

**Minerals Management Service
Interim Policy Document**

Effective Date: 9/30/2009

IPD No.: 09-03

Series: Offshore Energy and Minerals Management

Title: OEMM Information Technology (IT) Governance

Originating Office: Information Technology Division (ITD), Offshore Energy and Minerals Management (OEMM)

1. Purpose and Scope. This Interim Policy Document establishes the OEMM IT Governance Program and describes the associated policy and responsibilities.

2. Objective. The objective of the OEMM IT Governance program is to ensure IT is:

- A. Aligned and delivered in accordance with program strategies and objectives.
- B. Used efficiently and responsibly.
- C. Compliant with federal laws, regulations and standards.
- D. Managed to identify and mitigate IT-related risks.

3. Policy.

The OEMM IT governance program provides Executive Management, Change and Investment Management and IT Program Governance operation for OEMM.

The OEMM IT governance program is consistent with the MMS-wide IT governance program.

It is the policy of OEMM to execute an IT governance program, defined by a control framework, addressing each of the following five focus areas:

- A. **Strategic Alignment.** IT investments are aligned with the OEMM strategic plan and other appropriate Bureau/Departmental plans.
- B. **Value Delivery.** Deliver IT services and products as planned, and within established quality standards to achieve defined benefits.
- C. **Risk Management.** Identify and track risks, and mitigate them to an acceptable level.
- D. **Resource Management.** Optimize people, technology, and infrastructure to deliver IT capabilities in support of business needs.

E. Process Monitoring. Develop, review, and assess policies and procedures.

4. Responsibilities.

Chartered teams/boards form the basis of the OEMM IT governance framework.

A. Executive Management - The Associate Director (AD), OEMM, chairs the Executive Review & Risk Board (ERRB). Membership consists of the MMS Chief Information Officer, Deputy Associate Director (DAD) OEMM (system owner), and Chief, Information Technology Division. The ERRB is responsible to:

- (1) Establish strategic direction.
- (2) Ensure mission objectives are defined.
- (3) Manage risks.
- (4) Verify program resources are provided and used responsibly.
- (5) Ensure IT projects and initiatives align with strategic plans, meet stakeholder expectations, and deliver value.
- (6) Approve new projects and initiatives
- (7) Approve project plans, priorities and scope.
- (8) Approve projects to proceed to subsequent development phases.

B. Change and Investment Management – The Change Control and Investment Board (CCIB) is chaired by the GOMR Deputy Regional Director. Membership includes Deputy Regional Directors from the Alaska and Pacific Regions, and other business representatives. The CCIB is responsible to:

- (1) Select and prioritize IT projects, initiatives and investments.
- (2) Make recommendations and decisions about aligning and deploying IT resources.
- (3) Ensure stakeholder viewpoints are considered.

C. IT Program Governance – The ITD is responsible for overseeing day-to-day IT Governance operations. The Information Management Program Council (IMPC) is chaired by the Chief, OIPC, and membership includes a mix of business and IT professionals. The IMPC is responsible to:

(1) Manage, assess and consolidate communications and reports on IT governance processes and activities.

(2) Provide direction and guidance on matters of policy and procedure.

(3) Coordinate and facilitate resolutions with regard to governance matters.

(4) Manage and report on risks to the OEMM IT Program and provide risk mitigation recommendations to Executive Management.

5. Cancellation. This IPD will remain in effect until incorporated into the MMS Manual, cancelled, or suspended by another IPD.



Chris C. Oynes,
Associate Director for
Offshore Energy and Minerals Management