



State of Illinois
Department of Central Management Services

IT GOVERNANCE POLICY

Effective December 15, 2008

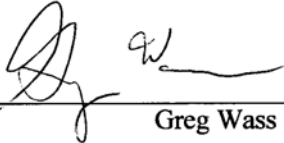
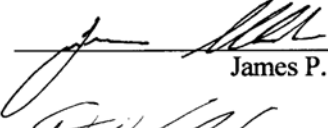

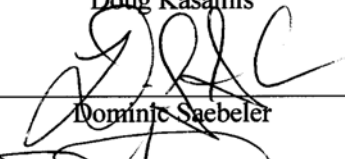

State of Illinois
Department of Central Management Services
Bureau of Communication and Computer Services

IT GOVERNANCE POLICY

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Version 1.0

APPROVAL SHEET

State CIO	 _____	Date: <u>12/15/08</u>
CMS Director:	 _____	Date: <u>12/09/08</u>
CMS/BCCS Deputy Director:	 _____	Date: <u>11/20/08</u>
CMS/BCCS Deputy General Counsel:	 _____	Date: <u>11/20/08</u>
CMS/BCCS Chief Information Security Officer:	 _____	Date: <u>11/20/08</u>

Please Return to: CMS/BCCS
Chief Security Office
120 W. Jefferson
Springfield, IL 62702

Thank You.

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POLICY STATEMENT

The State of Illinois, Chief Information Officer (CIO) in company with the Department of Central Management Services, Bureau of Communication and Computer Services (CMS/BCCS), establishes and maintains the application of the State's Information Technology Governance (ITG).

PURPOSE

Define the ITG scope, roles and responsibilities.

SCOPE

Pursuant to 15 ILCS 15/, Executive Reorganization Implementation Act, ITG applies to all agencies, boards and commissions under the Governor. (See statute for exceptions.)

DEFINITIONS

Definitions for terms used in this policy can be found in the BCCS Terminology Glossary located at <http://www.bccs.illinois.gov>. The terms and definitions listed below are meaningful for this policy. In the event of conflict between the definition in the BCCS Terminology Glossary and the definition contained in this policy, the definition below shall control for this Policy.

1. **Deployment Package** – Design, Scope, and Timeline for all chartered initiatives submitted after August 1, 2008, that establish the project baseline and identify commitments.
2. **Enterprise Architecture** – an integrated framework for evolving or maintaining existing information technology (IT) and acquiring new technology to achieve the State's strategic focus.
3. **Information Technology Governance (ITG)** – a process designed to manage the application of technology to business needs. ITG qualifies agency-submitted initiatives as projects by ensuring alignment with the enterprise architecture and registering compliance requirements. ITG was not designed to manage the ongoing investment in the Shared Services infrastructure. Additional information located at <http://www.bccs.illinois.gov>.
4. **IT Guiding Principles** - fundamental statements about the role of IT and the use of technology in support of the business. IT Guiding Principles are used by ITG and Enterprise Architecture to guide IT decisions and support strategic direction. Additional information located at <http://www.bccs.illinois.gov>.
5. **ITG Charter** – a document used to initiate the ITG process. The charter focuses on the business need, technology role and project approach.
6. **Waiver** – an exception to the ITG process, granted by the State CIO.

RESPONSIBILITY

1. In order to implement this policy, CMS establishes procedures and designates responsibility to specific personnel. Each Agency should also establish procedures and assign responsibility to specific agency personnel to achieve policy compliance.
2. Agencies, boards and commissions are responsible for qualifying their information technology initiatives by following ITG.

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3. CMS/BCCS is responsible for establishing and operating ITG.

POLICY

1. ITG applies to business-sponsored IT projects within the following criteria:
 - a. New business functionality is being added
 - b. A move to a new or updated platform is being made
 - c. An old system is being replaced (lifecycle)
 - d. A system is being in-sourced or outsourced either partially or completely
 - e. The work has enterprise implications
2. ITG will determine all information technology initiatives to be compliant with the State's enterprise architecture during governance.
3. ITG calls for initiatives to adhere to the State of Illinois - IT Guiding Principles.
4. Agencies must submit to ITG for review procurement specifications that involve 3rd parties in an IT solution (including requirements definition) before an ITG Charter is approved.
5. Agencies must register compliance with applicable acts, such as the Illinois Information Technology Accessibility Act (IITAA), as set forth in the governance technical requirements template.
6. Agencies are expected to collaborate with BCCS to establish a viable Deployment Package for chartered initiatives submitted after August 1, 2008.
7. ITG will deny initiatives with compliance issues or with unresolved exceptions to the ITG process.
8. Agencies may apply to the State CIO for a Waiver when a chartered initiative has been denied.

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Revision History

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