

**CIO Management Council
Special Meeting
June 15, 2005**

Approved 6/22/05

Attendees: Curt Amo, Ben Berry, Bill Crowell, Bob DeVyldere, John Koreski, Stan McClain

Others: Rodger Clawson

IRMD Staff: Sean McSpaden, Scott Riordan

1. EIRMS Document

The purpose of this special meeting of the CIO Management Council was to review the latest version of the draft Enterprise Information Resources Management Strategy (EIRMS) document and to ensure that the Council is still able to meet the deadlines proposed in the Planning Schedule. Sean distributed copies of the Planning Schedule, as well as the latest version of the EIRMS document, dated June 15. He encouraged members who had prepared suggested revisions to the June 6 version of the plan to please continue to forward those changes to him. Sean will then incorporate those requested changes with the ones being discussed at today's meeting.

Sean also prepared an EIRMS Summary document that he planned to distribute to attendees toward the end of the meeting. In addition, he created a Goals and Objectives document using a format suggested by Ben, and sought Ben's review and comment. The Goals and Objectives document includes specific narrative received as a result of the agency director interviews.

The June 15 version of the EIRMS is a "marked-up" document which highlights changes and additions made from the previous version of the document.

Main Document

- The Governor's Message has been drafted, and needs to be reviewed by the Governor's Office/DAS Director's Office before including in the draft document.
- The CIO Council Chair's Message includes Curt's revisions. Curt encouraged committee members to comment at their leisure.
- Under "Contributors" on Page 8, members asked that the agency director names and the full CIO Council member list be provided by name, as well—perhaps using two different blocks of names.
- The Executive Summary piece has been added, and minor revisions were made. (Paragraph 2: change Governor's to Governor; Second bullet under 2005-07 Biennium to read "CNIC (the new State Data Center)")

- Page 11: It was put in Sean's hands to work with this. (Referring to business or state operations...approach/view vs. product. Think enterprise, but deliver locally.)
- Page 13: Strike "Guiding Principles" section altogether. Approved. Those items that are not duplicative will be incorporated elsewhere. The Vision concepts are to remain for the time being. The first part of the mission is to be reworded.
- Pages 13 and 14: Merge the outcomes into the mission, and keep the mission all on one page. Sean will coordinate and restructure this area.
- Pages 16-18: Overview
- Page 20: Will continue to work on appearance. The wording of Solutions and Business Goals was discussed. It was suggested that the business problems that CNIC is working to resolve be listed, and tied back to a specific business objective.
- Suggested that the Enterprise IRM Strategy Summary document include key milestones (bulleted) and explain exactly what has been produced when the document is ready for sign-off (similar to a Gantt chart). Known timelines will be recorded.
- Page 30: Cyber Security—by the end of this year, we expect to just have a plan. Without the plan we shouldn't pre-suppose that specific deliverables will be produced.
- Pages 42-49: Recap of results and remaining tasks. Include where we are in the current plan.

Curt asked if members wanted to develop an adoption model similar to the 2002 EIRM Strategy document.

Summary document distributed:

- It was suggested that goals and objectives appear after the explanation of problems that were experienced.
- Insert the Governor's Message at the beginning.
- Condensed Gantt Chart within the year—something simple.
- Include web link to the full document.

The Committee mentioned the importance of not signing up for more than it is able to do. The objectives must be measurable and identify when accomplishment of an objective has been reached. Look closely at the deliverables—are they clear, concrete and deliverable? Staged methodology—business case/strategy/plan. *The core is to commit to the things we know we can do.*

The Committee's work today reminded Roger of the Progress Board measures. This work will be corresponding to the IT Performance Measures. It is necessary to have a mechanism that convinces (legislature, etc.) to reinvest the savings into IT, rather than to cut it from the budget. We're getting close.

The Committee anticipates being able to follow Sean's schedule (distributed at the beginning of the meeting).

What will the adoption model look like—will this plan be presented to the CIO Council Members and the directors only? Will it be presented to a wider audience at the OED Auditorium? At Governor's Cabinet/Agency Heads Meeting?

Action/Homework:

- Review pages 23-40
- Furnish comments to Sean by cob Monday, June 20. He will get it back out to you (via paper, electronically, or in person—whatever you prefer.)
- Think about how the adoption model (presentation of document) should be delivered and prepare to have a focused discussion on June 27.