701.3   SUBJECT: INFORMATION TECHNOLOGY EXECUTIVE COMMITTEE

:1   OBJECTIVE:
To provide overall guidance and direction of technology issues within the City.

:2   AUTHORITY:
This procedure amended by City Council on September 15, 2003.

:3   DIRECTION:
The mission of the Technology Management Executive Committee (ITEC) is to oversee organizational-wide and strategic departmental technology initiatives that are consistent with the vision and mission of the city. The committee's role is to promote communication, accountability and strategic coordination in the implementation of technology that ultimately reduces operating cost and/or improves service to our citizens.

:4   FUNCTIONS:
A.   Determine Overall Technology Management Direction.
        ITEC will drive the overall strategic direction for the Technology Management Division. This will include setting necessary policies and procedures and making go/no go decisions on projects. ITEC will review comprehensive business cases submitted by department and thoroughly evaluate the viability and cost-vs.-benefit.

B.   Accountability Function For Projects.
        ITEC will monitor and take joint responsibility with TMD for the success of Citywide IS projects. Project managers for Citywide projects will provide updates to ITEC that allow ITEC to monitor schedules and consistency with current strategies and business needs of the city.

C.   Lessons Learned After Project Completion.
        ITEC will review completed projects to point out mistakes that were made and accomplishments that were achieved, and to ensure the project achieved the expected results.

D.   Sounding Board For New Ideas.
        ITEC will act as a sounding board for new ideas and projects taking a proactive approach to exploring new enterprise wide solutions.

E.   Evaluation of Technology Management Opportunities and Project Priorities.
        Due to the ever-changing pace of technology and user requirements, information opportunities/projects will be re-evaluated and prioritized on an on-going basis. This will facilitate the implementation of projects in a timely fashion and accommodate changing user requirements and business needs.   This will also be used as a hedge against technological obsolescence of the proposed technology.

F.   Create Feedback Mechanism and Evaluate Results.
        ITEC will have a mechanism to receive feedback from its clients, and clients should have a mechanism to receive feedback from the ITEC.

G.   Training.

ITEC members will participate in education at a high level on the latest technology as well as on the "Best Practices" within the business/government environment.

:5   MEMBERSHIP:
        A.   Voting members of the committee shall be appointed officials and shall consist of the following or their designee:
                1.   Deputy Chief Administrative Officer, Chairperson
                2.   Director, Community and Youth Services
                3.   Director, Public Works (2 Representatives)
                4.   Comptroller, Accounting and Control Bureau
                5.   Chief, Fire Department
                6.   City Clerk/General Administration Department Director
                7.   Assistant Director, Purchasing and Materials Management
                8.   Director, Planning and Development Department
                9.   Chief, Police Department
                10.   Director, Office of Communications

:6   MEETINGS:
        A.   Meetings will normally be held biweekly, but may be called, postponed or cancelled at any time at the discretion of the chairperson.
        B.   Minutes will be taken of all meetings.

:7   FORMS:
        None.

:8   REFERENCE:
        This procedure adopted by City Council on August 31, 1998, Item 3K; amended April 3, 2000, Item 2PPP; amended September 11, 2000, Item 7X; amended June 18, 2001, Item A-14; amended September 15, 2003.
:9   EFFECTIVE DATE:
        This procedure effective September 15, 2003.