



MAY 02 2011

MEMORANDUM FOR: Chief Information Officers

FROM: Simon Szykman *Simon Szykman*

SUBJECT: Strategic Information Technology (IT) Plans for
FY 2012 through FY 2016

Please update your Strategic IT Plan for FY 2012 through FY 2016. Preparing and updating a Strategic Information Technology Plan is an important part of our structured process for applying IT to improve program service delivery, use scarce resources most effectively, and improve IT decision-making. Strategic IT planning should integrate with your processes for program planning, budget, financial management, and human resources management.

Several resources are available to help guide your IT planning process. As a starting point, the *25 Point Implementation Plan to Reform Federal Information Technology Management*, December 9, 2010, summarizes the administration's strategies for the successful achievement of a more nimble, more cost effective, and more citizen-focused federal government powered by modern information technology.

The Commerce CIO Council *CIO Responsibilities* document provides guidance on current and ongoing IT priorities and activities across the Department aimed at supporting Commerce in achieving its mission through the effective and efficient use of IT resources.

Also, the Commerce Information Technology Investment Management (ITIM) Model and accompanying self-assessment tool offer an approach to assessing the health of your overall IT planning process.

Finally, the attachment provides some specific points to address.

If your most recent plan was submitted a year or more ago, please send an updated Strategic IT Plan to me by June 6, 2011, 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

IT Strategic Plan Preparation Guidance

- Identify cross-cutting operating unit IT goals and include quantitative performance measures to assess whether these goals are being achieved.
- Provide a high-level description of major IT investments, including investments proposed for the FY 2013 budget. These will be candidates for review by the Commerce IT Review Board.
- Describe how your Strategic IT Plan relates to the Commerce Strategic Plan and the Commerce Annual Performance Plan.
- Define how your strategy will meet Commerce's Balanced Scorecard Measures for IT.
- Explain how your Strategic IT Plan aligns with OMB's 25 Point Implementation Plan (identified in the cover memorandum).
- Identify efforts for IT collaboration across operating units or within your operating unit (e.g., shared services).
- Include your strategies and governance structure for developing and migrating to your target architecture, including use of strategic sourcing opportunities. Address specific strategies and opportunities for elimination of redundant systems, IT infrastructure consolidation and optimization, and cloud computing.
- Discuss how your operating unit plans to make government processes more electronic, and improve Web presence through using innovative technologies, including social media and Web 2.0.
- Discuss plans to address electronic stewardship and sustainability (e.g., in data centers, on desktop computers, with printers, etc.).
- Describe strategies to comply with the Department's IT Security Program Policy.
- Identify your plans to ensure that you have a qualified workforce to meet your needs now and in the future. Address IT project management, enterprise architecture, and IT security skills.