

**Bureau of Safety and Environmental Enforcement
and
Bureau of Ocean Energy Management
Interim Policy Document**

Effective Date: 2/14/2012

IPD No: 2012-04

Series: Administrative

Title: Information Technology (IT) Governance

Originating Office: Office of Administration

1. Purpose and Scope. This Interim Policy Document establishes the IT Governance Program for the Bureau of Safety and Environmental Enforcement (BSEE) and Bureau of Ocean Energy Management (BOEM), herein referred to as the Bureaus.

2. Policy. It is the policy of the Bureaus to implement and maintain an IT Governance Program that establishes effective IT investment management for both Bureaus.

The IT Governance Boards are established to make decisions regarding the investments comprising the IT portfolios supporting both Bureaus. Each Bureau will have its own IT Governance Board. In addition, an Executive Board will be established to oversee the combined IT portfolio, shared investments and resources, and issues that cannot be resolved at the Bureau level.

3. Objectives.

A. **Decision Authority and Accountability.** Establish and clarify accountability and decision rights for Bureau IT Portfolios.

B. **Strategic Alignment.** Align IT investments to Bureau strategic plans and other appropriate Bureau/Departmental plans.

C. **Value Delivery.** Deliver IT services and products within established quality standards to achieve defined benefits.

D. **Risk Management.** Identify, track, and mitigate risks to an acceptable level.

E. **Resource Management.** Optimize the use of people, technology, and infrastructure to deliver IT capabilities in support of business needs.

F. **Process Monitoring.** Document, execute, and monitor processes used to deliver effective, properly performing services and products.

4. Authority.

OMB Circular A-130

5. Responsibilities.

IT Governance boards and teams are established by approved charters. Detailed scope, authority, and responsibilities are defined in each charter. General responsibilities for each entity include:

A. Executive Management - The Information Technology Leadership Board (ITLB) provides executive oversight to govern IT investments for both Bureaus. The ITLB is responsible to:

- (1) Serve as the primary IT strategy and technology board for BOEM and BSEE
- (2) Establish strategic direction
- (3) Define and communicate relevant mission priorities
- (4) Verify program resources are provided and used responsibly and effectively
- (5) Ensure IT solutions meet with stakeholder needs and align with department, bureau, and program level strategic plans.
- (6) Jointly approve, allocate, and monitor the IT budget
- (7) Jointly approve and manage the combined IT portfolio for the Bureaus
- (8) Resolve IT issues that cannot be resolved at the Bureau level
- (9) Identify and manage program risk
- (10) Oversee IT service coordination and performance
- (11) Operate transparently

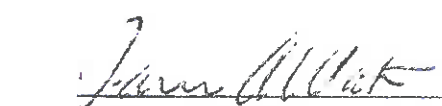

B. Business and IT Management – The Bureau Requirements Priority Boards (BRPB) are responsible to:

- (1) Oversee the Bureau IT Portfolio
- (2) Assign priorities and recommend action on IT enabled business requirements based on consolidated business needs and limited IT resources
- (3) Identify and manage business and IT interdependencies and impacts
- (4) Identify and evaluate business and IT risk

C. The Associate Director for Administration is responsible for specific management areas that integrate and support IT governance functions including:

- (1) Provide support to the IT Governance Boards
 - a. Prepare meeting agendas
 - b. Organize and package meeting materials
 - c. Track and report on action items
- (2) Coordinate with business analysts and customers to develop and manage board decision materials
- (3) Coordinate with the IT budget processes in both Bureaus
- (4) Coordinate with the Capital Planning and Investment Control (CPIC) process
- (5) Maintain the IT program risk register
- (6) Oversee and report on IT investment reviews, including performance reviews and operational analyses
- (7) Assess and report on the effectiveness of IT governance processes in meeting stated objectives
- (8) Develop IT governance policies, procedures and standards

6. Cancellation. This IPD will remain in effect for BOEM and BSEE until incorporated into Bureau Manuals, cancelled, or superseded by another IPD.

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|  | <u>2/14/12</u> |  | <u>2/14/12</u> |
| James A. Watson | Date | Tommy P. Beaudreau | Date |
| Director, Bureau of Safety and Environmental Enforcement | | Director, Bureau of Ocean Energy Management | |