



Executive Office of Technology Services and Security

IT Investment Advisory Board Charter

Background

The Capital Information Technology Investment Advisory Board (Board) brings together key executives from across the Commonwealth who have experience in information technology investment portfolio management, in approving and overseeing capital projects, and in resolving high level business issues as they arise. The Board is chaired by the Secretary of the Executive Office of Technology Services and Security (EOTSS). The Board's composition is not necessarily representative of specific agencies per se but rather members address the general interests of the Commonwealth with respect to the investment of taxpayer dollars in technology projects that improve the delivery of government services. Members do not represent the specific interests of their home organizations.

Mission

The purpose of the Board will be to oversee the information technology capital investment portfolio and program management by establishing policies and standards as required, reviewing individual project performance as is deemed desirable, and considering project risks and exposures.

Composition

The Board will be comprised of up to 10 members chosen by the Secretary of the Executive Office of Technology Services and Security for their management expertise and experience with project management at a senior level. The Secretary will serve as Chair making a total of 11 members. Members will be appointed to three-year terms staggered such that approximately 1/3 of the Board is up for appointment each year (see below). Thus, initially in order to establish a cadence of staggered three-year terms, three members will serve a one-year term, three a two-year term, and four a three-year term. Vacancies as they arise will be filled on the nomination of the Secretary. Terms will align to fiscal years (July 1 – June 30).

The Board may form sub-committees of at least two members to review specific projects or issues as they arise.

Meetings

Meetings of duration 90 minutes will be held on a regular schedule at least 10 times a year or more frequently as circumstances require. The Chair or a majority of members may call a special meeting. The majority of members present will constitute a quorum. All actions require the affirmative agreement of the majority of the members present. The Board will maintain minutes of all meetings.



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Duties and responsibilities of Members

Members will have the following duties and responsibilities:

- Regular attendance at Board meetings
- Establish investment principles and periodically review them for relevance to Administration priorities
- Agree the annual and five-year capital plans and capital funding requests
- Prioritize IT capital funding where requests exceed available funding
- Oversee and periodically review the capital portfolio, programs, business cases, project plans, budgets, and other relevant documentation
- Suggest best practice policies, standards, and procedures governing capital project planning, management, and delivery
- Advise the Chair on capital program topics as they arise during the term of the Board

FY21 Membership

Wood, Curtis	Secretary, Commonwealth CIO	EOTSS
Gutierrez, Louis	Executive Director	CCA
Jonas-Silver, Maya	Capital Director	A&F
Lambert, Gary	Assistant Secretary	OSD
McNamara, William	Comptroller of the Commonwealth	
Rego, Alda	Assistant Secretary	EOHHS
Rice Kim	SCIO	EOE
Wada, Patricia	Program Manager	At large

Information technology investment principles

All on-going and newly proposed projects will be rated by the Investment Advisory Board against the principles listed below. The assessment against these principles will not be formed on a precise algorithmic process (quantitative scoring). The principles work largely in order (e.g. First demonstrate it project serves a constituent need and if it does then show technology leverage and finally demonstrate high probability of success). However, there are some cases where this may not strictly apply. While many of the principles are subjective, the more projects can present their value through quantitative measures the better.

Principle #1: Improves how we serve our constituents via:

- More and/or better constituent-facing digital and business services.



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- Business process improvements that are founded upon pre-defined business process re-engineering/improvements that are further improved and verified throughout the project.
- Clear cost benefits (return on investment) in combination with enhanced and measurable constituent value (e.g., quicker turn-around, fewer errors, etc.)

Principle #2: Uses technology as a foundation/lever to serve our constituents better, more securely and most cost effectively via:

- Enhances digital security, enables end-user seamless ease-of-use, and/or enhances overall service delivery performance.
- Technology initiatives that can benefit and be leveraged by many agencies.
- Leveraging the use of "other's technology" with minimal customization (e.g., COTS, SaaS, etc.).

Principle #3: Projects that are positioned to succeed and be operationally supportable for the anticipated life of the system via:

- Business leadership of the governance, business as the primary sponsor of the project, and business commitment to proper staffing throughout the system's implementation and operational life.
- Clear delivery points that provide constituent value in short amounts of time (< 1 year).
- An agency plan and commitment of how the project will be sustained upon completion (\$ and resources).
- A project leadership team with a proven track-record of success in leading business-focused projects and an understanding of the technology needed to achieve the business goals.
- Leveraging lessons learned throughout the Commonwealth (technical, business re-engineering, history with vendors, etc.)

IT Investment Advisory Board - Three Year Membership Terms

Members will be appointed at the first meeting of the Board to three-year terms staggered such that approximately 1/3 of the Board is up for appointment each year (see attached description). Thus initially, in order to establish a cadence of staggered three-year terms, per table below, three members (Group A) will serve a one-year term, three a two-year term (Group B), and four a three-year term (Group C). Terms will align to fiscal years (July 1 – June 30).



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Members	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29
A-1	→	→	→	→	→	→	→	→	→	→
A-2	→	→	→	→	→	→	→	→	→	→
A-3	→	→	→	→	→	→	→	→	→	→
B-4	→	→	→	→	→	→	→	→	→	→
B-5	→	→	→	→	→	→	→	→	→	→
B-6	→	→	→	→	→	→	→	→	→	→
C-7	→	→	→	→	→	→	→	→	→	→
C-8	→	→	→	→	→	→	→	→	→	→
C-9	→	→	→	→	→	→	→	→	→	→
C-10	→	→	→	→	→	→	→	→	→	→

End/...