



United States Department of the Interior


OFFICE OF THE SECRETARY
Washington, DC 20240



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OCIO DIRECTIVE 2005-002

To: Heads of Bureaus and Offices
Assistant Secretaries

From: W. Hord Tipton 
Chief Information Officer

Subject: Implementation of Information Technology Capital Planning and
Investment Control (IT CPIC) Guide, Version 2.0

Purpose:

This Directive issues the updated *Department of the Interior Information Technology Capital Planning and Investment Control (DOI IT CPIC) Guide, Version 2.0*.

This Directive replaces the Memorandum from the Chief Information Officer, *Implementation of the Information Technology Capital Planning and Investment Control Guide, Version 1.0*, dated January 15, 2003.

Background:

The Information Technology Capital Planning and Investment Control (IT CPIC) process is a systematic approach to select, manage, and evaluate IT investments as mandated by the Clinger-Cohen Act of 1996 and prescribed by the Office of Management and Budget (OMB) Circular A-130. At the highest level, the IT CPIC process is a circular flow of DOI's IT investments through five sequential phases: Pre-Select, and Select, Control, Evaluate, Steady-State. The process, as described in the guide, strives to assist management in ensuring that IT investments are well thought out, cost-effective, and support the missions and business goals of the organization.

The updated guide also includes process improvements implemented by the Investment Review Board (IRB) since the issuance of the previous guide and the E-Government strategy. It also includes changes requested by the DOI IT Capital Planning Working Team (CPWT). The CPWT enables department and bureau members to participate in the ongoing enhancement of the IT CPIC process..

Scope:

This Directive applies to all departmental IT system development, maintenance efforts, and infrastructure computing resources at all levels of sensitivity, whether owned and operated by DOI, or operated on behalf of DOI.

Time Frame:

DOI and all DOI bureaus and offices must implement the process improvements included in the updated DOI IT CPIC Guide by no later than March 31, 2005. The departmental goal is to apply the revised procedures in support of both the Budget Year (BY) 2007 budget formulation activities and Fiscal Year (FY) 2005 project performance reviews. Bureaus and offices must ensure that bureau-specific procedures and governance bodies are modified, as necessary, to support this goal by the stated target date. Quarterly project reports are due as soon as possible, but no later than 21 days after the end of a FY quarter, beginning with 1st quarter FY 2005.

Policy:

The DOI IT CPIC Guide provides policy for the continued operation and enhancement of DOI IT CPIC process. The IT CPIC process is owned by the DOI IRB and managed by the Office of the Chief Information Officer's IT Portfolio Management Division following the processes described in the DOI IT CPIC Guide.

IT CPIC Guide Enhancements From Version 1.0

The DOI IT CPIC Guide, Version 2.0, contains enhancements that mature existing processes to support the agency's goal of achieving certification under the Government Accountability Office IT Investment Management (ITIM) Maturity Framework. Major changes include:

- Modified quarterly reporting process and template, for investments in the IT CPIC Control phase, to focus on project performance, collaboration, and risk management areas.
- Added guidelines and a template for performing operational analysis (OA) of investments in the IT CPIC Steady-State phase.
- Provided an ITIM maturity assessment tool and accompanying guidelines.
- Provided additional guidance to clarify the interaction between the Departmental and bureau investment review boards.
- Requires all new acquisitions and developments be IPv6 compatible.

The DOI IT CPIC Guide will continue maturation as processes are performed and evaluated for effectiveness.

Contact:

If you have questions concerning these issues, please contact me at 202-208-6194. For further information on IT investment management or DOI's IT CPIC process, please contact the Chief, Portfolio Management Division at (202) 208-4109.

cc: Deputy Assistant Secretary, Business Management and
Wildland Fire
Bureau Chief Information Officers

Acquisition Managers Partnership
Bureau Budget Officers
DOI Investment Review Board Members