



UNITED STATES DEPARTMENT OF COMMERCE
Chief Information Officer

Washington, D.C. 20230

JAN 11 2006

MEMORANDUM FOR: Chief Information Officers

FROM: Karen Hogan *Karen Hogan*
Acting Chief Information Officer

SUBJECT: Strategic Information Technology (IT) Plans for FY 2006 through
FY 2011

Please update your Strategic IT Plan for FY 2006 through FY 2011. 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 the attached maturity models for measuring progress in your IT Planning and Investment Review, Enterprise Architecture, and IT Security processes. 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 for the models are listed in the attachment, 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 aligning with the Federal Enterprise Architecture.

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 for FY 2006 through FY 2011. If your most recent plan was submitted a year or more ago, please send an updated Strategic IT Plan to me by February 24, 2005, and an electronic copy to Stuart Simon at ssimon@doc.gov.

If you have any questions, please call Stuart on 202-482-0275.

Attachment

cc: Barbara Retzlaff, Director, Office of Budget

Information to Support Preparation of Strategic IT Plans

Web Addresses for Maturity Models and Additional Strategic IT Plan Preparation Guidance

Addresses for Maturity Models:

- Commerce IT Planning and Investment Review Maturity Model:
<http://www.osec.doc.gov/cio/oipr/Mature%20Model.pdf>
- Commerce Enterprise Architecture Maturity Model:
http://www.hpcc.noaa.gov/docita/files/acmm_rev1_06272002.pdf
https://secure.cio.noaa.gov/hpcc/docita/files/acmm_complete_rev1_1_05202003.pdf
- OMB Enterprise Architecture Assessment Framework 2.0:
<http://www.whitehouse.gov/omb/egov/a-2-EAAssessment.html>
- NIST Special Publication 800-26, *Security Self Assessment Guide for IT Systems*:
<http://csrc.nist.gov/publications/nistpubs/800-26/sp800-26.pdf>, which includes the *Federal Information Technology Security Assessment Framework* as Appendix C. Operating units may alternatively use draft NIST Special Publication 800-26, *Guide for Information Security Program Assessments and System Reporting Form*
<http://csrc.nist.gov/publications/drafts/Draft-sp800-26Rev1.pdf>, which addresses Security Program assessments in section 1.1.2.

IT Strategic Plan Preparation Guidance

Portfolio and Investment Management, items to address:

- include strategies for increasing your IT Planning maturity model rating; provide the maturity levels you target at the end of FY 2006;
- directly align with core business objectives and link with your strategic plan activities under the Government Performance and Results Act;
- establish cross-cutting, operating unit-wide IT goals and include measures to assess whether those goals are being achieved;
- include results-based performance measures for all major investments and major systems (or reference your Exhibit 300 business cases, if these are up to date);
- identify any major investments or investment phases that have deviated from cost, schedule, or performance goals by more than 10% and corrective action plans to rectify the deviations;
- create a foundation for the development of Operational IT Plans that describe IT activities to support strategic goals;
- provide a high-level description of major budget year 2008 IT investments for review by the Commerce IT Review Board during the next budget review process;
- describe all major systems and provide updated costs for each major system in OMB Circular A-11, Exhibit 53 format for fiscal years 2006 to 2011 (development and steady state per year) or reference the Exhibit 53, if it is up to date; and
- discuss plans to incorporate earned value management and operational analysis with operating unit project management strategies.

Enterprise Architecture, areas to address:

- include strategies for increasing your Enterprise Architecture maturity model rating; provide the maturity levels you target at the end of FY 2006;
- consider the technology environment and anticipated advances, describing what opportunities these present for improving your program service delivery and meeting your customers' expectations; include strategies to ensure that proposed IT investments support work processes that have been simplified or redesigned to reduce costs and improve effectiveness, take a modular approach to system development, and make maximum use of commercial-off-the-shelf software;
- 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 aligning with the Federal Enterprise Architecture; and
- describe strategies for software management, including configuration control and change management

IT Security, areas to address:

- include strategies for increasing your IT security maturity model rating; provide the maturity levels you target at the end of FY 2006; and
- identify strategies to address effective implementation within your operating unit of the IT Security (e.g., FISMA performance metrics) and Critical Infrastructure Protection (CIP) Programs (as applicable).

E-government, issues to address:

- identify your operating unit's high level plan for meeting its goals for electronic government, and in particular, the e-government and lines of business initiatives sponsored by the Office of Management and Budget;
- detail the operating unit's approach for continued implementation of the E-Government Act of 2002 to make government processes more electronic, to improve the operating unit's Web presence by using innovative technologies, and to make all information of use to the public available on the operating unit's Web site;
- describe strategies for the use of information technology to minimize the public reporting burden for information collections consistent with mission requirements;
- describe strategies to ensure that privacy considerations are addressed in your Internet Web pages, operating unit architecture, and the life cycle development of systems; ensure that Privacy Impact Assessments are completed as needed; and
- identify your strategies for electronic records and electronic forms management, consistent with guidance from the National Archives and Records Administration and the federal Business Gateway initiative.

Special Initiatives, items to address:

- address how information systems will help your operating unit meet its information quality guidelines;
- identify your strategies to ensure that you have a qualified IT workforce to meet your needs now and in the future. Ensure that you address the specific areas of IT project management, enterprise architecture, and IT security; and
- describe on-going compliance strategies for IT accessibility as defined in Section 508 of the Rehabilitation Act Amendments of 1998 particularly with respect to acquiring hardware, software applications development, and Web sites.

If you maintain existing business plans or other planning documents that sufficiently address these requirements, you may submit them in lieu of creating new documents.