

SECTION 1 INTRODUCTION

1 Background

This document provides guidance on the management of MARAD IT Program and resources. This document applies to all MARAD IT projects and resources including those operated by contractors, subcontractors and or service providers on behalf of MARAD. This document is applicable to all MARAD offices, regions, employees, contractors, subcontractors, support personnel, and all others who develop, support, operate, and or use MARAD IT facilities, services, and/or systems.

1.1 Purpose, Scope, and Applicability

This document establishes policies, processes and procedures to provide flexibility where possible, while ensuring MARAD's Information Technology (IT) Program complies with all Federal laws and policies. This document establishes the MARAD System Development Life Cycle (SDLC) process to ensure MARAD IT initiatives are executed and operated within acceptable cost, schedule, and technical performance baseline. Figure 1.1 illustrates the MARAD CPIC/SDLC IT Management Process.

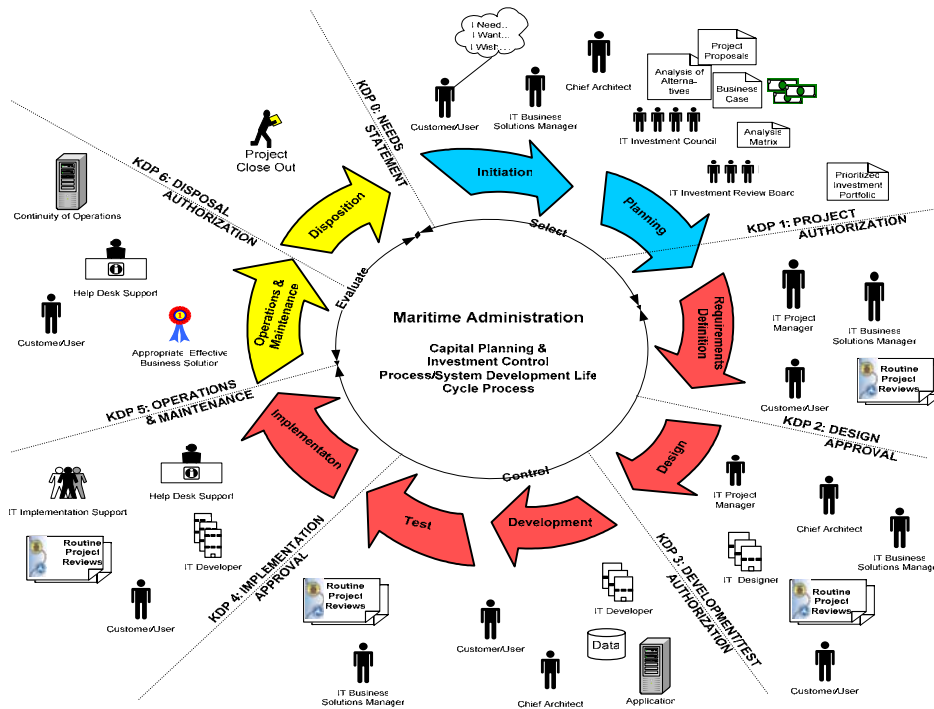


Figure 1.1 MARAD CPIC/SDLC PROCESS

1.1.1 Purpose

The MARAD ITAM provides instructions for implementation and execution of the MARAD IT projects and resources. This document includes guidelines for implementation of IT requirements dictated by Federal laws and policies, DOT and MARAD policies. This document provides instructions on implementation of the MARAD CPIC process using the System Development Life Cycle (SDLC) process to ensure MARAD projects execute and operate within planned cost, schedule, and technical performance. This document also provides guidance on the day-to-day management and operation of all MARAD IT systems, resources, and services.

1.1.2 Scope

This order applies to all MARAD IT projects, resources and services including those operated by contractors, subcontractors and/or service providers on behalf of MARAD.

1.1.3 Applicability

All MARAD offices, regions, employees, contractors, subcontractors, support personnel, and all others who develop support, operate, and/or use MARAD IT facilities, services, and/or systems.

1.2 Roles and Responsibilities

1.2.1 MARAD CIO

- Develop and update, as required, the MARAD ITAM, including procedures for managing the CPIC and SDLC processes, as well as all other aspects of IT so that all agency IT information is consolidated.
- Identify an IT Business Solutions Manager (BSM) for the Office of the Administrator, the Office of the Chief Counsel, each Associate Administrator, the Regional Directors, and the Superintendent, USMMA.
- Implement this manual and provide quarterly status reports to the MARAD Administrator.
- Develop required IT standards, processes and procedures to implement policies.
- Implement the processes and procedures necessary to ensure that all IT projects and resources provide the best value to the organization and are strategically aligned to support the MARAD mission.
- Oversee all IT projects and resources throughout their lifecycle.
- Conduct routine IT project performance reviews and publish metrics for all IT projects.
- Identify the most cost-effective operations and support methods.

- Publish an annual schedule for the IT Capital Planning and Investment Control (CPIC) process to provide an approved IT investment portfolio for the annual budget cycle.

1.2.2 MARAD IT Investment Review Board (IRB)

- Evaluate the IT Investment Council’s recommendation.
- Approve the MARAD annual IT Investment Portfolio.
- Approve project baselines.
- Monitor the effectiveness of approved MARAD IT investments.
- Assign a qualified IT Project Manager for each approved project.

The Board will be chaired by the Deputy Maritime Administrator. Members are as follows:

- Office of Chief Counsel
- Associate Administrator for Administration
- Associate Administrator for Policy and International Trade
- Associate Administrator for Financial Approvals and Cargo Preference
- Associate Administrator for National Security
- Associate Administrator for Shipbuilding
- Associate Administrator for Port, Intermodal, and Environmental Activities
- Region Directors (one representative for all, rotates annually)
- Superintendent, United States Merchant Marine Academy
- Executive Secretary: CIO

1.2.3 IT Investment Council

- Analyze and weigh all IT project business cases for strategic alignment, architecture compliance, management approach, risk management, and return on investment.
- Prepare a recommendation for the MARAD IT IRB.
- Recommend a baseline for the cost, schedule and performance of each proposed project.

The IT Investment Council will be chaired by the MARAD Chief Information Officer. The offices listed below shall provide one representative to the Council.

- | | |
|---------|---------|
| MAR-100 | MAR-360 |
| MAR-220 | MAR-380 |
| MAR-240 | MAR-400 |
| MAR-300 | MAR-500 |
| MAR-310 | MAR-600 |
| MAR-320 | MAR-700 |
| MAR-330 | MAR-800 |
| MAR-340 | Regions |

1.2.4 IT Business Solutions Managers (BSM)

- Trained and qualified in accordance with federal law, DOT, and MARAD policy to manage IT solutions. They may be full or part time.
- Work with the customer to detail the requirements, prepare a business case for the business need, and will provide management/oversight to all assigned IT projects.
- Identify, focus and manage/oversee IT solutions that provide business value to the organization.
- Integrate IT systems within and across business areas to provide automation of end-to-end processes across MARAD.
- Ensure IT solutions are engineered to optimize use of and compliance with enterprise architecture, including infrastructure, data, development tools, etc.

1.2.5 IT Project Manager

The IT Project Manager will be responsible for managing the IT project within the project baseline.