

Information Resources Management Division (IRMD) Reorganization Executive Steering Committee Charter

Purpose

The DAS Director has asked the DAS Deputy Director and Interim State CIO to develop a Master Plan that includes a proposed 2007-09 budget and detailed transition plans to implement the Information Resources Management Division's (IRMD) reorganization recommendation. The Master Plan is to be developed collaboratively across DAS divisions with input along the way from impacted stakeholders.

Recommendation

Separate the service provider and governance functions that are currently mixed in IRMD. The State CIO will be an enterprise strategic planning and policy leader responsible for:

- Enterprise Planning and Policy
- Strategic IT Investment Management
- Geospatial Enterprise Office
- E-government
- Enterprise Security Office
- Enterprise Business Continuity Planning

All customer-facing operations of IRMD are distributed to other DAS divisions. Specific recommended actions include:

- Transfer of Voice Services (telecommunications) to the State Data Center.
- Transfer Publishing and Distribution to the State Services Division.
- Transfer the Technology Support Center to the Operations Division.
- Transfer Enterprise Application Services positions that support the State Controller's Division and Human Resource Services Division systems to those divisions and shift reporting to a manager in the Operations Division. Develop a strategy for phasing out positions supporting non-DAS projects.
- Phase out the Project Management Office as the Computing and Networking Infrastructure Consolidation (CNIC) funding source phases down.

Master Plan Objectives

The plan will provide details on achieving the following implementation objectives:

1. Develop a 2007-09 budget proposal that allocates resources according to the recommended structure. This includes development of corresponding policy option packages and accounting for ending balances.
2. Develop a plan for managing the staffing changes resulting from the recommendation. Reconstruct organization charts that account for the redistribution of IRMD staff and management processes across DAS and within the remaining IRMD organization.
3. Develop a plan for managing the space and logistics tasks associated with the recommendation.
4. Develop a plan for ensuring efficient and effective service delivery.
 - Identify impacts to business processes for divisions assuming IRMD service functions and make required adjustments to ensure continued delivery of new and existing services.
 - Define the central business processes and begin establishing the identity for the new enterprise IRMD organization.
5. Develop a communications plan that provides regular communications and supports full disclosure to stakeholders.
6. Provide a list of recommendations to the DAS Director that resolve issues identified during the process.

Timeframe

The Master Plan is due by September 1, 2006. However, several of the objectives may need to be completed earlier. Details on timeframes for completion of objectives and tasks will be identified in a Work Plan. It is critical that the timelines established in the Work Plan are met. The Executive Committee will meet weekly to ensure that emerging issues are resolved quickly.

Key Project Decision Points

Section	Transfer To	Budget Lift & Drop (07-09) ¹	Approx. Staffing	Mgmt Change Date	Move Date	New Physical Location
TSC	Ops	Yes	25	9/1/06	8/1/06	Revenue
EAS	Ops	No	21	9/1/06 ²	TBD	DAS-West
Voice	SDC	Yes	10	9/1/06	NA	Revenue
PMO	Phase Out	NA	9	TBD ³	NA	NA
P & D	SSD	Yes	100	8/1/06 ⁴	NA	NA
E-gov	New IRMD Organization (name TBD) ⁵	Yes	2	9/1/06	TBD	DAS-East
GEO			4	9/1/06		
ESO			9	7/1/06 ⁶		
BCP			2	9/1/06		
EPP			7	9/1/06		
SITIM			3	9/1/06		
Admin			7 ⁷	9/1/06		

Structure

The development of the Master Plan will be overseen by an Executive Steering Committee. Subcommittees will be formed to develop components of the Master Plan.

Committee Structure, Deliverables and Timeframes

Subcommittee	Anticipated Deliverables	Timeframes
Executive Committee <u>Leads:</u> Kris Kautz and Mike Zanon <u>Participants:</u> D. Hartwig, M. Reyer, J. Radford, S. Wilson, K. Coffey, J. Korson, B. Foster, R. Kennedy	<ul style="list-style-type: none"> Identify and resolve key project decisions and issues points Resolve staffing issues (final decision about who goes where) Develop Master Plan 	Ongoing until 9/1/06 Initial 6/12, final 9/1/06 9/1/06
Budget Alignment <u>Lead:</u> Kate Coffey	<ul style="list-style-type: none"> Determine what to do with S&S and ending balances 2007-09 budget and require policy option packages and budget narratives 	7/7/06 8/15/06

¹ Budget remains as allocated through 05-07 biennium.

² Mainframe staff by 9/1/06, other staff may transition later depending upon customer needs.

³ Must be completed by 6/30/07 – may be sooner.

⁴ Reporting and direction changes 7/1/06, operational issues resolved by 9/1/06.

⁵ Begins operating as a new entity on 9/1/06.

⁶ Re-established as a section of IRMD (has been reporting to Director's Office).

⁷ One communications staff has been reassigned to the DO.

Subcommittee	Anticipated Deliverables	Timeframes
Organization Structure and Staffing Changes <u>Lead:</u> Jerry Korson	<ul style="list-style-type: none"> • Develop revised organizational charts • Update position descriptions • Identify staffing issues and provide staffing and HR consulting services 	7/1/06 8/1/06 Ongoing, 9/1/06
Space and Logistics <u>Lead:</u> Bill Foster	<ul style="list-style-type: none"> • Develop space plan • Provide estimates of move costs • Coordination of move and office set-up logistics 	8/1/06 9/1/06 Tbd
Communications <u>Lead:</u> Robert Kennedy	<ul style="list-style-type: none"> • Develop communications plan • Create key communication products <ul style="list-style-type: none"> ○ Charter ○ Web site ○ Help draft Master Plan 	6/8/06 6/8/06 7/1/06 9/1/06

Key to Acronyms

Acronym	Section Name
TSC	Technology Support Center
EAS	Enterprise Applications Services
Voice	Voice Services (telecommunications)
PMO	Project Management Office
P & D	Publishing and Distribution
E-gov	E-government
GEO	Geospatial Enterprise Office
ESO	Enterprise Security Office
BCP	Business Continuity Planning
EPP	Enterprise Planning and Policy
SITIM	Strategic IT Investment Management
Admin	IRMD Administration