

Interior IT Capital Planning Working Team Charter

Authority: The Interior Capital Planning Working Team (ICPWT) operates under the authority of the Department of the Interior (DOI) Information Technology Management Council (ITMC). It functions under the same guidelines as its chartering body.

Background: The Clinger-Cohen Act of 1996 assigns the responsibility to develop an agency enterprise IT portfolio. The goal is to design and implement a process for assessing, managing the risk, and maximizing the value of IT investments within DOI. The Office of Management and Budget (OMB) issues and maintains OMB Circulars relevant to these responsibilities. Relevant OMB circulars include A-130 and A-11 Sections 53 and 300. The circulars provide direction for the preparation and submission of information on new and existing IT investments. They provide guidance for:

- Selection;
- Acquisition;
- Development;
- Maintenance;
- Major enhancement;
- Monitoring;
- Control;
- Evaluation; and,
- Retirement of IT capital assets.

Compliance is also monitored by the Interior Office of the Inspector General and the General Accounting Office. In June 2002, the Secretary chartered the ITMC, which authorizes the establishment of the ICPWT.

Scope: The scope of Interior's IT capital planning and investment control (CPIC) program is overarching and crosscutting, inclusive of all DOI bureaus, offices, and programs. The CPIC program is integrally linked to agency strategic planning, capital planning, enterprise architecture, security, budget and finance processes. This assures that DOI IT investments are managed throughout their lifecycle, selected to maximize their value, and support DOI Goals. The CPIC program directly aligns with and supports the mission and supporting business of the Department by providing a comprehensive enterprise approach to IT capital planning and investment management. CPIC components include:

- Framework;
- Business requirements;
- Principles;
- Policies;
- Methodologies;
- Guidelines;
- Plans;
- Strategies;
- Standards; and,
- Performance measures.

These assist in guiding, managing, and governing the selection, control and evaluation of E-Gov individual IT investments and the Interior IT portfolio. The IT portfolio is comprised of multi-agency, enterprise, bureau crosscutting, and individual bureau and office IT investments.

Statement of Purpose: The ICPWT's mission is to enable and assist bureaus and offices in IT capital planning and investment management. The mission is cooperative, inclusive of architectural, budget, security, financial, and other high priority DOI efforts.

Goals:

- ❑ Develop and maintain a collaborative and consistent approach to the implementation of CPIC.
- ❑ Enable, establish, and maintain communication for all members of the DOI IT capital planning community.
- ❑ Identify and develop solutions utilizing best practices for the operation and maturation of capital planning.
- ❑ Establish partnerships with DOI groups, including the A-130 Project Management Office, strategic planning (Office of Planning and Performance Management and Office of the Chief Information Officer (OCIO)), architecture, security, budget, working groups, and committees.
- ❑ Develop and maintain an Interior-wide capital planning toolbox.
- ❑ Assist the DOI ITMC and Investment Review Board (IRB) in the development and application of consistent evaluation criteria for IT investments.
- ❑ Provide capital planning information and documentation in support of investment performance monitoring.
- ❑ Provide appropriate recommendations to the ITMC, IRB, and other groups and committees relevant to CPIC.

Guiding Principles:

- ❑ Promote, develop, and advance the understanding, implementation and maturation of capital planning.
- ❑ Serve as champions of CPIC philosophy, goals, and components.
- ❑ Collaboratively identify IT solutions that cross organizational and/or business program lines.

- ❑ Explore implementation issues and develop common approaches to applying, improving, governing, and measuring capital planning.
- ❑ Operate an open forum for information sharing, joint workshops, addressing and resolving issues related to capital planning.
- ❑ Disseminate executive direction by the DOI ITMC and IRB to support IT CPIC efforts and supply feedback.

Responsibilities:

The ICPWT represents bureaus and offices to Interior's OCIO, ITMC, and IRB for CPIC issues. ICPWT responsibilities include:

- ❑ Communicate the status and information needs of CPIC to the bureaus.
- ❑ Provide bureau and office input to assist CPIC efforts in establishing priorities, schedules, recommendations, plans, products, and reports.
- ❑ Serve as the primary point-of-contact to managers in their respective bureaus and offices.
- ❑ Provide support and resources to the DOI CPIC community.
- ❑ Review bureau and office project proposals for compliance with established capital planning and asset management policy, guidance, processes and procedures prior to their submission to the department. Provide compliance information and state areas of concern.
- ❑ To obtain consistency of purpose and execution, interact with strategic planning and enterprise architecture partners in bureaus and offices for information exchange, education, assistance, and coordination.
- ❑ Engage appropriate working groups throughout DOI and the federal community to promote awareness and education of capital planning processes and issues.

Leadership: Interior's CIO, by statute, is responsible for developing and managing IT CPIC. The OCIO Chief of the IT Portfolio Management Division (PMD) chairs the Working Group.

Membership: Membership consists of a designee named by the CIO from each bureau and office and a representative from the OCIO and DOI budget office. CIOs are encouraged to designate alternate representatives to serve in the event the primary member cannot attend a meeting or function. Members are invested with the authority to speak for the bureau and office they represent.

Meetings: Meetings are held quarterly and supplemented by monthly teleconferences or as deemed necessary. The Chair schedules meetings and provides meeting reports. All ICPWT members may propose agenda topics. The Chair designates a recorder to keep and distribute meeting notes. Decisions of the group are reached via consensus among those present. In absence of consensus, a majority and minority report will be incorporated into the meeting notes. Representatives of other organizations and interests (private industry, supporting contractors, and subject matter experts) will periodically be invited to attend, observe, or contribute to meetings and activities.

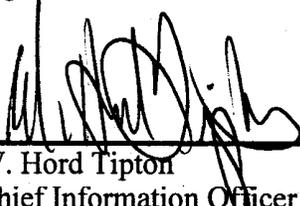
Subgroups: The group may establish ad-hoc and standing subgroups to address specific areas of interest or concern. These groups report the status of their efforts to the ICPWT as requested or when significant events deem reporting is appropriate.

Duration: The ICPWT charter will remain in effect until modified or terminated by the ITMC.

Other Considerations: The ICPWT Chair reports to the ITMC on behalf of the ICPWT.

Members are to assure their organization is represented at each meeting, function, and event.

Signatures:



W. Hord Tipton
Chief Information Officer and
Chair, Information Technology Management Council

April 15, 2004
Date