

Managing Information Technology Portfolios

Purpose: Establish the agency Information Technology (IT) portfolio as a primary tool to support IT decision-making.

Effective Date: October 1, 2011

See Also: [Managing Information Technology Portfolios Standards](#)

POLICY STATEMENT

1. Agencies will document the investment, acquisition, and use of IT via the IT portfolio.

1.1. The IT portfolio documentation will comply with statutory and policy requirements and provide sufficient detail for effective IT planning and management.

1.2. IT documentation will include:

- Descriptions of the relationships between and among the investments in the portfolio.
- Plans relating to current and proposed IT investments in support of the agency mission, strategies, and business processes.
- IT investment analysis and justification documents, including feasibility studies.
- Risk assessment and risk management plans.
- Project plans and project management reports.
- Application documentation and user training materials.
- Hardware, software, network, and facilities inventories.
- Budgetary and financial records and reports, including annual agency IT spending.
- References to the existing Security and Disaster Recovery/Business Resumption plans.

1.3. The specific content and format of IT documentation may be determined by the agency.

1.4. Submission of the summary information, as detailed in the Managing IT Portfolios Standards, is required.

1.5. The agency will make supporting documentation available to the OCIO upon request.

- Supporting documentation should be maintained by the agency and made available upon request or hyperlinked in the portfolio. The OCIO may require an agency to provide additional information to supplement its portfolio.

2. Agencies will provide completed agency IT portfolio information to the OCIO in the manner required.

3. Agencies will conduct an annual update of the IT portfolio in conjunction with the agency planning and budget processes, and make whatever revisions are necessary for the portfolio to continue to reflect the agency's management and use of IT.

- The annual update provides agency executives the opportunity to perform a comprehensive review of IT management and operations, and evaluate the

relationship between IT investments, agency strategies and programs, and the agency budget.

- 3.1. Agencies will review and update each ongoing level 2 and 3 investment or project, and complete a post-implementation review of any level 2 or 3 investment or project completed since the previous annual update.
 - 3.1.1. Proposed IT applications are initially evaluated in terms of their merits as potential investments of limited public funds and then, if approved, undergo detailed feasibility study, project planning, and risk assessment before the actual development or acquisition of the IT capability. The scope of these analyses must be commensurate with the nature and scope of the proposed investment.
 - 3.1.2. Investments that involve significant risk are subject to OCIO or Technology Services Board approval in addition to agency executive approval.
 - 3.1.3. Projects are continually monitored until they are completed, with summary information about the status of each project included in the project section of the agency's portfolio.
- 3.2. Agencies will update the portfolio to reflect IT activity within the agency and to support executive decision making within and outside the agency. The following changes should be noted:
 - Mission, strategies, programs, business processes, and project changes that affect the agency's use of IT or its plans for IT.
 - IT infrastructure changes.
 - Significant changes to existing investments/projects.
- 4. The head of each agency will provide certification to the Technology Services Board by August 31 of each year, or by the due date of its budget to the Office of Financial Management (whichever is later), that the annual IT Portfolio update has been completed.**
 - 4.1. The letter confirming the annual portfolio update will be included in the agency IT portfolio. It indicates completion of the annual review.
- 5. OCIO assessment and approval of agency investment and project proposals will be based primarily on the information included in the agency's IT portfolio and the detailed analyses supporting those major investments and projects.**
 - Agencies should exercise due diligence in ensuring that their portfolios remain current between annual IT portfolio updates.

RESPONSIBILITIES

Chief Information Officer (or designee)

- Interpret the policy.
- Ensure policy content is kept current.
- Recommend updates to this policy and related resources as needed.
- Use agency portfolios to assess agency investment and project proposals.

Technology Services Board (TSB)

- Review and approve major policy changes.

Agency Heads

- Responsible for the oversight of their respective agency's management and use of IT resources.
- Ensure annual update of IT portfolio is conducted.
- Submit portfolio update confirmation letter to the TSB by the due date.

DEFINITIONS

Portfolio: Demonstrates the relationships between and among current and planned investments and allows agencies to manage investments in IT as one would manage a portfolio of investments of assets such as real estate or financial instruments (for example, a stock portfolio).

RELATED LAWS AND OTHER RESOURCES

[Planning Information Technology Portfolios Policy \(111\)](#)
[Securing Information Technology Assets \(141\)](#)
[Executive Guide to Managing Information Technology Portfolios](#)

REVISION HISTORY

Date	Action taken
October 2011	Policy reformatted for migration to Office of Chief Information Officer.
April 2010	Policy adopted.

CONTACT INFORMATION

For questions about this policy, please contact your OCIO Information Technology Consultant.

APPROVING AUTHORITY

Chief Information Officer
Chair, Technology Services Board

Date