

Policy 112 – Technology Portfolio Foundation

PURPOSE

An Information Technology (IT) portfolio is a compilation of information about an organizations existing and planned technology investments.

The state has adopted an [IT Portfolio Management framework](#) in support of several statutory requirements:

- [RCW 43.105.341 - Information technology portfolios](#)
- [RCW 43.105.235 - State Agency IT Portfolio.](#)
- [RCW 43.105.230 - State agency information technology portfolio - Basis for decisions and plans](#)
- [RCW 43.105.225 – Managing information technology as a statewide portfolio.](#)

The technology portfolio of an organization should show how current and planned technology investments support the organization’s overall strategies and priorities. The collection and review of foundational IT elements allows the organization to measure and understand the overall health of its existing technology assets and investments, understand where new investments may be needed and make informed decisions about the relative priority of each investment.

This policy establishes the minimum set of elements an agency needs to know and understand to develop foundational knowledge of their technology portfolio. The collection and review of foundational IT elements at a statewide level will provide important input into the state’s strategic priorities and its ability to make informed decisions about technology direction.

POLICY STATEMENT

1. Each agency must establish an IT strategic plan in support of the agency business plan and in alignment with the state’s strategic plan. The plan must be refreshed on, at minimum, a biennial basis. Ideally, this plan is integrated with the agency business plan.
 - a. Agencies must ensure their technology strategic plan is accessible on their public facing website by October 31, 2020.
2. Each agency must establish processes to collect the foundational set of portfolio inventory elements and update this information on at least an annual basis:
 - a. Agency applications.

- i. Standard 112.10 defines the minimum set of data to be collected on application and information systems.
 - b. Agency IT infrastructure and related services.
 - i. Standard 112.20 defines the minimum set of data to be collected on technology infrastructure and related services.
 - c. All agency projects containing IT related costs; including closed projects.
 - i. Standard 112.30 defines the minimum set of data to be collected on technology projects over their lifecycle.
3. Agencies must provide information from their IT portfolios to the Office of the Chief Information Officer (OCIO) as requested.
4. Agency heads must annually certify to compliance with this technology policy and related standards based on the dates provided by the OCIO.

CONTACT INFORMATION

Contact the [OCIO Policy & Waiver Mailbox](#) for questions on the policy.

SUNSET REVIEW DATE: July 31, 2022

ADOPTION DATE: October 10, 2019

APPROVAL DATE: March 10, 2020 TSB Meeting

APPROVING AUTHORITY: James Weaver, State Chief Information Officer and Chair, Technology Services Board