



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

JAN 03 2008

MEMORANDUM FOR: Chief Information Officers

FROM: Suzanne Hilding *Lisa K. Hilding*  
Acting Chief Information Officer *for*

SUBJECT: Strategic Information Technology (IT) Plans for FY 2008 through FY 2013

Please update your Strategic IT Plan for FY 2008 through FY 2013. 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 and Enterprise Architecture 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 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 aligning with the Federal Enterprise Architecture.

If your most recent plan was submitted a year or more ago, please send an updated Strategic IT Plan to me by February 16, 2008, and provide its Web address or an electronic copy by e-mail to Stuart Simon at [ssimon@doc.gov](mailto:ssimon@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 Stuart Simon on 202-482-0275 or by e-mail.

Attachment

cc: Neil Shapiro, Acting 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://ocio.os.doc.gov/ITPolicyandPrograms/Capital\\_Planning/DEV01\\_003726](http://ocio.os.doc.gov/ITPolicyandPrograms/Capital_Planning/DEV01_003726)
- Commerce Enterprise Architecture Maturity Model v.1.2:  
[http://ocio.os.doc.gov/ITPolicyandPrograms/Enterprise\\_Architecture/PROD01\\_04935](http://ocio.os.doc.gov/ITPolicyandPrograms/Enterprise_Architecture/PROD01_04935)
- OMB Enterprise Architecture Assessment Framework:  
[http://www.whitehouse.gov/omb/egov/documents/OMB\\_EA\\_Assessment\\_Framework\\_v22\\_Final.pdf](http://www.whitehouse.gov/omb/egov/documents/OMB_EA_Assessment_Framework_v22_Final.pdf)

#### **IT Strategic Plan Preparation Guidance**

##### **Portfolio and Project Management, items to address:**

- include strategies for increasing your IT Planning maturity; provide the maturity levels you target at the end of FY 2008. Separately address each element within the maturity model and describe the action that will be taken to increase the maturity;
- directly align with core business objectives and link with your strategic plan activities under the Government Performance and Results Act;
- identify 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). Be certain to provide clear, quantifiable goals and appropriate metrics.
- 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 2010 IT investments for review by the Commerce IT Review Board during next year's 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 2008 to 2013 (development and steady state per year) or reference the Exhibit 53, if it is up to date;
- discuss incorporation of earned value management and operational analysis with operating unit project management strategies; and
- describe how the Strategic IT Plan relates to the Commerce (or Operating Unit) Strategic Plan and the Commerce Annual Performance Plan.

**Enterprise Architecture, areas to address:**

- include strategies for increasing your Enterprise Architecture maturity; provide the maturity levels you target at the end of FY 2008. Separately address each element within the maturity model and describe the action that will be taken to increase the maturity;
- 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 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 and Privacy, areas to address:**

- describe strategies that your operating unit will employ to comply with the Department's IT Security Program Policy (ITSP), such as using an automated FISMA tool, conducting continuous security monitoring, implementing two-factor authentication enterprise-wide, implementing data extract and log procedures, etc.;
- 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);
- address, in particular, your plans for completing high quality Certification and Accreditation packages; and
- describe strategies to ensure that privacy considerations are addressed in your Internet Web pages, operating unit enterprise architecture, and the life cycle development of systems; ensure that Privacy Impact Assessments are completed as needed.

**E-Government, issues to address:**

- identify your high level plan for meeting goals for electronic Government, and in particular, the e-government initiatives and lines of business sponsored by the Office of Management and Budget;
- detail your approach for continued implementation of the E-Government Act of 2002 to make government processes more electronic, to improve your Web presence by using innovative technologies, and to make all information of use to the public available on your 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; 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 standards;
- identify your strategies to ensure that you have a qualified IT workforce to meet your needs now and in the future. Ensure 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 software applications development and Web sites.

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