Ensure coordination with subject-matter specialists and managers.

Audience: IRM community for managing the program.

Notes: State Office IRMs are on the same schedule and level of planning as OR955.
Budget activities are noted here (italicized) for scheduling reference only; not representative of the full budget process, or exact dates.

Due	Who	Activity	Explanation
3/1	IRMAC Team	Kick off the IRMP planning process. OR955 issues directive.	Review prior year. Improve current year's process.
5/1	Div. IRMs OR955	Submit worksheets to OR955 using direction obtained from senior subject-matter specialists. Prioritize/synopsise.	This information is a heads up for district IRM budget planning, and provides insights for Statewide strategic planning.
5/1	OR955	Issue directive re data calls.	Data calls provide the IT budget information to compare to the 15% guideline.
5/15	IRMAC Team	Review worksheets. Prepare package for Districts.	Identify hot topics and obtain clarifications from Div. IRMs or OR955.
5/30	IRMs OR955	Hold meeting or conference call to discuss the State's overall strategy, the specifics of the direction, and to share information among offices.	Use the worksheet information and personal knowledge to discuss and understand each office's direction, Statewide strategy, etc. Agree on test sites for new initiatives.
6/15	<i>OR955</i>	<i>OR955 develops Operating Plan (OR955 workmonths and budget, OR990 O&M, Off-the-Top issues).</i>	<i>Use information from the planning process to date (worksheets, FUG input, IRMAC discussions, etc.)</i>
6/30	Dist. IRMs	Submit district IRM Plans to OR955. Plans to be signed by District Administrative Officers.	Assure local specialists' awareness of State/National initiatives and their role in supporting these. Assure the district is technologically prepared. This step is key to the District IRM Plan and to identifying Statewide issues.
7/15	IRMAC Team	Develop staffing for OR955 and the OR/WA ITIB.	Analyze district IRM Plans for impacts and trends affecting State strategy, configuration management issues, etc.
7/30	<i>OR/WA ITIB</i>	<i>Hold meeting to discuss budget and strategic direction.</i>	<i>Use information from the planning process to-date to prepare for presentation to the State Budget Committee.</i>
8/1	<i>OR955</i>	<i>Prepare input to the Planning Target Allocation Directives.</i>	<i>Planning Target Allocation Directives contain the Statewide IRM Plan.</i>
9/1	<i>OR955</i>	<i>Review WO Directives and write Oregon-specific directives.</i>	
9/15	IRMAC	IRMAC meeting or conference call to discuss Directives and Off-the-Top outcomes. Put OR/WA <u>IT</u> directives on website (w/ <u>full</u> table of contents).	
1/15	<i>OR/WA ITIB</i>	<i>Hold meeting to prepare for Annual Work Plan (AWP).</i>	<i>Discuss issues and direction. Identify changes for AWP.</i>
2/1	<i>OR955</i>	<i>Prepare input to the Annual Work Plan (AWP).</i>	<i>Annual Work Plan (AWP) contains the Statewide IRM Plan.</i>

OUTLINE FOR DISTRICT IRM PLANS 2004-2006

The Information Resources program area includes telecommunications (radio, telephone, data), geographic information systems (GIS), information technology security, records and data administration, system administration, hardware, software, non-GIS information systems, user support, user training, and configuration management. Please assure the appropriate district lead provides input to these topics.

For purposes of this exercise, tactical planning covers the current fiscal year (FY2002), and strategic planning spans the three-year planning window (FY2003-2005).

Executive Summary (Identify issues in which District management would be interested)

I. Staffing and Technical Training (Discuss organizational placement of primary IRM-related positions, responsibilities, coordination between positions if organizationally separated, committee activities, technical training issues, etc. Data provided in data calls may be referenced and need not be attached.)

- A. Current Situation
- B. Strategic and Tactical Direction
- C. Assistance Required

II. Hardware: PCs, Workstations, Network Status and Platform Mix (Discuss capacity, stability, future needs, planned changes, how the District is approaching the platform mix, pilot efforts, etc. Data provided for recent data calls may be referenced and need not be attached.)

- A. Current Situation
- B. Strategic and Tactical Direction
- C. Assistance Required

III. Non-GIS Activities and Software (Discuss issues and projects at the District **and** Resource Area levels)

- A. Current Situation
- B. Strategic and Tactical Direction
- C. Assistance Required

IV. GIS Activities and Software (Discuss issues and projects at the District **and** Resource Area levels)

- A. Current Situation
- B. Strategic and Tactical Direction
- C. Assistance Required

V. Radio (Discuss adequacy, planned improvements, replacement, etc. The Narrowband Radio Plan and spreadsheets may be referenced and need not be attached.)

- A. Current Situation
- B. Strategic and Tactical Direction
- C. Assistance Required

Attachment 3-1

VI. Telephone (Discuss adequacy, planned improvements, replacement, voice mail, cell phones, etc.)

- A. Current Situation
- B. Strategic and Tactical Direction
- C. Assistance Required

VII. Video and Satellite (Discuss adequacy, planned improvements, etc.)

- A. Current Situation
- B. Strategic and Tactical Direction
- C. Assistance Required

VIII. Security (Discuss physical security, data security, user orientation and training, off-site storage needs, contingency planning, ids for non-BLM employees on interagency projects, etc.)

- A. Current Situation
- B. Strategic and Tactical Direction
- C. Assistance Required

IX. Data/Records Administration (Discuss issues, projects planned, interagency efforts, etc.)

- A. Current Situation
- B. Strategic and Tactical Direction
- C. Assistance Required

X. User Support and Training (Discuss issues and methods of fulfilling the needs, method of tracking support requests, etc.)

- A. Current Situation
- B. Strategic and Tactical Direction
- C. Assistance Required

XI. Last Year's Accomplishments (Optional. Discuss results of last year's plan and other accomplishments.)

XII. Other (Optional. Discuss any other IT topics.)