



UNITED STATES DEPARTMENT OF COMMERCE
Office of the Chief Information Officer
Washington, D.C. 20230

MEMORANDUM FOR: Chief Information Officers ^{APR 12 2010}

FROM: *for* Suzanne Hilding *Suzanne Hilding*
Chief Information Officer

SUBJECT: Strategic Information Technology (IT) Plans for FY 2010 through FY 2015

Please update your Strategic IT Plan for FY 2010 through FY 2015. Preparing and updating this plan is an important part of our structured process for applying IT to improve program service delivery, to use scarce resources most effectively, and to improve IT decision-making. Strategic IT planning should integrate with your processes for program planning, budget, financial management, and human resources management.

To assist you in developing and improving your IT planning processes, please self-assess using either the standard maturity model or, alternatively, a new, less subjective maturity model that we are now pilot testing. These models are consistent with the Clinger-Cohen Act and the Government Performance and Results Act and can help you frame your planning strategies. The Web addresses and directions for the models are listed in the attachment below, along with additional instructions about what your Strategic IT Plan should address.

Please pay special attention to outlining your architecture work and how it integrates with and supports your IT Planning and Investment Review process. Include your strategies and governance structure for developing and migrating to your target architecture. Describe your target architecture and migration plan at a strategic level, identifying and eliminating redundant systems and how it supports the business goals of the operating unit and the Department..

If your most recent plan was submitted a year or more ago, please send an updated Strategic IT Plan to me by May 15, 2010 and provide its Web address or an electronic copy by e-mail to Linel Soto at lsoto@doc.gov. If the Strategic IT Plan you have on file with the Office of the CIO was completed and submitted less than a year ago, and is still substantially up to date, provide a statement signed by you to this effect, its submission date, and the planned submission date for your next update.

If you have any questions, please contact Linel Soto on 202-482-4990 or by e-mail.

Attachment

cc: Neil Shapiro, Director, Office of Budget