

Department of Transportation Maritime Administration Charter for the Information Technology Investment Council

I. Purpose

This charter provides guidelines for the establishment and operation of the Maritime Administration (MARAD) Information Technology Investment Council (ITIC). It sets forth the mission, objectives, scope, responsibilities, organization, and general methods of operation.

II. Mission

The MARAD ITIC supports the Information Technology (IT) Investment Review Board (IRB) in the MARAD Capital Planning and Investment Control (CPIC) process and with the management of the MARAD IT portfolio. The ITIC provides general oversight to ensure that IT investments comply with MARAD policies and procedures and align with enterprise and business unit strategic goals.

III. Objectives and Scope

MAO-220-11, Maritime Administration Information Technology Management, provides authorization and guidance for operation of the IT Investment Council.

The ITIC, working at the direction of the IRB, performs the following functions:

CPIC Process Compliance:

- Reviews and analyzes all IT project business cases for strategic alignment, architecture compliance, management approach, risk management, and return on investment
- Ensures that MARAD is making IT investment decisions using Office of Management and Budget, Government Accountability Office and Department of Transportation compliant CPIC processes
- Recommends investment prioritization and portfolio management criteria
- Verifies the presence and use of guiding documentation and training
- Oversees the development and management of a comprehensive enterprise-wide portfolio
- Ensures timely reporting of investment status for the entire MARAD portfolio

Investment Selection:

- Recommends disposition of out-of-cycle investment proposals to the IRB
- Prioritizes investment proposals within the recommended portfolio
- Recommends portfolio adjustments in response to changes in budget, project status or other directives
- Oversees integration of individual organization portfolios into a single coherent MARAD IT portfolio

Investment Control:

- Reviews and verifies changes to the portfolio and provides portfolio impact analysis in response to IRB actions, funding adjustments or significant variances between planned and actual investment performance
- Oversees portfolio management and alignment with IRB direction and guidance

Investment Evaluation:

- Recommends adjustments to the IT portfolio or to investment management practices based on post implementation reviews and operational analyses
- Verifies lessons learned are captured and applied throughout the CPIC process

IV. Organization

Each Associate Administrator will appoint a primary and alternate representative. The ITIC is chaired by the MARAD Chief Information Officer (CIO).

V. Outcome Measures

To measure the ITIC's effectiveness in achieving its responsibilities and goals as set forth in this charter, the ITIC will develop *outcomes* or key indicators. These outcomes will be both strategic and tactical and may be measured in increments or at completion. The ITIC will set short-term and long-term goals for each *outcome* and will review progress at regular meetings. Additional outcome measures shall be developed as new needs and challenges emerge.

VI. Methods of Operation

The ITIC meets at a time specified by the ITIC Chair, in accordance with IRB meetings, and at other times as special circumstances dictate. Agendas are issued in advance of ITIC meetings. Minutes are distributed to ITIC members for review and approval and are maintained in accordance with CIO instruction. For all regularly scheduled meetings of the ITIC, appointed members are expected to attend. Substitutions are allowed only if exceptional circumstances exist. It is the member's responsibility to ensure the substitute is knowledgeable of ITIC business matters and processes.

Charter Amendments: Any member can make recommendations to amend this charter at any time. Recommendations must be brought before the full body for consensus and approved by the charter signatories.

Charter Approval: The CIO and the Maritime Investment Review Board Chair will approve the charter.

Approved:

		<u>5/11/2006</u>
FJS	Donna K. Seymour Chief Information Officer	Date
		<u>5/15/06</u>
	Julie Nelson Maritime Investment Review Board Chair	Date