

# Executive Summary

## 1 Overview:

**1.1** This document provides instructions on Maritime Administration (MARAD) Information Technology (IT) Management. It is authorized by Maritime Administration Order (MAO) 220-11. The MARAD IT Administrative Manual (ITAM) provides information for all MARAD IT projects including the successful entry to and exit from the System Development Life Cycle (SDLC) phases in consonance with the Capital Planning and Investment Control (CPIC) process. This document also provides detailed information on all aspects of IT Management within the MARAD organization.

**1.2** The ITAM describes the various activities which must occur during each CPIC and SDLC phase. The ITAM also covers requirements for associated documentation. This document provides guidance on how to tailor CPIC/SDLC to meet the needs of individual projects/initiatives. Figure I.1 outlines the Key Decision Points (KDPs) during the CPIC and SDLC phases.

**1.3** In addition to the CPIC and SDLC phases, this document provides information on the day-to-day requirements and administration of MARAD IT resources, requirements and services.

## 2 Document Structure:

**2.1** Each section of this document addresses key areas of IT management. The appropriate document templates, data sheets, notional timelines and checklist to support each section are contained in the appendices to that section.

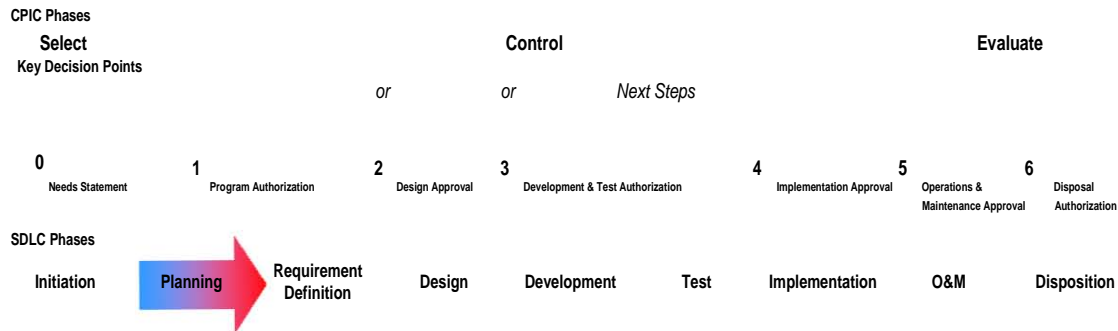


Figure I.1. CPIC/SDLC Key Decision Points