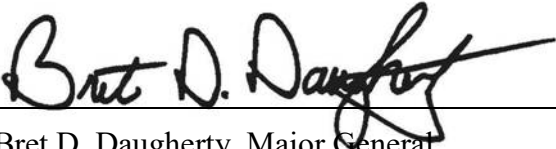




Department Policy No. IT-305-05

Title:	Information Technology Review Board
Former Number:	05-001-05
Authorizing Source:	OCIO Policy 141
Information Contact:	Chief Information Officer Building #20B (253) 512-8779
Effective Date:	November 3, 2005
Mandatory Review Date:	March 27, 2023
Revised:	March 27, 2019
Approved By:	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

Purpose

The Washington Military Department (WMD) must maintain an up-to-date, viable information technology (IT) strategy. This requires continually reassessing current strategies for WMD IT solutions and assets. To provide the WMD with the highest level of coordination for IT among the divisions, this policy establishes a board of selected representatives from all WMD divisions to recommend, review, and revise changes to the IT enterprise architecture, services, replacement and upgrade plans, and other IT-related business for the WMD. The WMD's functional plans and requirements will determine the financial strategies to obtain the technology needed. IT is a direct and critical long-term investment in the productivity of the WMD.

Scope

This policy applies to all state funded information technology assets within the WMD to include those assets managed by WMD state and federal civilian employees and members of the Washington National Guard (WANG).

Policy

The Information Technology Review Board (TRB) will consist of members from the following WMD divisions:

- a. Information Technology - Chief Information Officer (CIO), Chairperson
- b. Emergency Management
- c. Finance
- d. Human Resources
- e. Intergovernmental Affairs & Policy
- f. Washington Youth Academy
- g. Communications
- h. Construction and Facilities Management Office

If a member is unable to attend a meeting, every effort must be made to send a representative. This representative will be required to cast a binding vote, as necessary, on issues before the TRB.

All members will be responsible for obtaining the information presented at the TRB if unable to attend from their representative, as well as, informing their representative on their vote on initiatives. Other staff members within the WMD may attend meetings and provide input and/or technical assistance; however, all final Board recommendations will be decided by a simple majority vote of a quorum of the TRB and presented to TAG by the Chairperson for final approval.

The WMD CIO, or their designated representative, will serve as the TRB Chairperson. The Chairperson has the authority to assign TRB related duties and tasks, levy suspension's and appoint sub-committees on behalf of TAG.

The WMD CIO, or their designated representative, will serve as the TRB Recorder and is responsible for providing and maintaining accurate minutes of the TRB meetings. The minutes and Board recommendations will be provided to members for review and comment within five business days and once approved then will be posted within two working days on the WMD TRB SharePoint page.

TRB meetings will be scheduled monthly and as required by the Chairperson.

The TRB has the responsibility to take the following actions and recommendations:

- a. Develop and recommend to management changes to the Information Technology Portfolio to assist the budget process and develop synergies in the utilization of information technology assets within the WMD.
- b. Develop and maintain the WMD enterprise IT architecture direction.

- c. Recommend guidance and direction for the review, maintenance, upgrade, purchase and placement of IT assets and solutions.
- d. Develop and recommend IT policies or procedures that apply to all divisions within the WMD. Also, act as the reviewing authority/subject matter expert for current IT policies and procedures that apply to all divisions within the WMD.
- e. Recommend logic and actions which will enhance interdivisional communications for exchanging and sharing information in “real time”.

The policy will be reviewed by the TRB on an annual basis or as needed. The TRB will recommend changes and updates to the management team. The charter for the TRB will be reviewed and updated to correspond with changes in this policy.