

CIO Management Council

July 5, 2006

Approved 7/19/06

Attendees: Curt Amo, Ben Berry, Bill Crowell, Bob DeVyldere, Jeff Marecic, Stan McClain, Baron Rodriguez and Mike Zanon

IRMD Staff: Sean McSpaden, Scott Riordan, Scott Smith, Christine Samples

Other Staff present: Dennis Wells

Stan McClain called the meeting to order at 10:30 a.m.

Approval of Minutes

Motion: The brown bag minutes will be added before adoption.

Next Enterprise Project - All

The CIOMC should create a theme not just specific activity, e.g. digital government rather than E-forms. Digital government, we can start discussing things we are doing in our own agency that fall within the initiative (agency specific ideas).

A roadmap needs to be developed so we are attuned to a particular course of action and a calendar of events. We need to take this to the next level and start moving on this project. We need to move forward on the EIRMS refresh simultaneously and have it finished prior to session. The next big project should be aligned with the EIRMS; there was a lot of work put forth for the EIRMS. One difficulty is the executive that helped create the EIRMS have since changed.

Time is working against us; we need to decide quickly to have this placed within the budget. Scott Smith does have an E-forms pilot project that we can use for foundation information. We need to learn more as we move forward; we do not want to move forward to quickly and have a project failure or misestimate our funding levels.

Next Steps:

Engage the Administrative / Business Services Directors with the list, Kris Kautz has forwarded to the Admin group. We need an action plan for digital government (modernizing government). License 2000; find out where we are from a staging point.

What are we discussing when we say E-forms, i.e. all forms, personnel forms, budget forms, online entry forms, etc? If we select E-forms the enterprise function should be usable by all agencies, not just per agency (license in Oregon's name rather than agency name). Same data stream needs to be used for all E-forms, a base infrastructure level. Can we place one form for all the public to use that sends the info to more than one place. Revenue, Judicial and Water Resources are moving forward with E-forms this biennium. We can use this information to predefine what we need and to help shape their work.

We should select the E-forms pilot to move forward with as our next enterprise project. We can do this within the next six months. We want to do this in conjunction with the business partners. We need the business side involved so they are not negative on our project. This will have a bigger impact on their business processes/workflow, than CNIC did. Is there a way to keep the legislature involved, while creating the numbers/budget, etc. We need a strong business case with everyone backing us. What is the public value and strategic alignment, the risks, the benefits, we need a structure and methodology (replicable

process). What's the benefit per form; cost per form a financial analysis. E-government has a per form business case. E-forms does not occur any infrastructure costs, only licensing.

Create Business Case: Here's where we are today; what is the end state; what are the alternatives (decide or pick a few) phase 1, 2, etc; what does the implementation look like; look at processes (to change with forms/consolidation). A process and team needs to be created to make these decisions for the full business case.

Action: We need a one/two page business case on the top two; E-forms and online license. The E-forms solution should be done by phase and moving forward with the refresh. What E-forms would contain and what it would take to get there. What to look at: Improve access to services, improve quality, sustainability, improving decision making. It was suggested to use the SQAD (sustainability, quality, access, decision support) method.

It was suggested to remove security from the next enterprise project list; we already do security and with it on the list it says we are not already doing security.

Digital States Survey – Scott Smith, Mike Zanon & Scott Riordan

It is time again for the Center for Digital Government survey. Normally we respond through Scooter, this time we are requesting the survey be done as a group. This has to be completed and submitted by July 31st, otherwise it will not count. We are looking for resource specific pieces. This survey is the one that rates the states within IT; the last survey we were rated beneath the top 25.

Action: Scott Smith will send an overview and specifics of what he needs from you and your business partners. Christine will send a reminder; the survey comments are due to Scott Smith by July 19. When the survey is completed Scott will send a copy to the full CIO Council and the director's office.

Architecture Update – Dennis Wells

Dennis handed out a snapshot overview of the [Gartner program](#). DHS had overpaid Gartner and rather than receiving a refund DHS added a new Gartner service; Gartner for IT Leaders: Enterprise Architecture Premier. This is by a named user and we will need to decide where we want this tool placed within the state. On the annual renewal we can change to another IT Leader site if we are not satisfied.

Sean McSpaden reported that the Gartner replacement contract had five respondents to the RFI. Sean will know more in the next week.

The meeting was adjourned at 12:15