

CIO Management Council

July 15, 2008

approved 07/29/2008

Attendees: Dugan Petty, Ben Berry, John Margaronis, Dorothy Oliver, Sandy Jefferson, Troy Rutten and Kathryn Naugle

EISPD Staff: Darren Wellington, Sean McSpaden, Ed Arabas, Scott Riordan and Charlene Wood

Others Present: Ron Winterrowd, Tim Avilla and Dennis Wells

Dugan Petty called the meeting to order at 1:00 p.m.

Approval of Minutes – Dugan Petty

The June 22, 2008 minutes were approved as presented by the members. Dugan reviewed the actions items and noted they were completed as assigned.

Enterprise Architecture Charter – Ben Berry and EA Core Team

Ben asked what Enterprise Architecture (EA) is and what does that mean in terms of the CIOC. Ben provided the members with three examples of EA. EAs value to the business would be to facilitate business transformation throughout the enterprise. EA formalizes and captures knowledge about the business that helps identify new opportunities and clarify existing gaps. EA provides a set of guidelines, standards, and blueprints that can be used to acquire, build and deploy business solutions.

EAs value to the IT organization is that EA makes new initiatives easier to manage because the initiatives are designed and implemented according to architecture guidelines. EA delivers a more manageable, agile IT environment and aligns IT initiatives to business imperatives so that the business benefits justify the costs and allows IT to stay ahead of the curve with respect to the underlying technologies and infrastructure to support business applications. The agencies need to establish an infrastructure for collaboration and sharing of information across agency boundaries. Ron Winterrowd reported that Dye Management has been hired as a consultant on the HRIS project.

Dugan asked if EA was ready to go forward to the CIOC for endorsement. Ben recommended to adopt in concept the EA charter and to present it to the CIOC. Dugan summarized that the CIOMC should adopt the ERP/EA proposal in concept and prepare to bring the EA/ERP concept to the CIOC. Today's presentation should be used as the starting point with the addition of:

- Add a slide that demonstrates the action path "to actuate" ERP/EA (including next steps / who pays for what / how it gets sourced).
- Add a slide that will demonstrate what the ERP/EA concept would mean to an individual agency using Forestry and their ongoing business improvement initiative as the example. Demonstrate the value of the ERP/EA effort to Forestry as an agency.
- Add another slide that demonstrates what we do in the ERP/EA effort to create value for the enterprise.

- Add another slide that demonstrates how the use of tools common to all agencies that allows them to share, and provides value. Show agencies what the use of the common tools gets us.
- Add another slide that proposes what the EA Core Team will do over the next year (charter / action plan) given the ERP/EA approach.

Action: Bring EA back to the CIOMC either July 29 or August 12 before presenting at the CIOC in August 22, 2008.

Historical and Current Enterprise Activities – Sean McSpaden

Sean McSpaden presented the list of historical and current enterprise activities. Sean categorized the efforts of the activities and asked the members what categories or activities EISPD should spend their time on.

The members discussed forming a workgroup to delve down on the enterprise activities. The CIOMC members should form the workgroup (something similar to the CIOC Charter workgroup).

Dugan would like the members to choose a couple of successful activities, a couple of unsuccessful activities, and a couple of activities in the middle. The workgroup could determine what we were doing right and what we were doing wrong. Ben pointed out how much has been accomplished in the past ten years. Ben would like to list the success attributes of an enterprise activity. Kathryn would like to break down and summarize the key themes. Kathryn said the business drivers would be the measures of success. Did we in fact deliver what we think we did?

Dugan asked the CIOMC members to send Sean an e-mail either expressing interest in participating in the workgroup or in the selection of an enterprise activity.

Action: CIOMC members to form Enterprise Activities workgroup after the CIOC charter workgroup are finished.

Action: CIOMC members send Sean an e-mail if member wants to participate or wants to select an enterprise project.

Action: Resend the Historical and Current Enterprise Activities document to Troy Rutten and Kathryn Naugle.

Action: Select 6 enterprise projects using the key themes / successful / unsuccessful.

IT Asset Inventory and Management Policy – Sean McSpaden

Sean reviewed the comments the agencies sent to him on the IT Asset inventory and Management policy. Sean said that ODOT had no comments on the policy revision and that ODOT indicated that it is ready to comply with this policy once it is revised.

The DOC only tags fixed assets following the guidelines of the Oregon Accounting Manual. DOC questions the need to conduct a physical inventory of each PC. DOC instead suggests that the use of an auto discovery tools to discover/inventory these items should suffice. DOC does not have a lifecycle replacement schedule for printers and plotters. DOC suggests that the requirement be removed to inventory and report on items that are not managed with a specific lifecycle. DOC expressed concern with their

ability to provide more inventory information than simply the tag number, asset type and manufacturer.

The DAS State Data Center recommended that the future table disassociated those items from the mainframe and call out Storage (disk, storage, tape) and Controllers separately. That would allow the SDC to account for all the storage assets (not just mainframe). The current definition of an IT Asset would include VoIP telephones which are not and cannot practicably be tagged, tracked or inventoried on an annual basis. Recommend specifically excluding VOIP telephones from the policy as the inventory and tracking of these devices would be cost prohibitive.

The DAS/State Controller's Division recommends the reference under the "Ancillary Charges" definition should be changed to OAM Policy 15.60.10.PR.

DAS Surplus recommended that we clarify what the "related items" are in the following: "IT asset" all present and future forms of computer hardware, software and related items used for business data management and office automation that have the ability to connect to the state's Wide Area Network (WAN), either directly or through a Local Area Network (LAN), except devices with embedded technology." Surplus recommends we put some examples of what is and what is not covered as a related item under the definition to ensure we remove confusion with items that can connect to the PC, but don't interact directly with the LAN or WAN systems.

The Department of Education (ODE) questions the level of detail being asked for within the minimum attribute table. ODE requests clarification on what would be done with this much detail. ODE offers that the summary level data would likely serve the stated purpose within the policy. ODE asks whether agencies agree on reporting a base set of data from their reporting systems rather than reporting the information into the "DAS format". ODE indicates their perception that it would be too much manual labor to retrofit their existing software/hardware inventory systems into this spreadsheet. ODE asks whether the object codes in the state accounting systems could provide much of this information through a simple dump of the data by DAS with those specific object codes.

Membership agreed to accept the changes to the policy and recommended moving the policy forward to the CIOC meeting on July 22, 2008. Correction: DHS abstained from accepting the policy and indicated a need to determine agency position before endorsing for movement to CIOC.

Action: Sean will send the draft IT Asset Inventory and Management prior to the July 22, 2008 CIOC meeting.

Action: Sean will send electronic copies of the draft policy along with other agency responses to date to DHS.

Action: Sean will present the draft IT Asset Inventory and Management policy at the July 22, 2008 CIOC meeting.

Enterprise Information Resource Management Strategy Refresh – Dugan Petty and Sean McSpaden

Due to time constraints this topic will be covered at the July 29, 2008 CIOMC meeting.

Roundtable – All

Troy Rutten reported that the Employment Department has hired a security manager.

Ben Berry reported that Multnomah County is recruiting for a new CIO.

Sean McSpaden said back in February DAS/SPO came to the CIOMC to discuss the PC and laptop contract rebid for the State of Oregon. In order to be on track for the new contract we need to decide now whether to use WSCA or a contract. A small multi-agency workgroup is being formed that includes ODOT, DHS, OYA, DAS/EISPD, DAS/SPO and DAS/Surplus. Send Sean an e-mail if your agency would like to join the workgroup.

Action: Members are to send Sean an e-mail if they would like to participate in the workgroup.

Dugan adjourned the meeting at 2:30 p.m.