Washington State Department of Social & Health Services

Transforming lives

Administrative Policy No. 15.22

Subject: Information Technology Portfolio Management

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Information Services Board (ISB) Portfolio Management Policy
ISB Portfolio Management Standards
ISB Investment Policy
ISB Investment Standards

Effective Date: September 15, 2005

Revised: December 7, 2007

Approved By: original signed by Kathleen Brockman
Chief Administrative Officer

Purpose

This policy establishes the procedures and responsibilities for managing the Department of Social and Health Services Information Technology Portfolio.

Scope

This policy applies to all administrations and divisions within DSHS.

Additional Guidance

Additional standards and guidelines are located in the **DSHS IT Standards Manual**, specifically Category 3 for Annual Certification and Category 12 for Portfolio Management.

Definitions

Delegated Authority - A spending limit set by the ISB that allows an agency to acquire certain IT resources or make certain IT investments without prior approval from the ISB or DIS.

DSHS IT Portfolio – The DSHS IT Portfolio is a tool that demonstrates the relationships among current and planned IT investments. It provides a centralized, up-to-date reference for technology investments and a resource for strategic planning and decision-making.

IT Investment – An IT investment is any expenditure of agency resources to acquire IT products, services, or events that serve current and future needs of DSHS.

ITPPM – IT Policy and Portfolio Management is a unit within the Information System Services Division.

Project – A project is a time-bound endeavor that has a specific start and finish date, undertaken to create the specified product, service or result. Projects may have multiple phases or sub-projects. Projects may occur as part of planned enhancements to existing products, services or systems, or may be standalone activities.

Policy

A.   DSHS IT Portfolio Sections

The DSHS IT Portfolio must contain the following sections as specified by ISB policy:

a.   Section 1 – DSHS Portfolio Overview
b.   Section 2 – DSHS Strategic Business Plan
c.   Section 3 – DSHS Technology Infrastructure
d.   Section 4 – Current IT Investments
e.   Section 5 – Planned IT Investments
f.   Section 6 – Project Reviews

B.   Requirements for IT Investments

1.   IT investments must be assessed as outlined in DSHS IT Standards. Assessments must be completed before an investment occurs or begins.

2.   IT investments must be re-assessed annually until termination or completion. Investments must also be re-assessed whenever there is a significant change in scope, cost or timeline.

3.   Chief Information Officer approval must first be obtained for all investments that require approval from an external organization (e.g., Department of Information Services, Office of Financial Management, or Information Services Board.

C. **Investments Published in DSHS IT Portfolio**

Investments that meet one or more of the following criteria:

     a.   Have an overall risk/severity rating of Level 1, 2 or 3
     b.   Have lifecycle costs equal to or in excess of the agency's delegated authority
     c.   Are exempt from agency delegated authority based on ISB policies
     d.   Are an Internet-based transactional application
     e.   Are part of a decision package request
     f.   Require external approval from DIS, ISB, or OFM

D. **DSHS IT Portfolio Updates and Annual Certification**

1. DSHS must conduct a complete review and update of its IT Portfolio at least annually.

2. The Secretary must certify DSHS compliance with ISB Portfolio and Investment policies and standards each year by August 31.

Responsibilities

A. The Chief Information Officer (CIO), in addition to approvals referenced above in Section B., Item 3. must:

1. Review and approve IT investments that impact DSHS before work on the investment begins. Examples include IT investments involving enterprise-wide opportunities or projects that introduce new or emerging technology.

2. Submit documentation to external organizations (e.g., DIS, OFM, or ISB) for approval of IT investments or confirming compliance with oversight requirements for IT investments.

B. ITPPM is responsible for administering the IT portfolio management program within DSHS.