U. S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL
INFORMATION TECHNOLOGY INVESTMENT BOARD (ITIB)
CHARTER

April 2003

I.   Goals of the National ITIB

The goal of the National ITIB is to ensure that the Bureau of Land Management's (BLM) information technology (IT) portfolio provides the best blend of IT investments to meet its mission and strategic goals, while minimizing risks and maximizing the return of these investments. To reach this goal, the ITIB will demonstrate core competencies in understanding and using both the established IT investment and the capital planning and investment control (CPIC) processes.

It is also the goal of the ITIB to develop a complete IT investment portfolio. The ITIB will strive to map and manage its IT investment management process to support the Office of Management and Budget's (OMB) Capital Planning and Investment Control process and the General Accounting Office's (GAO) IT Investment Management framework. This involves identifying and managing all IT assets, resources, and investments. It also involves analyzing each new proposal against the values and priorities of existing investments within the IT portfolio. To reach this goal, the ITIB will develop a comprehensive IT portfolio selection and control process to incorporate benefits and risk criteria linked to mission goals and strategies.

To ensure that its management decisions are understood and supported throughout the Bureau, the ITIB will communicate decisions with executives and line managers.

II.   ITIB Roles and Responsibilities

The ITIB is responsible for building an IT investment foundation, and developing and maintaining a complete IT investment portfolio. The ITIB is the decision making board for all IT investments requiring corporate level review. Board membership is described in Appendix A.

The Bureau has instituted a joint business / information technology process, as described in the Bureau's IT investment management process, to ensure: re-engineered business processes which require IT support are aligned with the President's Management Initiatives, DOI and BLM strategic goals and plans, and the Bureau's Enterprise Architecture; meet public expectations; support the needs of on-the-ground activities; and provide the best value to the taxpayers.

In executing its responsibilities, the Board will adopt and enforce written policy and procedures for building the current and future IT investment success by establishing mature IT select,

control, and evaluate processes, built on basic IT selection criteria. The critical processes the Board must address are:

Board Operations
- By defining and establishing the various levels of governing board(s) responsible for selecting, controlling and evaluating IT investments and ensuring that each board membership integrates both IT and business representatives.

Business Need Identification of IT Projects
- By ensuring that each IT project clearly identifies, defines and supports the organization's business needs and meets user's needs.

Proposal Selection Processes
- By ensuring that a pre-defined, structured process is used to analyze, prioritize and select new IT projects.

IT Project Oversight
- By regularly analyzing each IT investment's planned progress towards cost and schedule milestones against actual progress/performance and take the necessary corrective actions when planned progress is not achieved and ensuring that all national level projects are managed by either trained and/or experienced project managers.

IT Asset Tracking
- By overseeing the development and maintenance of an IT asset inventory to assist in managerial decision making.

As the Bureau's and Board's processes mature, they will move from building an IT Investment foundation to developing and maintaining an investment portfolio perspective. This is accomplished by focusing on funding good investments and not just on individual projects. The ITIB develops its investment portfolio by considering proposals along with previously funded investments and identifying the appropriate mix of IT investments that best meet its mission needs and priorities. The critical processes the Board will address are:

IT Investment Board Alignment Authority
- By ensuring all IT investments are selected and managed either by the National ITIB or the appropriate subordinate Board(s).

IT Portfolio Selection Criteria Definition
- By ensuring the organization develops and maintains IT portfolio selection criteria to support its mission, organizational strategies, and business priorities.

IT Portfolio Development
- By ensuring the best IT investment portfolio is selected and funded according to the spending limitations placed on the ITIB by the Budget Strategy Team.

Investment Analysis
- By ensuring all IT investments are consistently analyzed and prioritized according to the organization's portfolio selection criteria.

Portfolio Performance Management
- By ensuring that each IT investment achieves its cost, benefit, schedule and risk expectations.

III. Evidence of Performance (Meetings, Records, and Decisions)

The ITIB will meet a minimum of four times a year. The Board shall approve an annual calendar of meetings and activities that are aligned with the Bureau's budget cycle.

The ITIB will ensure that adequate resources are provided in operating and meeting its goals. The ITIB will rely on the System Coordination Office (SCO) and the Investment Management Group (IMG) to carry out the staff work necessary to perform their roles and responsibilities.

The SCO, WO-570, is responsible for coordinating the development and modification of the Bureau's IT investment criteria for selecting, controlling, and evaluating potential and existing IT investments. The SCO is also responsible for providing direction and guidance to investment sponsors, portfolio managers, and project managers, maintaining an integrated project schedule, and conducting IT project oversight on all investments as they move through the ITIB decision process. The SCO prepares, transmits, and maintains the meeting agenda, the official minutes, investment proposals, business cases, and the Bureau's clearinghouse of IT investments, projects, and applications. The SCO maintains both the official file copies of related documentation and the official ITIB web site. Decisions from the Board will be documented, recorded, and transmitted consistent with the Bureau's records management requirements.

The IMG, WO-550, develops and maintains the information necessary for the ITIB to manage the financial aspects of the Bureau's IT Portfolio, such as the Exhibit 53. The IMG conducts IT portfolio impact analysis and develops project funding alternatives for the ITIB consideration.

The decisions and policies endorsed/approved by this Board will be incorporated in ITIB records of decision, instruction memoranda, policy, and/or budget guidance and will serve as physical evidence of the Board's existence and actions.

States/Centers IT Investment Management Boards determined to be in noncompliance with any of the aforementioned documents or not reporting discrepancies in scope, schedule (performance measures), or budget within the project reporting requirement for the ITIB shall not be eligible for BLM funding from any source for any hardware or software purchases or contract support until specified deficiencies are rectified. Deficiencies uncorrected after six months notification may subject the non-compliant party to further restrictions on spending or administration of their IT program. State/Center Chief Information Officers are responsible for monitoring and reporting on compliance status for their area(s).

IV. Meeting and Voting Procedures

ITIB meetings will be conducted according to five basic principles of parliamentary procedure: (1) only one subject may claim the attention of the Board at one time; (2) each proposition presented for consideration is entitled to full and free debate; (3) every Board member has equal rights; (4) the will of the majority must be carried out, and the rights of the minority preserved; and (5) the personality and desires of each Board member should be merged into the larger unit of the organization.

The Board, may, from time to time, adopt or amend rules of procedures applicable to their meetings. At the discretion of the Vice Chair, the rules contained in Robert's Rules of Order, Newly Revised, may be invoked and govern the meeting procedures.

The Vice-Chair of the national ITIB shall conduct the meetings, according to the approved agenda. The Board will follow standard order of business for meeting conduct. Only voting Board members are authorized to engage in discussions related to topics presented to the membership. All others are not allowed to participate in discussions unless called upon by a voting Board member.

Each ITIB Board member shall vote. Ex-officio members may not vote. Each member present is obligated to vote "aye", "nay", or to abstain. A quorum is needed in order for the Board to take action. Voting is by voice vote, or if needed by show of hands; also (rarely used) by roll call or secret written ballot. Each voting member is entitled to one vote per resolution only. Voting by proxy shall not be permitted. All actions of the Board shall be carried by a majority vote. Voting records are confidential and may not be released.

The ITIB Board may review the Charter on an annual basis to ensure continued compliance with rules and regulations related to IT investment management and the CPIC process.

Recommended by:

Michael J. Howell Jr.   _4/24/03_
Chief Information Officer, Vice Chair   Date
Bureau of Land Management

Approved by:

James RCC   _4/24/03_
Deputy Director, Chair   Date
Bureau of Land Management

Appendix A
National ITIB Membership

ITIB Voting Members:
Deputy Director for Operations (Chair)
Chief Information Officer/Assistant Director for IRM (Vice-Chair)

Chief Financial Officer/Assistant Director for Business and Fiscal Resources
Assistant Director for Renewable Resources and Planning
Assistant Director for Mineral, Realty and Resource Protection

Two State Directors; each serves for three years

One Associate State Director; serves for two years beginning on even numbered years

Two Field Managers; each serves for two years beginning on odd numbered years

Chief Information Officer Council Chair
Bureau Architecture Chair

Fire and Aviation Portfolio Representative

Ex Officio Members:
Chief Information Officer, DOI
Deputy CIO/Deputy Assistant Director for IRM
Bureau Budget Officer
Bureau Architect
Manager, System Coordination Office
Manager, Investment Management Group
Director, National Information Resources Management Center

The Board Chair may waive rotations as necessary.