

OFFICE OF THE STATE CIO

# IT POLICY LETTER

NUMBER:

**ITPL 10-08**

SUBJECT:

**INFRASTRUCTURE CONSOLIDATION PROGRAM PROGRESS REPORT SCORECARDS**

**Emphasis:** Transparency and accountability in reporting progress towards achieving the goals in Executive Order S-03-10.

DATE ISSUED:

JULY 15, 2010

EXPIRES:

Until Rescinded

REFERENCES:

Government Code Section 11545  
Executive Order S-03-10

ISSUING AGENCY:

OFFICE OF THE STATE CHIEF INFORMATION OFFICER

**DISTRIBUTION**

Agency Secretaries  
Department Directors  
Agency Chief Information Officers  
Department Chief Information Officers

**PURPOSE**

Given the current economic circumstances, the state has a compelling need to consolidate information technology (IT) services and operations to minimize overlap, redundancy, and cost in state operations. In addition, there is an increasing demand for broader transparency and accountability in reporting government activities. Accordingly, the purpose of this Information Technology Policy Letter (ITPL) is to:

- Establish the Progress Report Scorecard process for reporting Agency<sup>1</sup> and department progress towards meeting the goals identified in Executive Order (EO) S-03-10.
- Advise Agency Chief Information Officers (Agency CIOs) and Department Chief Information Officers (CIOs) of their reporting responsibilities.

**BACKGROUND**

Within the authority of Government Code Section 11545, the Office of the Chief Information Officer (OCIO) has responsibility and authority for the establishment and enforcement of state IT in California State Government. This includes establishing and enforcing the state's IT strategic plans, policies, standards and enterprise architecture. Within this responsibility is implementation of EO S-03-10 issued February 9, 2010.

A major focus of EO S-03-10 concerns the consolidation of IT infrastructure and services. Working with the state's IT leadership the

<sup>1</sup> When capitalized, the term "Agency" refers to one of the state's super Agencies such as the State and Consumer Services Agency or the Health and Human Services Agency. When used in lower case, the term "agency" refers to any office department, board, bureau, commission or other organizational entity within state government. Within this ITPL, "agency" and "department" are used interchangeably.

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OCIO has established the Infrastructure Consolidation Program (ICP), and developed the governance structure and the reporting process to ensure the consolidation goals, timeframes and objectives outlined in the EO are met by agencies within the Executive Branch.

Six consolidation areas were identified, and workgroups, chaired by Agency CIOs, were established to implement the consolidation goals. To measure progress towards achieving the EO goals and objectives, Progress Report Scorecards (Scorecards) for each consolidation area were developed.

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**POLICY AND  
PROCESS**

Scorecards will be published quarterly but may occur more frequently when significant progress towards achieving an EO objective is realized. In addition, departments will be identified individually to help focus efforts towards organizations needing additional attention. The OCIO will notify the Governor's Office, Cabinet Secretaries and the Legislature, and provide copies of the Scorecards.

Scorecards are published on the OCIO's ICP Web site at:

<http://www.cio.ca.gov/Business/consolidation/default.asp>

While the Scorecards share a common "look and feel," the metrics used to prepare them are different for each consolidation area. Accordingly, the Executive Sponsor or OCIO Lead within each consolidation area will work with Agency CIOs and CIOs regarding the process used for collecting and reporting Scorecard metrics. The ICP Web site identifies the Executive Sponsors and OCIO Leads, and also includes associated overview descriptions and governance documents for each consolidation area.

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**ROLES AND  
RESPONSIBILITIES**

Agency CIOs shall ensure departments are in compliance with the EO through their department CIOs. Agency-affiliated department CIOs shall implement IT consolidation activities and provide their Agency CIOs with the Scorecard metrics needed to measure compliance with the EO.

CIOs who are not affiliated with an Agency have the same responsibilities as Agency CIOs and Agency-affiliated department CIOs.

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**APPLICABILITY**

This ITPL applies to all state agencies, departments, boards, commissions, offices or other organizational entity under the direct executive authority of the Governor's Office.

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**CONTACT**

Questions regarding this policy should be directed to the Department of Technology, Office of Government Affairs at [ITPolicy @state.ca.gov](mailto:ITPolicy@state.ca.gov)

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**SIGNATURE**

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/s/

Teri Takai,  
Chief Information Officer  
State of California

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