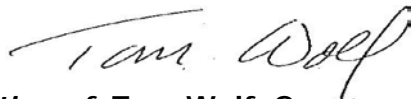


Executive Order

Commonwealth of Pennsylvania
Governor's Office

Subject:
Enterprise Information Technology
Governance

Number:
2016-06



By Direction of: Tom Wolf, Governor

Date: April 18, 2016

WHEREAS, Commonwealth agencies under the Governor's jurisdiction (the "Enterprise") invest significant financial resources in obtaining, creating, securing, and supporting the Commonwealth's information technology ("IT") infrastructure and information systems; and

WHEREAS, it is essential that the Commonwealth utilize a central IT organization to govern, evaluate, coordinate and improve Enterprise and agency IT planning, research, security, policy, IT procurement, governance, project prioritization, investment, and effectiveness; and

WHEREAS, *The Administrative Code of 1929* requires administrative departments and the several independent and departmental administrative boards and commissions to coordinate their work and activities with other departments, boards, and commissions; and

WHEREAS, IT investments and development efforts should be prioritized and coordinated across Enterprise agencies to maximize efficiency and cost effectiveness, by enhancing information sharing and system compatibility through standardization, reducing expenditures for research and development, and enabling volume hardware, software and service purchases; and

WHEREAS, on July 1, 2011, the Department of General Services formally delegated IT procurement responsibilities and duties to the Governor's Office of Administration ("OA") in accordance with *Section 321(1)* of the *Commonwealth Procurement Code (62 Pa.C.S. §321(1))*; and

WHEREAS, OA has confirmed that an integrated IT strategy will improve organizational and operational efficiency, streamline data collection and data sharing, and enhance the security posture of the Commonwealth.

NOW, THEREFORE, I, Tom Wolf, Governor of the Commonwealth of Pennsylvania, by virtue of the authority vested in me by the Constitution of the Commonwealth of Pennsylvania and other laws do hereby establish an Enterprise IT governance structure within OA, and order and direct as follows:

1. Powers and Duties. The Governor's Office of Administration, Office for Information Technology ("OA/OIT") led by the Commonwealth Chief Information Officer ("Commonwealth CIO"), has overall responsibility for the management and operation of IT services for all executive agencies under the Governor's jurisdiction, including, but not limited to: developing and recommending to the Secretary of Administration priorities and strategic plans; consolidating infrastructure and support services; directing IT investments, procurement and policy; and working to ensure that agencies comply with direction from OA/OIT regarding the above. OA/OIT shall make recommendations to the Secretary of Administration regarding major changes to staffing and Enterprise IT operational matters, and otherwise has the authority to make Enterprise decisions regarding restructuring and operational matters related to consolidation, delivery of shared services, monitoring of project performance and other responsibilities within the scope of this Executive Order.

2. OA/OIT shall:

a. Governance and Strategic Planning.

- (1) Develop annual Enterprise IT strategic plans that include IT priorities; coordination and monitoring of resource use and expenditures; performance review measures; and procurement and other governance and planning measures.
- (2) Review and approve individual agency IT strategic plans.
- (3) Consult with the Governor's Office of the Budget on budgetary matters related to IT planning and procurement.
- (4) Create an advisory structure, which may include agency Chief Information Officers ("CIOs"), to advise OA/OIT regarding overall technology governance.

b. Portfolio and Project Management, Business Process Review.

- (1) Establish and maintain an IT portfolio management process for overall monitoring of IT program objectives, alignment with Enterprise IT priorities, budgets and expenditures.
- (2) Identify common IT business functions within agencies, make recommendations for consolidation, integration and investment, and facilitate the use of common technology, as appropriate.
- (3) Expand Enterprise and agency use of project management methodologies and principles on IT projects, including measures to review project delivery and quality.
- (4) Ensure agency compliance with required business process reviews for agency or Enterprise IT projects.

c. IT Procurement and Contract Management.

- (1) Maintain a central procurement organization within OA/OIT.
- (2) Procure or supervise the procurement of all IT hardware, software and services for the Enterprise and the agencies.
- (3) Oversee Enterprise IT contract issues, monitoring and compliance.
- (4) Serve as a liaison between agencies and contracted IT vendors.
- (5) Align the appropriate technology and procurement methods with the OA/OIT service strategy.

d. IT Enterprise Architecture, Standards and Policy.

- (1) Establish an Enterprise IT architecture framework that governs IT investments. The IT architecture framework should include the development of standards, policies, processes, and strategic technology roadmaps; the performance of technical reviews and capability assessments of services, technologies and agency systems; and the evaluation of requests for IT policy exceptions.
- (2) Develop and implement Enterprise-wide efforts to standardize data elements and determine data ownership assignments.
- (3) Develop and maintain a comprehensive Enterprise IT inventory.
- (4) Monitor agencies' compliance with IT policy and standards through an architectural review process.

e. IT Security Management.

- (1) Maintain and strengthen the Commonwealth's cyber security posture through security governance.
- (2) Develop Enterprise security solutions, services, and programs to protect data and infrastructure.
- (3) Identify and remediate security risks, and maintain citizen trust in securing their personal information.
- (4) Implement Enterprise programs, processes, and solutions to maintain cyber security situational awareness and effectively respond to cyber security attacks and IT security incidents.
- (5) Foster an Enterprise culture of situational and risk awareness.
- (6) Conduct evaluations and compliance audits of Enterprise and agency security infrastructure.

f. IT Consolidation and Shared Services.

- (1) Recommend and conduct the consolidation of agency IT services including infrastructure, personnel, investments, operations and support services.
- (2) Establish and facilitate a process for the identification, evaluation and optimization of IT shared services.
- (3) Establish, maintain and communicate service level agreements for shared services.

g. Telecommunications Governance.

- (1) Establish a process for the development and implementation of Enterprise telecommunications policy, services, infrastructure, and for reviewing and authorizing agency requests for enhanced services.
- (2) Identify opportunities for convergence and for leveraging existing assets to reduce or eliminate duplicative telecommunication networks.

h. IT Service Management.

- (1) Establish and maintain an IT service management process library within OA/OIT to govern the services provided to agencies.
- (2) Establish a formal governance body to evaluate the introduction of new IT services as well as retiring of existing IT services.
- (3) Establish metrics to monitor the health of the services OA/OIT provides to customer agencies and make appropriate corrections as necessary.

3. Agency CIO Reporting and Performance.

- a. Each executive agency CIO shall have a direct reporting relationship to the Commonwealth CIO.
- b. The Commonwealth CIO is responsible for final approval of all agency IT senior management appointments.
- c. The performance reviews of all agency CIOs shall be conducted by the Commonwealth CIO in consultation with the head of each CIO's agency. The Commonwealth CIO will establish a framework that identifies performance objectives for agency CIO's, that includes metrics which measure alignment with OA/OIT policies, priorities, service management processes, investments and agency service portfolio health.

4. Implementation. All Commonwealth agencies under the Governor's jurisdiction shall take all steps necessary to implement this Executive Order. Independent agencies are also strongly encouraged to implement this Executive Order.

5. Effective Date. This Executive Order shall take effect immediately.

- 6. Termination Date.** This Executive Order shall remain in effect unless revised or rescinded by the Governor.
- 7. Rescission.** Effective immediately, *Executive Order 2011-05, Enterprise Information Technology Governance*, is hereby rescinded.