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## **EXECUTIVE ORDER**

### **IMPROVING STATE INFORMATION TECHNOLOGY MANAGEMENT**

Pursuant to the authority vested in the Office of the Governor of the State of Colorado, I, Bill Ritter, Jr. Governor of the State of Colorado, hereby issue this Executive Order setting forth the authorities granted to the Office of Information Technology.

#### **1. Background and Purpose**

Information technology (“IT”) is a critical tool for state government. Colorado’s decentralized information technology structure creates inefficiencies that increase government costs and put mission-critical systems at risk.

For years, the state of Colorado has used an uncoordinated, non-uniform approach to infrastructure, purchasing, project planning and delivery, asset management, and strategic leadership. This approach has led to redundant purchases and failed or under-performing IT applications. In addition, Colorado’s state government misses the opportunity to pool purchases of IT goods and services and faces greater risks related to security, system architecture, and project performance. These failures have prevented Colorado from being a leader in the provision of efficient government services to its citizens.

This Executive Order is a first step toward addressing these issues. This Order strengthens the State Chief Information Officer and the Governor’s Office of Information Technology (“OIT”) ability to oversee IT budgeting statewide, formulate policies on state-wide contract agreements, develop a single state-wide strategic plan, prioritize initiatives and projects across state agencies, assist state agencies in large-scale projects deemed at risk, and participate in strategic decisions related to IT initiatives, projects, and programs. These actions will provide state government with the oversight and coordination necessary to enable state departments and agencies to focus on their core mission operations, to ensure IT projects are managed strategically and with adequate funding and support, and to leverage the state’s current and future IT investments in a shared service model, reducing costs, increasing efficiencies, and creating centers of excellence.

## **2. Applicability**

This Executive Order shall apply to the following executive departments, as well as all agencies and divisions within such executive departments: Department of Education; Department of Higher Education; Department of Revenue; Department of Public Health and Environment; Department of Labor and Employment; Department of Regulatory Agencies; Department of Agriculture; Department of Natural Resources; Department of Local Affairs; Department of Military and Veterans Affairs; Department of Personnel and Administration; Department of Corrections; Department of Public Safety; Department of Transportation; Department of Human Services; Department of Health Care Policy and Financing. These executive departments are referred to herein as “departments,” and the agencies and divisions within those departments are referred to as “agencies.” The head of each of the departments are referred to collectively as “executive directors,” regardless of whether the department head holds the title of executive director or commissioner.

## **3. Directive**

All state departments engaged in activities concerning information technology shall coordinate with OIT on those activities as they relate to major contracting, operational, risk assessment, hiring, and project management decisions. Nothing in this Executive Order shall divest a government officer of powers delegated to them by state or federal law.

The State Chief Information Officer is hereby designated a member of the Governor’s Cabinet. The State Chief Information Officer shall regularly meet with the executive directors of each department and their IT leadership to gather information regarding how IT is used in their operation, if it can be leveraged state-wide for greater efficiencies, and to assist them in providing better services to their employees and customers.

For the purposes of this Executive Order, IT spending is defined as spending on communication and information resources, communication and information resource technologies, and data processing.

### **A. Management of State IT Spending and Resources**

#### **1. OIT Budget review process**

- a. To facilitate more efficient and effective review of budget requests for IT spending, departments and agencies shall provide budget requests to OIT no later than August 1 of each year and at least two weeks prior to providing these requests to the Office of State Planning and Budgeting (OSPB). OIT shall have sole responsibility for

coordinating and prioritizing all IT investments. OIT shall prioritize these requests and present them to OSPB for review as a whole. Department and agency requests for funds that do not match OIT priorities for IT investments shall not be approved.

- b. Departments and agencies shall not proceed with IT spending on projects greater than \$10,000 without OIT approval. Projects shall not be artfully divided to avoid this reporting requirement.
2. At the direction of OIT, departments and agencies shall maintain and update a list of IT assets. Departments and agencies shall report such assets to OIT using a format to be developed by OIT.
3. OIT shall work with the Department of Personnel and Administration (“DPA”) to evaluate the possibility of revising accounting codes to include a specific section for IT resources to allow for better reporting and monitoring of expenditures.
4. OIT shall work with all departments and agencies to identify and manage the centralization of enterprise IT systems and projects into DPA’s Division of Information Technology.
5. OIT shall prepare plans to reorganize information technology management functions that will promote a unified approach to information technology management for departments and agencies.
6. OIT shall work with DPA to establish enterprise contracts for the procurement of IT resources and establish policies to ensure that all departments and agencies are using these contracts.

B. Management of IT Projects

1. Departments and agencies shall cooperate with OIT regarding project management of any major automation system development project (“major project”). Major projects shall be defined as in Colo. Rev. Stat. § 24-37.5-102(3.7). Such cooperation shall include, at a minimum:
  - a. Prior to a department or agency beginning a new major project, the department or agency must obtain agreement from OIT.
  - b. Discussion and agreement between the department or agency and OIT on project milestones.

- c. Reports from the department or agency to OIT at each milestone or date originally associated with a milestone.
  - d. To the extent that such reports indicate that a major project is at risk, the department or agency shall cooperate with OIT to implement plans to mitigate such risks.
  - e. Once OIT deems a project to be at risk, departments and agencies shall cooperate with OIT in the following:
    - i. Departments and agencies shall work cooperatively with OIT to perform an assessment of the project risks, make recommendations about the continued viability of the project, and if the project is deemed viable, suggestions about how to mitigate the risks including a work plan.
    - ii. Departments and agencies shall cooperate with OIT in implementing its recommendations, or shall provide a written description of the reasons for failing to do so. Such a description shall be delivered to the Governor's Chief Information Officer, OSPB, and the department's executive director within 10 days after receipt of OIT's recommendations.
2. OIT shall review large IT projects that are not currently being leveraged through a shared services model, and identify those projects that could more effectively and efficiently be managed using this approach.

C. Maximizing Utilization of IT Staff

- 1. Departments and agencies shall involve OIT in strategic decisions regarding the hiring and promotion of Chief Information Officers and their deputies.
  - a. Such involvement shall include, at a minimum, review of demand for such IT professionals and the possibility of sharing these IT professionals between departments.
  - b. Such involvement shall include the participation of the Chief Information Officer in the selection, interviewing, and review process of at least the top three candidates presented for hiring.
- 2. OIT may perform a study of state government IT staffing to assess whether available resources could be redeployed in a more efficient and effective manner.

**4. Duration**

This Executive Order shall remain in force until further modification or rescission by the Governor.

GIVEN under my hand and  
The Executive Seal of the  
State of Colorado, this 25th  
day of May, 2007.

Bill Ritter, Jr.  
Governor