



# Improve IT Governance Process (IT03)

**Project Charter**  
MLT Approve 7/5

## SECTION 1: Project Summary

<b>Concept Definition</b>	Improve Information Technology governance, planning, and architectural processes to increase effectiveness and strategic focus in support of internal and external stakeholders.			
<b>Program</b>	IT Modernization	<b>Project Leads)</b>	TBD	
<b>Exec. Sponsor</b>	Louis Carr	<b>Sponsor</b>	Judy Skeen	

## SECTION 2: Vision Alignment

<b>Problem</b>	Current IT governance, planning, and architecture processes do not adequately prepare TxDOT for achievement of its mission, vision, and goals.			
<b>Goal</b>	Improve Information Technology governance, planning, and architectural processes to increase effectiveness and strategic focus in support of internal and external stakeholders.		<b>Measurable Benefit Target</b>	<ul style="list-style-type: none"> <li>- Mission, Vision and goals statement are published and socialized.</li> <li>- Action plans underway to ensure mission accomplishment and Vision direction.</li> <li>- Architecture evaluation and design in process.</li> <li>- IT02 project underway and making progress.</li> <li>- PMO In place</li> <li>- Enterprise Architecture gap analysis completed.</li> </ul>
<b>Scope</b>	<b>Includes:</b> <ul style="list-style-type: none"> <li>- Mission, Vision, and Goals statements approved by Executive Director and Administration Board</li> <li>- Enterprise Architecture design</li> <li>- Develop IT planning process</li> <li>- Review and prioritize current IT work load</li> <li>- Determine IT resource capacity model</li> <li>- Establish IT PMO</li> <li>- Develop basic governance strategy with current IT structure</li> <li>- Hire Business Analyst and establish a reporting hierarchy and process with details on scorecards and dashboards</li> <li>- Set up single entry point for IT work requests (<i>IRR's</i> [Information Resource Requests])</li> </ul>		<b>Excludes:</b> <ul style="list-style-type: none"> <li>- <u>Reorganization model above IT (TSD) or anything outside CIO authority</u></li> </ul>	
<b>Associated Goals / Visions / Recommendations</b>	<b>Source / ID#</b>	<b>Text</b>		
	134	Develop an information technology strategy that ties use of technology to TxDOT mission, vision, and goals.		
	135	Redefine information technology governance objectives, participants, and processes based on a detailed review of processes, information technology spending, weaknesses and strengths.		
	144	Determine an enterprise technology vision for TxDOT that includes documentation of the current architecture and inventory; a target vision and architecture (conceptual) for the organization, a gap assessment between the current and target architectures, and a flexible plan to bridge the gaps that addresses "chunks", priorities, resources and sequencing.		

## SECTION 3: Execution Detail

<b>Related Efforts / Risks</b>	IT02 Improve IT Operations and Development Policies and Processes.				
<b>Tailoring</b>	<b>Tailoring Tier</b>	<b>Org Impact</b>	<b>Project Size</b>	<b>Complexity</b>	<b>Execution Risk Rating</b>
		Yes	Small	Medium	Low

<b>Forecasted Milestone Schedule</b>	<b>Phase Completion Tollgate</b>	<b>Date</b>	Approach Overview: - Develop mission, vision, goals, objectives (CD Phase of this project. This set the path for the remaining efforts.) - Develop strategies for IT development and operations to meet goals and objective. - Have the Enterprise Architecture as-is documented and develop the desired "to be" state. - Evaluate the gap in the Enterprise Architecture and plan a resolution to reach the desired state. - Ensure ITO2 continues on schedule and is staffed to complete and monitor the process, procedures, guidelines, standards, & templates as appropriate - Provide liaison with TxDOT governing agencies, DIR, QAT, LLB, to minimize redundancy in documentation requirements. - Establish PMO and standardize project management processes and procedures. - Ensure a reporting system is properly established to track effort and progress within IT development and operations. - Set up compliance organization within IT to ensure compliance with processes and procedures.
	Concept Definition	09/19/11	
	Concept Validation	03/31/12	
	Design	05/31/12	
	Build	TBD	
	Implement	11/30/12	



<b>Team Members</b>	<b>Name</b>	<b>Role</b>	<b>Name</b>	<b>Role</b>
	Louis Carr	Executive Sponsor		
	Judy Skeen	Sponsor	TBD	Other Team Members as needed
	TBD	Project Manager		
	Kevin Pete (pending new hire)	PMO Lead		
	New hire	Business Analyst (reporting structure)		
	Liaison Person (TBD)	Liaison for external agencies and standardization efforts		
	PMO team	Serve in role as PMP for mentoring and coaching IT project managers and leads		

**SECTION 4: Change Management Assessment**

Audience	Impact	Stakeholder	Concern's)
TSD	High	All	Change in culture
DDOR IT personnel	Medium	All	Change in culture
DDOR Directors	Medium	Directors	Information only
External Agencies	High	Liaisons	Report standardization/delete redundancy

**Section 5: Risk**

Rating	Definition	Mitigation
Low	Time delay in getting PMO manager and Business Analyst on board	Work with HR to get position posted and assistance in screening of candidates.
Low	Developing the as-is and to-be model of IT Enterprise Architecture.	Coordinate the three projects scheduled to ensure the work of the three is coordinated and working together. Set up standard recurring meetings.

**Notes**

The CD phase of this project was accomplished with the development and promugation of the Vision, Mission, and Goals. As we proceed in the CV phase the Enterprise Architecture will be developed, delivering various options to complete the gaps identified. This actual plan to fill those gaps will be developed during the design phase. Meanwhile several of the other deliverables will be accomplished through normal operational efforts but listed as project deliverables; some will be implemented during the CV and Design phases.

Ultimately there may be a significant organizational change that could affect more than just the TSD. However, meanwhile as the processes and procedures are developed the IT resources outside TSD but inside TxDOT will be affected in some ways.

### **Benefit Synopsis**

IT within TxDOT will have a Mission and Vision statement that is directly related to the TxDOT Mission, Vision and Goals. IT work effort will be better controlled and prioritized to fit the TxDOT priorities at the time. TxDOT IT resources will be able to have and work towards a defined career goal with flexibility and opportunities throughout the Agency.