

Policy 112 – Managing Information Technology Portfolios

PURPOSE

This policy establishes expectations for agencies to manage their IT investments as a portfolio. This policy outlines the standard minimum set of portfolio components agencies must develop and maintain. The purpose of an IT portfolio is to guide decision making as outlined in [RCW 43.105.235 - State Agency IT Portfolio](#) and [RCW 43.105.341- Information technology portfolios](#). Broad outlines about agency use of portfolio for management and decision-making are provided in [RCW 43.105.230 - State agency information technology portfolio—Basis for decisions and plans](#) .

This is an interim policy updated to support current practices. A comprehensive rewrite of this policy is planned for 2019.

For institutions of higher education, the policy applies to business and administrative applications and academic applications that are enterprise-wide in relationship to other institutions of higher education. The policy does not apply to:

1. Medical, clinical, and health care applications
2. Academic and research applications
3. Business and administrative application for operations in (1) and (2) above

POLICY STATEMENT

1. Agencies must have a portfolio management program and collect data necessary to support the program.
 - a. Agency portfolios must be used in support of managing existing technology assets and prioritizing new investments.
 - b. When requested, agencies must provide certain information from their portfolios to the Office of the Chief Information Officer as outlined in this policy.
2. The minimum set of components of a portfolio management program includes:
 - a. Agency strategic business and technology plan(s)
 - b. Portfolio of technology services provided
 - i. Standard 112.10 describes the application to be included and the mandatory set of application elements provided on at least an annual basis

- ii. Standard 112.20 describes the mandatory set of IT related service elements to be reviewed on at least an annual basis
 - c. Portfolio of technology projects
 - i. Description of agency governance for project portfolio.
 - ii. Standard 112.30 contains the mandatory set of project elements to be reviewed on at least an annual basis
- 3. Agencies must certify to compliance with this policy on an annual basis based on the dates provided by the OCIO.

CONTACT INFORMATION

Contact the [OCIO Policy & Waiver Mailbox](#) for questions on the policy.

SUNSET REVIEW DATE: July 31, 2019

ADOPTION DATE: May 11, 2018

APPROVAL DATE: Targeted Date is June 12, 2018

APPROVING AUTHORITY: Rob St. John, Acting State CIO & Chair of TSB