

City of Richmond

Administrative Manual

SUBJECT: Information Technology Steering Committee

SECTION: Information Technology

POLICY NUMBER: AP 652

INITIAL DATE PREPARED: August 25, 1999

LAST DATE REVISED: August 25, 1999

I. Purpose

To provide a standard approach to planning, evaluating, controlling, selecting, and prioritizing information services projects as well as to insure uniform application of policies and procedures.

II. Policy

A permanent Information Technology Steering Committee will serve to provide guidance on planning, evaluating, controlling, selecting, and prioritizing Information Technology projects. Information Technology projects may be initiated under Policy Number AP 651, "Request for Information Technology Services" or through the annual budget process.

III. Procedure

A. The Information Technology Steering Committee consists of the following positions:

- Director of Information Technology (Chairperson)
- Director of Finance
- Director of Human Resources Management
- Director of Employment and Training
- Director of Community Development and Planning Services
- Director of Public Services
- Director of Recreation and Parks
- Director of Library
- Director of Port and Marina
- Chief of Police
- Chief of Fire

The Assistant City Manager will serve as an Ad-hoc member of the Committee.

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The purpose of the Information Technology Committee is to set overall City information systems policy with the goal to achieve maximum benefits at acceptable costs. This effort warrants direct participation by the department directors. Department directors may designate division manager level alternates to represent them on an occasional basis in the event of unavoidable scheduling conflicts or with the prior approval of the Committee Chairperson. Directors may bring their relevant staff to the meeting as appropriate.

In addition, on an as needed basis, other City staff may be requested to participate in particular projects.

- B. The Information Technology Committee shall meet quarterly, or as called by the Chairperson. An agenda, date, time and place is provided to members in advance of meetings.
- C. The Committee, on recommendation from Information Technology, will review, direct and/or make recommendations to the City Manager on matters directly related to all City Information Technology projects and may include the following:
 - Information technology mission, strategy and long range plan;
 - Information systems development plans;
 - Purchasing policy of computer equipment and applications software;
 - Use of system consultant services;
 - System feasibility studies;
 - Annual budget and long term priority setting for new and on-going projects;
 - Standardizing hardware and software;
 - Major project status preview;
 - Funding recommendations;
 - Department/Division coordination (inter or intra); and
 - Actions requiring City Manager approval or approval by the City Council.
- D. Committee members may be assigned specific tasks or presentations to clarify project

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definition issues, to commit and schedule their department resources (personnel and equipment) to timely completion of projects directly affecting their department, and to participate in discussion, reviews or recommendations on matters before the Committee.

- E. City information systems projects planned for the annual budget approval process or initiated during the course of the year will be submitted to the Steering Committee for review and approval. The Committee will recommend a course of action to the City Manager and the initiating Department Director of projects that are consistent with the City's information systems long range plan and strategy.
- F. The Information Technology Department will provide a list of Information Technology projects for review by the Steering Committee with an estimate of the staff hours and costs required to accomplish each project. Approval by the Steering Committee is required before information projects are undertaken by the City. For the purpose of establishing priorities, the Information Technology Department will report periodically to the Steering Committee on the status of the outstanding projects requiring processing by the Information Technology Department.
- G. A written report on the status of projects reviewed and actions taken by the Steering Committee will be submitted semi-annually by the Committee Chairperson to the City Manager.