



UNITED STATES DEPARTMENT OF COMMERCE
Chief Information Officer

Washington, D.C. 20230

January 9, 2007

MEMORANDUM FOR: Chief Information Officers

FROM: Barry C. West 
Chief Information Officer

SUBJECT: Strategic Information Technology (IT) Plans for FY 2007
through FY 2012

Please update your Strategic IT Plan for FY 2007 through FY 2012. Preparing and updating this Plan is an important part of our structured process for applying IT to improve program service delivery, to use scarce resources most effectively, and to improve IT decision-making. Strategic IT planning should integrate with your processes for program planning, budget, financial management, and human resources management.

To assist you in developing and improving your IT planning processes, please self-assess using the attached maturity models for measuring progress in your IT Planning and Investment Review, IT Architecture, and IT Security processes. These models are consistent with the Clinger-Cohen Act and the Government Performance and Results Act and can help you frame your planning strategies. The Web addresses for the models are listed in the attachment, along with additional instructions about what your Strategic IT Plan should address.

Please pay special attention to outlining your architecture work and how it integrates with and supports your IT Planning and Investment Review process. Include your strategies and governance structure for developing and migrating to your target architecture. Describe your target architecture and migration plan at a strategic level, identifying and eliminating redundant systems and aligning with the Federal Enterprise Architecture.

If the Strategic IT Plan you have on file with the Office of the CIO was completed and submitted less than a year ago, and is still substantially up to date, provide a statement signed by you to this effect, its submission date, and the planned submission date for your next update. If your most recent plan was submitted a year or more ago, please send an updated Strategic IT Plan to me by February 16, 2007, and provide its Web address or an electronic copy by e-mail to Stuart Simon at ssimon@doc.gov.

If you have any questions, please contact Stuart on 202-482-0275 or by e-mail.

Attachment

cc: Barbara Retzlaff, Director, Office of Budget