

## **CHAPTER 4**

### **Executive IT Governance Board**

#### **PURPOSE:**

This procedure creates the Information Resource Management Council and establishes a process for the council to review major projects, applications, or initiatives, as needed.

#### **AUTHORITY:**

Sections 20.23(4)(a), 216.181(5), 282.0051(6), 282.318, and 334.048(3), Florida Statutes (F.S.)

#### **SCOPE:**

This procedure applies to all Department personnel involved with major information technology resource projects or initiatives.

#### **REFERENCES:**

Standard Operating System Procedure, Topic No. 025-020-002

## **4.1 INFORMATION RESOURCE MANAGEMENT COUNCIL**

### **4.1.1 Membership**

The Information Resource Management Council (IRMC) is comprised of the Assistant Secretary for Finance and Administration (Chair), the Assistant Secretary for Transportation Engineering and Operations, and the Assistant Secretary for Intermodal Systems Development. The Chief Information Officer (CIO) serves as a non-voting member of the Council.

### **4.1.2 Function and Purpose:**

The function and purpose of the IRMC is to work with the CIO on addressing information resource management policy issues for the Department.

All major information resource management projects, applications, or initiatives must be submitted to the CIO for possible review by the IRMC prior to the expenditure of funds or commencement of work. If needed, IRMC review shall be conducted to ensure the project, application, or initiative is consistent with Department goals, objectives, and priorities. Based on this review, the IRMC shall make a decision whether or not the project, application, or initiative should be approved for advancement.

### **4.1.3 Scheduled Meetings:**

The IRMC shall meet as needed. The meetings shall be scheduled and coordinated by the CIO.

## **4.2 INFORMATION RESOURCE MANAGEMENT POLICY ISSUES**

**4.2.1** The CIO shall consult with the IRMC on information resource management issues that involve or require Department policy decisions or directions.

**4.2.2** Decisions or directions established by the IRMC regarding information resource management policy shall be communicated by the CIO at the next Executive Board meeting.

**4.2.3** Written Department policies or procedures derived from decisions or directions established by the IRMC shall be developed in accordance with the Department's ***Standard Operating System Procedure, Topic No: 025-020-002.***

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## 4.3 SUBMITTING PROJECTS, APPLICATIONS, OR INITIATIVES FOR REVIEW

**4.3.1** All major information resource projects, applications, or initiatives must be submitted to the CIO for possible review by the IRMC prior to any expenditure of funds or commencement of work. In the event local projects, applications, or initiatives are being considered for distribution to other districts, the review and approval process must take place before the project, application, or initiative is distributed. The only exceptions to these requirements are:

1. Projects, applications, or initiatives that have been explicitly requested and approved through the legislative budget process.
2. Projects, applications, or initiatives that are a continuation of hardware or software maintenance or software licensing agreements, or that are for desktop replacement that are similar to the technology currently in use.

**4.3.2** To facilitate IRMC review and approval, the **project coordinator** must submit documentation for any major project, application or initiative, via hard copy or any required software or hardware and where it will be deployed; e-mail, to the CIO. At a minimum, the documentation must include the following:

1. The name of the central office **Select Exempt Service (SES)** or **Senior Management Service (SMS)** office manager responsible for the respective functional area, who shall serve as the sponsor for the project, application, or initiative. If the project, application, or initiative is generated at the district level, then an SMS or SES manager co-sponsor from the district is required;
2. A brief description of the project, application, or initiative;
3. A summary of the expected benefits to the Department resulting from the implementation of the project, application, or initiative;
4. The duration and estimated total cost of the project, application, or initiative;
5. The source of any required funding for the project, application, or initiative;
6. How the project, application, or initiative shall be developed, implemented, maintained, and supported, including any required training.

**4.3.3** All information technology purchases that have a total cost of \$250,000.00 or more shall be reviewed with the Agency for State Technology, unless the purchase is specifically mandated by the Legislature for compliance with standards established pursuant to **Section 282.0051(6), F.S.** Purchases equal to or in excess of \$500,000.00

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may require additional approval by the Secretary or the appropriate Assistant Secretary depending upon the nature of the request. The requirement for further approval by the Secretary or appropriate Assistant Secretary shall be determined by the CIO. Pursuant to **Section 216.181(5), F.S.** "An amendment to the original operating budget for an information technology project or initiative that involves more than one agency, has an outcome that impacts another agency, or exceeds \$500,000 in total cost over a 1-year period, except for those projects that are a continuation of hardware or software maintenance or software licensing agreements, or that are for desktop replacement that is similar to the technology currently in use must be approved by the Executive Office of the Governor for the executive branch or by the Chief Justice for the judicial branch, and shall be subject to approval by the Legislative Budget Commission as well as the notice and objection procedures set forth in **Section 216.177, F.S.**"

**4.3.4** For projects not meeting the \$250,000/12 month criteria, the CIO shall review the documentation and coordinate with appropriate staff in the central office and districts to assess the impacts of:

1. Hardware or software deployment; and
2. Development, implementation, maintenance, training, and support.

Based on this assessment, the CIO shall determine if IRMC review and approval is needed. The intent is to allow simple file sharing, or small cooperative projects to move forward without requiring the attention or involvement of the IRMC. However, such activities shall be coordinated with affected district and central office staff.

**4.3.5** If the CIO determines that IRMC review and approval is not needed and no problems have been identified in the impact assessment, the CIO shall notify the project coordinator to proceed. If problems were identified, the project coordinator shall address the problems prior to proceeding. Without IRMC review, the process of review and impact assessment should take no longer than two weeks.

**4.3.6** If the CIO determines that IRMC review and approval is needed, the CIO shall then submit the project documentation to the members of the IRMC for review and approval. The CIO is responsible for ensuring that submitted documentation is complete.

**4.3.7** The CIO shall notify the Executive Team members and central office/district directors via e-mail when a project, application or initiative has been submitted for IRMC review.

## **4.4 REVIEW AND APPROVAL PROCESS**

**4.4.1** After the IRMC has reviewed the documentation, the IRMC shall either (1) approve the project, application, or initiative; or (2) disapprove the project, application, or initiative; or (3) require further discussion with the project coordinator and **SMS/SES office manager sponsor** at the next IRMC meeting.

**4.4.2** The IRMC Chair shall notify the CIO of the Council's decision via e-mail or hard copy correspondence. If further discussion at the next meeting is needed, the CIO shall coordinate with the project coordinator and the SMS/SES office manager sponsor on the date and time of the meeting. Otherwise the CIO shall communicate the IRMC's decision to the project coordinator and SMS/SES office manager sponsor.

**4.4.3** If a meeting is required, the project coordinator and SMS/SES office manager sponsor shall attend to answer questions and provide additional information as required by the IRMC. If the IRMC reaches a decision at the meeting, it shall be communicated to the project coordinator and SMS/SES office manager sponsor at that time. If a decision is not made at the meeting, the IRMC Chair shall notify the CIO of the Council's decision at a later time. The CIO shall communicate the decision via e-mail or hard copy correspondence to the project coordinator and SMS/SES office manager sponsor.

**4.4.4** The CIO shall document the IRMC's decision on all submitted projects, applications, or initiatives and maintain a file of the documentation and rendered decisions. The documentation shall be kept for a minimum of three (3) years.

**4.4.5** The CIO shall communicate the results of the IRMC review, via e-mail, to the Executive Board members and central office/district directors within one week of the IRMC's decision.