



# OSCIO statewide policy



	<b>NUMBER</b>	<b>SUPERSEDES</b>
	107-004-130	107-004-130
	<b>EFFECTIVE DATE</b>	<b>DATE OF LAST REVIEW</b>
	May 15, 2018	July 2, 2018
<b>STATEWIDE Policy</b>		
<b>DIVISION</b>	<b>REFERENCE/AUTHORITY</b>	
Office of the State Chief Information Officer	ORS 276A.200-236; and 279B.030 Procedure: <a href="#">107-004-130 PR</a>	
<b>POLICY OWNER</b>		
Strategic Technology Office		
<b>SUBJECT</b>	<b>APPROVED SIGNATURE</b>	
Information Technology Investment Oversight	Terrence Woods, Interim State Chief Information Officer <i>Signature on file with DAS Business Services</i>	

## POLICY/PURPOSE

It is the policy of the Office of the State Chief Information Officer (OSCIO) that all IT Investments must align with enterprise information technology strategies and be justified by sound business cases/plans, and that agencies must obtain State CIO approval in advance of purchase/execution.

## APPLICABILITY

This policy applies to all state agencies as defined in ORS 276A.230, and includes any board, commission, department, division, or office within the Oregon Executive Branch. The following agencies and boards are excluded:

- Secretary of State
- State Treasurer
- The Attorney General, but only with respect to its authority under ORS 276A.303 over information systems security in the Department of Justice
- Oregon State Lottery
- State Board of Higher Education or any public university listed in ORS 352.002

## FORMS, EXHIBITS AND INSTRUCTIONS

The following documents are incorporated by reference:

- Information Technology Investment Oversight Procedure - 107-004-130 PR
- Information Technology Investment Form, Exhibit A; fillable form can be found in the "Policies and Forms" section of the DAS website, <http://www.oregon.gov/das/Pages/Forms.aspx>
- Independent Quality Management Services for Information Technology Policy - [107-004-030](#)
- Information Asset Classification Policy – [107-004-050](#)
- Cloud Computing Policy - [107-004-150](#)

## DEFINITIONS

- **Enterprise Information Technology Strategies** includes all published OSCIO enterprise architecture standards, the Enterprise Information Resource Management Strategy (EIRMS), Policy Area Information Resource Management Strategy (IRMS), and OSCIO Basecamp contracts.

# OSCIO statewide policy

- **Information Technology (IT)** includes but is not limited to, all present and future forms of hardware, software and services for data processing, office automation and telecommunications.
- **IT Investment** is the planned or actual commitment of funds for IT-related expenditures including, but not limited to personnel, contractors associated with projects, products, services, or contracts and contract renewals and other amendments. Cost of an IT Investment includes the cost of any services and/or supplies purchased and five years of anticipated operational costs (e.g., licensing costs, and hardware/software maintenance).
- **Information Technology Investment (ITI) form** is the form for seeking approval from the State CIO for IT Investments.

## GENERAL INFORMATION

- I. OSCIO approval is required for IT Investments as follows:
  - a. IT Investments exceeding a cost of \$150,000 (see definition for clarification), unless the investment is an agency-staffed application development project, or
  - b. IT Investments exceeding a cost of \$1,000,000 for agency-staffed application development projects, or
  - c. IT Investments involving Information Classification Level 3 (restricted) or higher data, or
  - d. IT Investments that meet one of the risk thresholds triggering OSCIO oversight under Section IV of the Cloud Computing Policy (reference Policy 107-004-150), or
  - e. Any IT Investments where OSCIO determines that oversight, review, or approvals is in the best interest of state government.
- II. OSCIO will determine appropriate oversight requirements for each investment under review based on estimated costs and risk factors to the agency or the state. The Information Technology Investment Oversight Procedure 107-004-130 PR includes additional information regarding OSCIO and agency responsibilities and actions for submittal and reporting.
- III. For all IT investments that meet the criteria established within the Independent Quality Management Services for Information Technology Policy, the agency must work with OSCIO to determine the appropriate level of Quality Assurance Review required (reference Policy 107-004-030).
- IV. For all IT investments in Cloud services, the agency must also adhere to the Cloud Computing Policy (reference Policy 107-004-150 for definition of Cloud).
- V. OSCIO, via this Policy, delegates to each agency director the responsibility for creating and performing an internal agency IT investment review and approval procedure for all proposed IT investments not meeting the criteria established in section I. The agency's IT investment review and approval procedure should include consideration of the Policy/Purpose section above.