



State of Illinois
Department of Central Management Services

IT GOVERNANCE POLICY

Effective December 15, 2008

Revised: January 03, 2012
Version 1.1

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


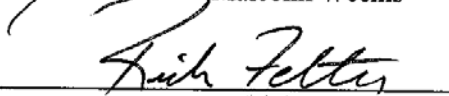
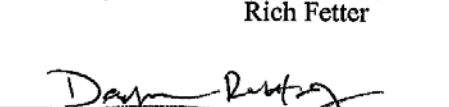
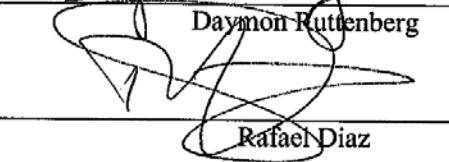
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APPROVAL SHEET

CMS Director:	 _____	Date: <u>2/14/12</u>
	Malcolm Weems	
CMS/BCCS Deputy Director:	 _____	Date: <u>2/8/12</u>
	Rich Fetter	
CMS/BCCS Deputy General Counsel:	 _____	Date: <u>2.8.2012</u>
	Daynon Ruttberg	
CMS/BCCS Chief Information Security Officer:	 _____	Date: <u>2/14/12</u>
	Rafael Diaz	

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

Thank You.

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POLICY STATEMENT

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

PURPOSE

The purpose of this policy is to define the ITG scope, and its roles and responsibilities.

SCOPE

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

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. **Charter** – a document used to initiate the ITG process. The charter focuses on the business need, technology role and project approach.
2. **Deployment Package** – The design, scope, and timeline for all chartered initiatives submitted after August 1, 2008, that establish the project baseline and identify commitments.
3. **Enterprise Architecture** – an integrated framework for evolving or maintaining existing information technology (IT) and acquiring new technology to achieve the State's strategic focus.
4. **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 can be found at <http://www.bccs.illinois.gov>.
5. **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 can be found at <http://www.bccs.illinois.gov>.
6. **Waiver** – an exception to the ITG process, granted by the State CIO.

IT Governance Policy

RESPONSIBILITY

1. In order to implement this policy, CMS may establish procedures and designate responsibility to specific personnel. Each Agency may 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.
3. CMS/BCCS is responsible for establishing and operating ITG.

POLICY

1. ITG applies to business-sponsored IT projects that satisfy at least one of 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 whether all information technology initiatives are 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 a Charter is approved.
5. Agencies must register compliance with applicable statutes, such as the Illinois Information Technology Accessibility Act (IITAA), as set forth in the ITG 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.