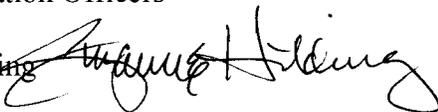




UNITED STATES DEPARTMENT OF COMMERCE
Chief Information Officer
Washington, D.C. 20230

OCT 06 2008

MEMORANDUM FOR Chief Information Officers
FROM: Suzanne Hilding 
SUBJECT: FY 2009 Operational Information Technology Planning Call

Your Operational Information Technology (IT) Plan is due November 14, 2008. The plan should describe current year IT activities that support your operating unit's mission and goals. The plan should be considered a living document, updated as needed throughout the year to reflect changing conditions and used to manage current year activities. The plan should concentrate on FY 2009, but also describe activities that continue into the out years. Cost, schedule, and performance measures are key elements of the plan.

The plan will contain three sections: Section 1 is a description of the IT organization and management processes; Section 2 is a financial summary in the format of Office of Management and Budget (OMB) Circular A-11, Exhibit 53 "IT Investment Portfolio," and Section 3 is a description of current year management and major system initiatives. The information needed to describe major system initiatives is defined in OMB Circular A-11, Exhibit 300 "Capital Asset Plan and Business Case Summary." If you have the same information in another format, we will accept that format. Your focus should be on the content. For a system with an existing Exhibit 300, the response to this call provides an opportunity to update the Exhibit 300, highlighting specifics that address activities in FY 2009. If you have submitted the Exhibit 300 through the Electronic Capital Planning and Investment Control system (eCPIC), you may reference it. Specific instructions for completing this year's Operational IT Plan are attached.

Please send your Operational IT Plan to Stuart Simon at ssimon@doc.gov by November 14. If you have any questions, contact Stuart on (202) 482-0275.

Attachment

cc: Neil Shapiro, OB
Administrative Officers

FY 2009 Operational IT Plan Instructions

Section 1, Description of IT Organization and Management Processes

Provide:

An executive summary containing a succinct outline of the plan and briefly highlighting significant achievements and issues.

A description of your operating unit's IT management organization.

- A description of your operating unit's investment management process (selection, control, evaluation) and progress in meeting the objectives of the IT maturity models for IT planning and investment review and architecture.
- An overview of your operating unit's current and planned Enterprise Architecture, including planned segment architectures as well as reconciliation of your investment plans with your target architecture.
- An update of your operating unit's compliance with the Departmental IT Security Program requirements, including your use of the Commerce Learning Center (CLC) for security awareness training and the use of CSAM for Certification and Accreditation, corrective actions, and continuous monitoring.
- A brief summary of prior year, FY 2008, accomplishments including a separate section describing lessons learned.

If this information is already provided in your Strategic IT Plan or other documents, you may simply reference the other documents. This is an opportunity for you to update the description of your IT organization and management processes.

Section 2, Financial Summary

- The financial summary of your operating unit's IT expenditures must be in the format of OMB Circular A-11, Exhibit 53. Fiscal years covered include FY 2009-FY 2013. Since all IT investments must be documented in the eCPIC operating unit portfolios, you may use eCPIC to generate an operating unit specific Exhibit 53.

Section 3, Management and System Initiatives

- Provide a list of all your IT systems.
- For each major system, provide an OMB Circular A-11, Exhibit 300 or equivalent or reference an up-to-date version in eCPIC. Provide detail for the current year, FY 2009. Provide out-year information for systems that begin development in FY

2009 and/or are ongoing beyond FY 2009. Systems that begin in FY 2010 need not be described in this year's Operational IT Plan. Pay particular attention to cost, schedule, and performance measures as well as to IT Security and Enterprise Architecture considerations.

- Provide a milestone table describing the status of all current and planned major initiatives and reconcile this with your Enterprise Architecture Transition Plan.
- Provide a brief summary of systems that deviate from cost, schedule, or performance goals by a factor of 10% or more. Describe corrective measures planned for each of these systems.
- Describe management IT initiatives and associated performance measures planned for FY 2009. Examples are IT studies, new IT management processes, new IT security measures, establishment of software or system standards, etc. Specify how each of these initiatives will close the gaps between your current architecture and your target architecture.