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.

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ADOPTION DATE: May 11, 2018

APPROVAL DATE: Targeted Date is June 12, 2018

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