STATE OF ALABAMA

Information Technology Policy

Policy 210-00: Agency Technology Advisory Committee (ATAC)

It is essential that agencies effectively plan and budget information technology investments. The Chief Information Officer (CIO) has established policies and procedures for planning, budgeting and project management of information technology within the State in conjunction with the state's SMART Governing program. The management of information technology is an integral part of any agency's planning and budgeting process. Therefore, it is essential that senior management in each agency be actively involved in any decisions that affect the planning and budgeting of information technology.

OBJECTIVES:
The objective of this policy is to establish a permanent Agency Technology Advisory Committee (ATAC), or equivalent, in each agency to oversee the development of all information technology planning, budgeting and project management.

SCOPE:
This policy applies to all state agencies, boards and commissions that have aggregate IT expenditures exceeding $500,000 any fiscal year and designated by the CIO.

IMPLEMENTATION:
The Technology Advisory Committee (ATAC) within each agency should review and approve the agency's annual SMART IT Sub-plan for recommendation to the department head. The Agency Technology Advisory Committee should, at minimum, perform the following functions:

1. Set the information technology agenda as an adjunct to the development of the agency strategic plan;
2. Ensure that the agency information technology strategy is carried out and that IT capital projects are appropriately targeted to support specific agency goals and strategies;
3. Review the cost assumptions and benefit estimates in order to approve submission of IT capital projects;
4. Set priorities for all IT projects in relation to other capital projects within the agency competing for resources;
5. Ensure that authorized IT projects meet targets established in the project proposal and cost benefit analysis;
6. Ensure that IT projects are in line with business needs and direction;
7. Monitor the overall performance of IT within the agency as established by the agency SMART plan; and
8. Authorize the agency information technology plan and the technology projects contained therein.

ENFORCEMENT:

Authority

State of Alabama Code, Acts 1973, No. 1299, Section 41-4-220 through 41-4-424.
State of Alabama Code, Acts 1990, No. 90-553, Section 41-4-280 through 41-4-37.
State of Alabama Code, Acts 2000-715, Section 16-61-D through 16-61-D6.
State of Alabama, Executive Order 20, May 20, 2002.

Reporting

Compliance with this policy will be indicated as part of the agency's overall IT performance scorecard included in the State's annual IT report and SMART Governing report.

Non-Compliance

The Chief Information Officer (CIO) will reserve the right to hold or deny an agency's purchasing requests, contract approvals and personnel actions until such time an agency complies fully or partially with this policy.

By Authority of:

Chief Information Officer _____ Date 6/8/06

Policy History

Version	Release Date	Comments
Original	6/8/2006	