

## Appendix B: Executive Order INF 8-8(AEO)

### Executive Orders, Policies and Procedures

---

**Title:** Delegation of Oversight of Information Technology (IT) Management

**Document Code No.:** INF 8-8(AEO)

**Department/Issuing Agency:** Office of Information Resource Management (OIRM)

**Effective Date:** August 29, 2003

**Approved:** /s/ Ron Sims

**Type of Action:** New

---

**WHEREAS**, to ensure that quality results are achieved in an efficient manner from investments in information technology, and

**WHEREAS**, the interests of the citizens of King County are best served by establishing clear roles and responsibilities, and

**WHEREAS**, to provide an appropriate and practical balance between the responsibilities of departments, divisions, agencies, and programs within county government to deliver services and meet business objectives and the need to ensure quality results, and

**WHEREAS**, it is important for business needs to drive information technology solutions and be documented clearly by county departments in a business case that justifies investment in information technology, and

**WHEREAS**, to identify corrective actions at early signs of project budget, scope, and/or schedule slippage to avoid wasting county resources;

**NOW, THEREFORE**, I, Ron Sims, King County Executive do hereby delegate to the Chief Information Officer the authority to provide centralized oversight of information technology management for all county agencies as follows:

1. All departments, divisions, agencies, and programs within county government are hereby directed to:
  - a. Create and maintain technology plans that align to and meet their business goals and objectives and align to the King County Strategic Technology Plan, and
  - b. Plan, develop, and implement technology solutions and manage operations of technology solutions in a manner consistent with their technology and business plans, and
  - c. Provide funding for an appropriate amount of project contingency in the project's budget, and
  - d. Establish an appropriate project governance structure to provide steering and leadership for internal project management oversight, and
  - e. Develop selection criteria for technology procurements that demonstrate due diligence in meeting standards established through the technology governance, and
  - f. Provide assurance that identified technology solutions meet stated business goals and objectives.
2. The Chief Information Officer will ensure that all departments, divisions, agencies, and programs within county government are performing the roles in the previous section, have created and maintained documented technology plans, and are in compliance with standards established through the technology governance through the following:
  - a. Approving funding releases for information technology projects that are subject to central monitoring, and

- b. Approving the use of project contingency based on project plans and justifications provided by the project, and
- c. Approving information technology initiatives that align to and support technology plans as part of the executive's annual budget process, with approved initiatives forwarded to the Executive for final decision-making, and
- d. Directing quality assurance reviews and project audits on information technology projects on an as-needed basis with funding for this activity expected to come from project contingency budgets, and
- e. Identifying corrective action plans and checkpoints to be worked in cooperation with department, division, agency or program management to keep information technology projects on a track for successful completion, and
- f. In the event a corrective action plan does not meet stated objectives, convening the Project Review Board as the forum for the responsible department to discuss the state of the project prior to any decision made by the CIO, and
- g. Directing the suspension or general shutdown of projects having difficulties in resolving issues related to scope, schedule and budget.

Dated this 29 day of August, 2003.  
/s/ Ron Sims, King County Executive

ATTEST:  
/s/ Jim Buck, Interim Director  
King County Records, Elections, and Licensing