

Department of Transportation Maritime Administration Charter for the Information Technology Investment Review Board

I. Purpose

This charter provides guidelines for the establishment and operation of the Maritime Administration (MARAD) Information Technology (IT) Investment Review Board (IRB). It sets forth the mission, objectives, scope, responsibilities, organization, and general method of operation.

II. Mission

The IRB ensures that MARAD's IT investment portfolio reflects the most effective prioritization of investments to meet MARAD's mission and strategic goals, while minimizing risks and maximizing return on investments.

The IRB oversees a comprehensive IT portfolio to ensure all investments are in alignment with MARAD mission, objectives, and goals. The IRB relies on information provided by the MARAD IT Investment Council (ITIC) and MARAD Chief Information Officer (CIO) to manage IT investments as strategic business resources supporting efficient and effective program delivery.

III. Objectives and Scope

MAO-220-11, MARAD IT Management, provides the policy and guidance for the MARAD IRB, CIO, ITIC and IT Business Solutions Managers.

The Office of the Chief Information Officer (OCIO) has developed a governance structure to ensure enterprise-wide coordination, planning, execution, and integration of IT and systems. The IRB provides a forum for MARAD executives to jointly oversee and enhance: 1) management of the enterprise-wide portfolio of IT initiatives; 2) management of IT resources; and 3) advancement toward a modernized vision and strategy.

Any IT project with one or more of the following characteristics is subject to the IT IRB process:

- full life cycle costs of \$200,000 or more, or
- financial, e-government, or e-business system with a life cycle cost of \$50,000 or more, or
- mission-critical regardless of dollar value, or
- requires special management attention because of its alignment with the agency's mission objectives, or
- plays a significant role in the administration of agency programs, processes or other resources, or
- directly supports the President's Management Agenda, or
- creates, modifies and/or makes use of enterprise data and/or applications.

The IT IRB will perform the following functions:

Select Phase:

- Approve disposition of out-of-cycle investment proposals
- Approve MARAD portfolio of IT investments
- Assign a qualified Business Project Manager for each approved project
- Approve portfolio adjustments in response to internal reviews and directives

Control Phase:

- Approve Control Phase criteria
- Approve project disposition recommendation

Evaluate Phase:

- Approve adjustments to the IT portfolio or to investment management practices based on post implementation reviews and operational analyses

IV. Organization

The Board will be chaired by the Deputy Maritime Administrator. Members will include:

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 Marine Asset Development
Associate Administrator for Port, Intermodal, and Environmental Activities
Regional Director (one representative for all, rotates annually)
Superintendent, United States Merchant Marine Academy
MARAD CIO (co-chair)

V. Outcome Measures

To measure effectiveness in achievement of the IRB responsibilities and goals set forth in this charter, the IRB will develop *outcomes* or key indicators. Outcomes will be both strategic and tactical and can be measured in increments or at full completion. The IRB will set short and long-term goals for each outcome and will review progress at regular meetings. Additional outcome measures shall be developed as new challenges emerge.

VI. Methods of Operation

Meetings of the IRB are held at least quarterly to meet CPIC reporting requirements and to support the MARAD budget cycle. The OCIO will publish an annual calendar for CPIC activities.

The IRB may meet more frequently subject to the call of the Chair, as circumstances warrant. Members must be present at all meetings except as approved by the Chair.

The IRB makes decisions on investments and related issues by voting. In order for a vote to occur, a quorum must be present. Each member gets one vote. Decisions are based on a majority vote. Decisions of the IRB will be documented, recorded and distributed as appropriate.

Agendas are issued in advance of the IRB meetings. Minutes are distributed by the CIO to IRB members for review and are maintained in accordance with instructions from the Chair.

VII. Charter Amendments:

Any member can make recommendations to amend this charter at any time. Recommendations must be brought before the full body for consensus and approved by the Deputy Maritime Administrator.

VIII. Charter Approval:

The Deputy Maritime Administrator will approve the charter.

Approved:



Julie Nelson
Acting Deputy Maritime Administrator and Chief Counsel

5/15/06
Date