



OREGON YOUTH AUTHORITY
Policy Statement
Part I – Administrative Services



Subject:

OYA Information Technology Governance Program

Section – Policy Number:

C: Property Management – 10.0

Supersedes:

N/A

Effective Date:

10/10/2022

Date of Last

Review/Revision:

None

Related Standards and References:

- [IT Governance Oversight Committee Charter](#)
- [DAS Enterprise Information Services](#) – Agency Guide to IT Governance (Link)
- IT Governance Decision Log

Related Procedures:

- [OYA IT Governance Process](#)

Policy Owner:

Chief Information Officer

Approved:



 Joseph O'Leary, Director

I. PURPOSE:

This policy establishes a formal Information Technology (IT) Governance Program. The policy and the related agencywide processes ensure alignment between OYA IT investments, agency business strategy, and desired outcomes in order to achieve effective and efficient use of information technology.

II. POLICY DEFINITIONS:

IT governance: The mechanism by which an organization implements, manages and monitors its IT investments to achieve effective and efficient use of information technology.

IT Governance Oversight Committee: The group that oversees all OYA IT investments to ensure that IT investment decisions (a) deliver value to the business; (b) are aligned with business strategic goals and priorities; (c) are within acceptable levels of risk, and (d) are aligned with State guidance for IT governance.

IT investment: Expenditure of financial or staff resources on information technology including computing infrastructure, or other technology services and applications that support the daily operations and the mission of the agency.

IT request: A formal submission requesting the expenditure of IT resources (either financial or staff) on information technology including computing infrastructure, or other technology services and applications in support of the daily operations and the mission of the agency.

OYA Executive Team: An executive staff group that provides oversight of agency operations. Membership includes the director, deputy director, assistant directors, and other persons as requested by the executive team.

III. POLICY:

OYA has identified diversity, equity, and inclusion as an agency priority and initiative, with a goal to build a respectful, diverse, equitable and inclusive environment for youth and staff that is free from harassment, discrimination, and bias. IT governance supports this initiative by having a review process that is inclusive and making IT investment decisions which benefit individuals equitably.

All OYA IT investments are reviewed, approved or deferred, and monitored for anticipated results.

IV. GENERAL STANDARDS:

A. OYA IT Governance Process

1. OYA must have a written agencywide process that documents how IT investments are identified, analyzed, reviewed, and approved or deferred.
2. The written process must also describe how OYA monitors anticipated IT investment results.

B. OYA's IT Governance Structure

1. OYA's IT governance structure is comprised of the following committees:
 - a) Executive IT Governance Committee (OYA Executive Team);
 - b) IT Governance Oversight Committee; and
 - c) Sub-committees for specific systems and policy areas (e.g., Business Intelligence Systems reports).
2. The committees determine priorities and make decisions regarding IT requests to ensure that IT investments are aligned with business strategy and desired outcomes, as outlined in the IT Governance Oversight Committee Charter.
3. The Executive IT Governance Committee and the IT Governance Oversight Committee must review previous investment decisions at least annually to determine the extent to which investments have achieved stated desired outcomes.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO