



UNITED STATES DEPARTMENT OF COMMERCE
Chief Information Officer

Washington, D.C. 20230

DEC 16 2010

MEMORANDUM FOR Chief Information Officers

FROM: Simon Szykman 

SUBJECT: FY 2011 Operational Information Technology Planning Call

Your Operational Information Technology (IT) Plan is due January 7, 2011. The plan should describe current year IT activities that support your operating unit's mission and goals. The plan should be considered a living document, updated as needed throughout the year to reflect changing conditions and used to manage current year activities. The plan should concentrate on FY 2011, but should also describe activities that continue into the out years. Cost, schedule, and performance measures are key elements of the plan.

The plan will contain three sections: Section 1 is a description of the IT organization and management processes; Section 2 is a financial summary in the format of Office of Management and Budget (OMB) Circular A-11, Exhibit 53 "IT Investment Portfolio," and Section 3 is a description of current year management and major system initiatives. The information needed to describe major system initiatives is defined in OMB Circular A-11, Exhibit 300 "Capital Asset Plan and Business Case Summary." If you have the same information in another format, we will accept that format. Your focus should be on the content. For a system with an existing Exhibit 300, the response to this call provides an opportunity to update the Exhibit 300, highlighting specifics that address activities in FY 2011. If you have submitted the Exhibit 300 through the Electronic Capital Planning and Investment Control system (eCPIC), you may reference it. Specific instructions for completing this year's Operational IT Plan are attached.

Please send your Operational IT Plan to Linel Soto at lsoto@doc.gov by January 7. If you have any questions, contact Linel on (202) 482-4990.

Attachment

cc: Anne Barrett, OB
Administrative Officers

FY 2011 Operational IT Plan Instructions

Section 1, Description of IT Organization and Management Processes

Provide:

- An executive summary containing a succinct outline of the plan and briefly highlighting significant achievements and issues.
- A description of your operating unit's IT management organization.
- A description of your operating unit's investment management process (selection, control, evaluation).
- An overview of your operating unit's current and planned enterprise architecture, including planned segment architectures as well as reconciliation of your investment plans with your target architecture.
- An update of your operating unit's compliance with the Departmental IT Security Program requirements, including:
 - the use of the Cyber Security Assessment and Management (CSAM) tool for systems inventory, corrective actions (e.g., FFMIA and FISMA), contingency plan testing, and continuous monitoring;
 - official role designation for employees with significant cybersecurity responsibilities (e.g., an Information System Security Official); and
 - OMB Trusted Internet Connections (M-09-32) guidance.
- A brief summary of prior year, FY 2010, accomplishments including a separate section describing lessons learned.

If this information is already provided in your Strategic IT Plan or other documents, you may simply reference those documents. This is an opportunity for you to update the description of your IT organization and management processes.

Section 2, Financial Summary

- The financial summary of your operating unit's IT expenditures must be in the format of OMB Circular A-11, Exhibit 53. Fiscal years covered include FY 2011-FY 2015. Since all IT investments must be documented in the eCPIC operating unit portfolio, you may use eCPIC to generate an operating unit-specific Exhibit 53.

Section 3, Management and System Initiatives

- Provide a list of all your IT systems.
- For each major system, provide an OMB Circular A-11, Exhibit 300 or equivalent, or

reference an up-to-date version in eCPIC. Provide detail for the current year, FY 2010. Provide out-year information for systems that begin development in FY 2011 and/or are ongoing beyond FY 2011. Systems that begin in FY 2012 need not be described in this year's Operational IT Plan. Pay particular attention to cost, schedule, and performance measures as well as to IT security and enterprise architecture considerations.

- Provide a milestone table describing the status of all current and planned major initiatives and reconcile this with your Enterprise Architecture Transition Plan.
- Provide a brief summary of systems that deviate from cost, schedule, or performance goals by a factor of 10% or more. Describe corrective measures planned for each of these systems.
- Describe management IT initiatives and associated performance measures planned for FY 2011. Examples are IT studies, new IT management processes, new IT security measures, establishment of software or system standards, etc. Specify how each of these initiatives will close the gaps between your current architecture and your target architecture.