

IT CAPITAL PLANNING AND INVESTMENT CONTROL (CPIC) AND PORTFOLIO MANAGEMENT

1. Purpose

This directive establishes the Department of Homeland Security (DHS) policy for IT Capital Planning and Investment Control (CPIC) and Portfolio Management.

2. Scope

This directive applies to all DHS organizational elements.

3. Authorities

This directive is governed by numerous Public Laws and national policy, such as:

- A. Public Law 104-106, Clinger-Cohen Act of 1996 [formerly Information Technology Management Reform Act (ITMRA)], February 10, 1996.
- B. Office of Management and Budget (OMB) Circular A-11, *Preparing, Submitting and Executing the Budget*.
- C. Federal Managers Financial Integrity Act of 1982
- D. Chief Financial Officers Act of 1990
- E. Government Performance and Results Act
- F. The Federal Acquisition Streamlining Act of 1994, Title V
- G. Paperwork Reduction Act of 1995
- H. Federal Financial Management Improvement Act of 1996
- I. P.L. 107-347, E-Government Act of 2002, Title III, Federal Information Security Management Act (FISMA) of 2002
- J. OMB Circular A-130, Management of Federal Information Resources

- K. OMB Circular A-127, Financial Management Systems

4. Definitions

IT Capital Planning and Information Control (CPIC) is a decision making process for ensuring that information technology (IT) investments support the agency's mission and business needs. The CPIC process integrates strategic planning, architecture, security, budgeting, procurement, and the management of IT. IT investments that have been approved through the Department's strategic goals and objectives with the lowest life-cycle cost and the least risk

5. Responsibilities

Responsibility for IT Capital Planning and Investment Control, and for Portfolio Management are shared among:

- A. the DHS Operational Elements/Directorates, Under Secretaries and Offices;
- B. the Deputy Secretary;
- C. the DHS Investment Review Board;
- D. the Directorate Administrative Officers (AOs);
- E. the DHS Technical Review Board;
- F. the DHS Chief Information Officer (CIO);
- G. the DHS Chief Procurement Officer;
- H. the DHS Chief Financial Officer (CFO); and
- I. Project/Program Managers.

Specific roles and responsibilities are described in the DHS Executive Guide to Information Technology Investment Management, which is issued as a supplement to this Management Directive.

6. Policy & Procedures

- A. **Policy:** The DHS will conduct IT Capital Planning and Investment Control (CPIC) and Portfolio Management in accordance with all applicable legislation and OMB guidance. The CPIC will involve all DHS component directorates in an effort to leverage technology investment in support of the DHS mission and business plan. The DHS will monitor department-wide IT investments to ensure that they meet expectations for supporting the DHS mission. In addition, the DHS will actively evaluate best practices from sources internal and external to the Department, for the purpose of improving the

CPIC process where significant business value can be realized for stakeholders, customers, and citizens.

B. **Procedures:** The following documents, published separately, implement the CPIC policy for DHS:

1. DHS Guide to Information Technology Investment Management (ITIM);
2. DHS Office of the CIO Concept of Operations;
3. DHS Capital Planning and Investment Control Capability Maturity Model;
4. DHS Project Management Guide
5. Annual Budget Guidance;
6. DHS Initiative Selection/Evaluation Criteria; and
7. Scorecard/Review Templates.

C. **Questions or Concerns Regarding the Process:** Any questions or concerns regarding this directive should be addressed to the Office of Information Technology.