



CITY OF WAUKESHA

INFORMATION TECHNOLOGY BOARD COMPOSITION AND PURPOSE

Committee Composition*:

Seven (7) Voting Members
One (1) Non-Voting Member (IT Director)

- Two (2) Alderman: Terms shall be one (1) year, beginning in April of appointment year and ending in April of the following year. (Reference Mayor's annual appointments listing.)
- Five (5) citizen professionals with a current Information Technology affiliation in business or industry who shall be appointed by the Mayor with confirmation by the Common Council. Terms shall be for three (3) years, beginning in January of appointment year and ending in January three years later.
- One (1) non-voting member who shall be the Information Technology Department Director.

Purpose:

The Information Technology Board (ITB) is responsible for reviewing background information provided by the various departments of the City who are requesting I/T upgrades, changes and enhancements. ITB will then forward the ITB approved projects to the City Administrator, Mayor and Common Council for ensuring the implementation of decisions made through the ITB governance process. If any CIP project is not approved by ITB, the project can be appealed through the Common Council.

A key component for the effective delivery of municipal services is comprehensive information technology systems and governing policies. Such systems are most effective and efficient when IT systems are kept up to date, systems are strategic and user friendly. It shall be the responsibility of the Information Technology Board (ITB) to assist the IT Department in achieving these goals, ensuring the alignment of IT with City of Waukesha objectives. To that end, it shall be the responsibility of the ITB to:

- Review and provide input to the City's 5-year CIP plan as it relates to all City of Waukesha technologies, and ensure the effective and efficient use of IT in enabling the City to achieve its goals.
- Ensure that new systems and technologies are implemented timely, and that old processes are reviewed and changed, if necessary, to gain better efficiencies.
- Review post technology implementations, and ensure old systems being displaced are retired in a timely manner.

- Review and make all technology related policy recommendations that support strategic city goals, and recommend them to the Common Council, City Administrator or other appropriate party(s) in order to keep all such policies aligned with city missions and goals.
- Review and discuss any technology project, including Requests for Proposals with department directors. Directors will be responsible for any new technology request, and will act as the primary contact throughout the life of the project with both the IT department and ITB.
- Assist in strategic planning – providing long-term direction and leveraging IT systems to improve business processes.
- Provide a list of recommended capital IT project requests to the City Administrator on an annual basis by not later than September 15th of each year, as part of the budget process.
- Review select IT projects and technologies that may include RFP activity through implementation, and post go-live, to ensure they support the city's mission, and that the project's proposed ROI, process changes, or other project justification benefits are fully being realized.
- Annually review with the IT Director existing IT system inventories of all departments to identify obsolete systems and/or to develop schedules for replacement.
- Ensure to the extent possible that all new systems are compatible with existing IT systems, and to help establish best practices and standards across the organization.
- Act as an appeals board for department directors or managers on I/T governance and policy enforcement decisions of the City Administrator which they feel negatively impacts staff and/or department operations.
- Review IT policies and procedures, and provide guidance towards changes in policies and procedures.
- Assist in reducing the uncertainty of business operation interruptions by minimizing information security-related risks to definable and acceptable levels; Integrate security into all City I/T processes and policies.

Technology Review Procedure:

The ITB will be responsible for the review of all requests for new technology, equipment, hardware and software. The review process at a minimum shall include the following:

- The ITB may ask for and receive presentations and updates on projects from any director, project team, project advocate or department as needed.

- Understanding the criticality of information and information security to the city; assurance of effective information security policy and policy compliance.
- All departments are required to have ITB review all respective technology request(s). It is a department's responsibility to properly research and justify all projects to the ITB.
- The department director shall represent any technology request, and must complete a project request form, a copy of which is attached hereto.
- The department director shall represent any technology request and must complete a project request form for all capital and operational expenses. The CIP form as required by the City Administrator must be submitted to ITB by July 31st of the calendar year.
- The department director shall be prepared to present and explain the project request to the ITB, which shall include the justifications for the request, what system/equipment is being replaced, the timeline for installation, cost and all associated costs, and the projected return on investment (ROI).
- The department director shall be prepared to present and explain the project request to the ITB, which shall include the justifications for the request, what system/equipment is being replaced, the timeline for installation, cost and all associated costs, and the projected return on investment (ROI). A post analysis presentation from the department should be completed twelve months after implementation and submitted to ITB.
- Directors will demonstrate to ITB how each request is consistent with City goals and mission.
- After ITB approval and adoption in the annual budget, purchases must follow the City's Financial procurement Procedures; Policy (F-6.0)
- ITB will consider this document to be "living", and will update accordingly as technology changes and new needs arise.

*Committee Composition and Purpose originally approved by City of Waukesha Common Council on Tuesday, March 3, 1998; revised by Common Council on August 5, 2014.