



**King County**

# **KING COUNTY INFORMATION TECHNOLOGY GOVERNANCE**

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**February 2018**



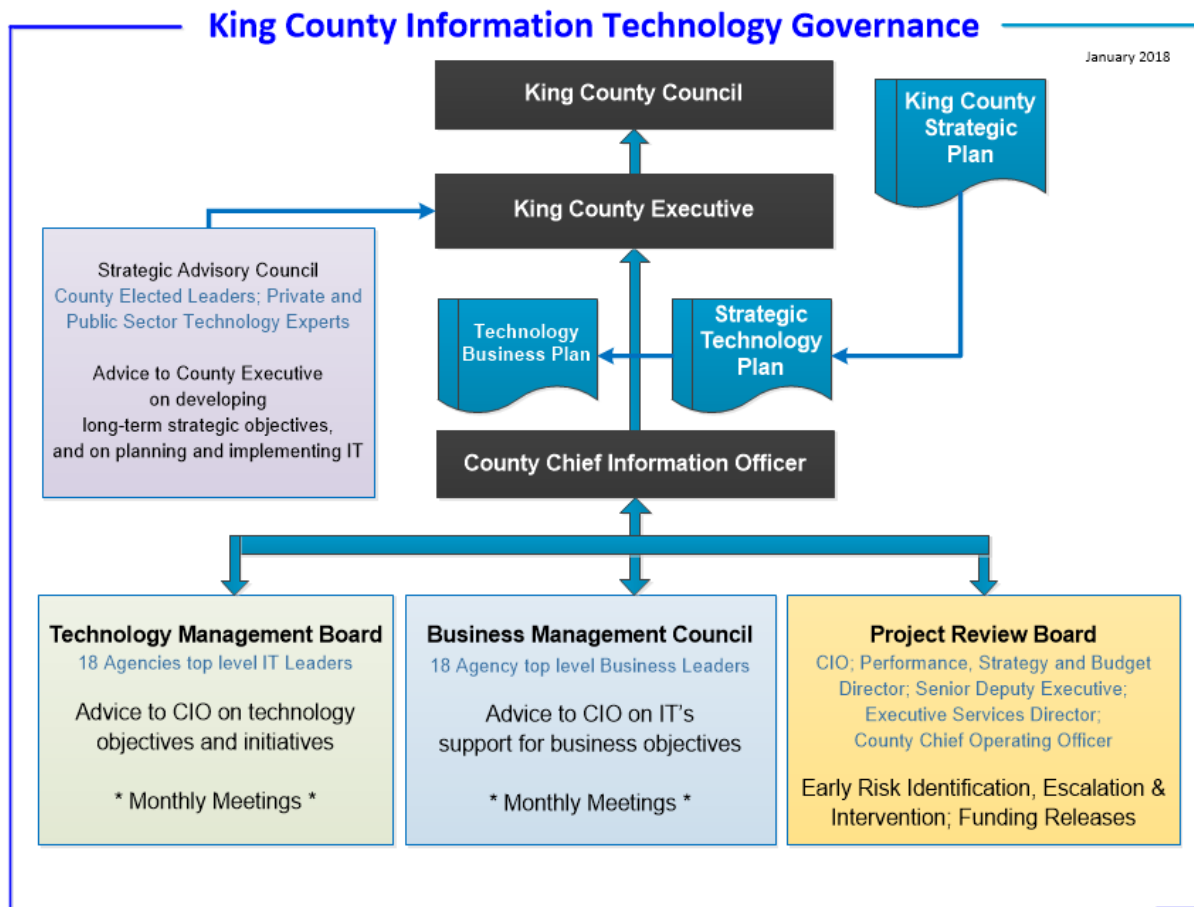
*IT Governance ensures King County's business needs are adequately supported by value-added IT through collaboration with leadership and external partners who provide input and guidance on strategy and investments.*

In July 2001, the King County Council in cooperation with the King County Executive created and adopted an Information Technology Governance structure (Ordinance 14155), establishing the Strategic Advisory Council, the Business Management Council, the Technology Management Board and the Project Review Board.

The purpose of these IT Governance groups is to advise the County Executive and the County Chief Information Officer (CIO) in the establishment of countywide policies for information technology planning and management, and to provide oversight for technology investments.

Below are links to the enabling code defining the King County IT Governance structure and the Executive Order further defining CIO and agency responsibilities.

- King County Code:  
King County Code enabling KCIT, 2.16.0755 through 2.16.07585  
[http://www.kingcounty.gov/council/legislation/kc\\_code.aspx](http://www.kingcounty.gov/council/legislation/kc_code.aspx) sections 2.16.0755 – 2.16.07585)
- Executive Order INF 8-8 (AEO):  
<http://www.kingcounty.gov/operations/policies/executive/itao/inf88aao.aspx>.



In addition to advising the CIO, the IT Governance groups play a key role in the development of the countywide IT strategic technology plan, and the annual technology business plan.

Figure 1 below shows the flow of information into the various tasks and reports for which the County's IT Governance is responsible.

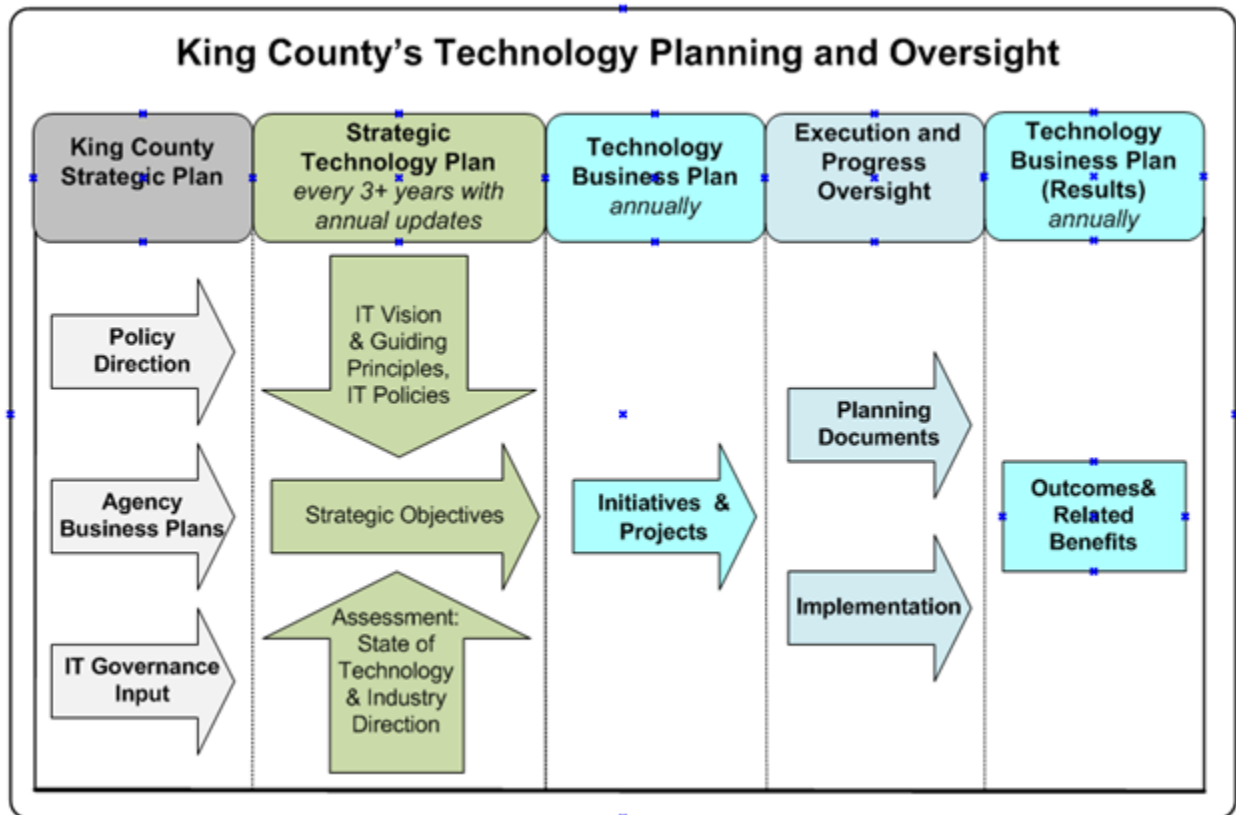


Figure 1. Technology Planning and Oversight

Below are links to the County's IT Governance Internet and Intranet Web pages:

- Intranet: <https://kc1.sharepoint.com/sites/KCIT/gov/Pages/default.aspx>
- Internet : <http://www.kingcounty.gov/operations/it/about/strategy.aspx>

More details on each of the IT Governance groups are available in the following sections.

## **1. Strategic Advisory Council**

The Strategic Advisory Council (SAC) acts in an advisory capacity to the King County Executive in developing long-term strategic objectives and planning and implementing for information technology deployment countywide. The members include the King County Executive, two representatives of the King County Council, the King County Sheriff, the King County Prosecuting Attorney, the King County Assessor, the King County Elections Director, the King County Chief Information Officer, the presiding judge of the King County Superior Court, the presiding judge of the King County District Courts, and external advisors from the private and public sectors. The County Executive chairs the SAC meetings.

The SAC meets typically twice a year in the spring and fall timeframes.

Detail about the meetings is available at King County Internet site:

<http://www.kingcounty.gov/operations/it/about/strategy/strategicadvisorycouncil.aspx>

## **2. Business Management Council**

The Business Management Council (BMC) acts in an advisory capacity to the county's Chief Information Officer in carrying out duties related to developing short-term, mid-term and strategic objectives for information technology countywide, recommending information technology proposals for funding and developing standards, policies and guidelines for implementation. The members are the King County CIO and agency deputy directors or business managers designated by each agency's director. The County Chief Information Officer chairs the BMC meetings.

The BMC meets monthly.

Since March 2011 the meeting agenda and materials are available at King County SharePoint Site, accessible to all King County employees.

<https://kc1.sharepoint.com/sites/KCIT/gov/Lists/BMC%20Meetings/calendar.aspx>

Detail about the past meetings, up to March 2011, is available at King County Intranet site:

<http://kcweb.metrokc.gov/oirm/Meetings.aspx>

## **3. Technology Management Board**

The Technology Management Board (TMB) acts in an advisory capacity to the county's Chief Information Officer on technical issues including policies and standards for information security,

applications, infrastructure and data management. The members are the King County CIO and agency information technology directors or managers designated by each agency's director and familiar with that agency's technology needs and operations. The County Chief Information Officer chairs the TMB meetings.

The TMB meets monthly.

Since March 2011 the meeting agenda and materials are available at King County SharePoint Site, accessible to all King County employees.

<https://kc1.sharepoint.com/sites/KCIT/gov/Lists/TMB%20Meeings/calendar.aspx>

Detail about the past meetings, up to March 2011, is available at King County Intranet site:

<http://kcweb.metrokc.gov/oirm/Meetings.aspx>

#### **4. Project Review Board**

The Project Review Board (PRB) acts in an advisory capacity to the county's Chief Information Officer in implementing the project management guidelines developed by the central information technology project management office. The members are the King County CIO, the Deputy County Executive, the Director of the Office of Performance, Strategy and Budget, and the Director of the Department of Executive Services.

On average there are 60-90 IT projects annually in the Project Review Board oversight.

PRB meetings up to January 2011 were held once a month. Additional meetings were held as needed.

In their efforts to streamline and make the PRB process more effective, the PRB revised their operating procedures in January of 2011 and no longer request project to schedule their funding release requests on the pre-set monthly schedule. Funding release approvals can be determined by the CIO on behalf of the Project Review Board. If the CIO determines that a project has exceptions to releasing funds, it will be scheduled for a review by the Project Review Board. Otherwise the CIO will approve on behalf of the PRB and it will not require scheduling agencies into PRB meetings.

The record of PRB meetings, project materials provided in support of funding releases or briefing materials, monthly project status reports, PRB actions and decisions is available on the KC Internet thru June 2011 at:

<http://kcweb.metrokc.gov/oirm/Meetings.aspx>

Since June 2011, the PRB records are available on the King County SharePoint, accessible to all King County employees:

<https://kc1.sharepoint.com/sites/KCIT/gov/Pages/PRB.aspx>

Next pages include an excerpt from the King County Code enabling the County's IT Governance.

## Excerpt from the King County Code Enabling IT Governance

### King County Information Technology Governance Web Pages

Internet:

<http://www.kingcounty.gov/business/oirm/governance.aspx>

#### **2A.380.300 Strategic advisory council.**

A. The strategic advisory council is hereby created. The strategic advisory council shall act in an advisory capacity to the executive in developing long-term strategic objectives and planning and implementing for information technology deployment countywide. The voting members shall be the executive, two representatives of the King County council's choosing, the sheriff, the prosecuting attorney, the assessor, the chief information officer, the presiding judge of the superior court, the presiding judge of the district court, the director of elections and the chief information officer. The nonvoting advisory members shall be up to eight external advisors from the private sector to be selected by both the chair and the chief information officer, each to serve a two-year term, and up to two external advisors from the public sector to be selected by the chair and the chief information officer, each to serve a two-year term.

B. The strategic advisory council shall:

1. Develop and recommend strategic objectives for information technology deployment countywide;
2. Review information technology proposals for their alignment with adopted strategic objectives;
3. Review and endorse the information technology strategic plan and all updates to it;
4. Review policy-related transmittals to the county council that are proposed by the executive for large countywide information technology projects; and
5. If necessary, review and endorse information technology standards, policies and guidelines recommended by the chief information officer for countywide adoption.

C. The executive shall serve as the chair of the strategic advisory council.

D. Votes shall be taken by roll call and recorded on all recommendations and endorsements. Meeting minutes shall include issues and concerns raised by members for consideration by the chief information officer.

E. Members of the strategic advisory council shall serve without compensation. (Ord. 18432 § 10, 2016: Ord. 15559 § 8, 2006: Ord. 14155 § 2, 2001. (Formerly K.C.C. 2.16.07582).

#### **2A.380.310 Business management council.**

A. The business management council is hereby created. The business management council shall act in an advisory capacity to the county's chief information officer in carrying out duties related to developing short-term, mid-term and strategic objectives for information technology countywide, in recommending information technology proposals for funding and in developing standards, policies and guidelines for implementation. The members shall be the chief information officer and each agency's deputy director or business manager, designated by the agency's director,

who is familiar with that agency's business and operations and has authority to commit resources and speak with the authority of the agency when participating in business management council meetings.

B. The business management council shall:

1. Review information technology proposals made by individual members, groups of members or ad hoc committees;
2. Assess short-term, mid-term strategic value and risk of information technology proposals;
3. Assess alignment of information technology proposals with agency business plans, agency technology plans and adopted strategic objectives;
4. Recommend information technology proposals for funding and for inclusion in the technology business plan and the information technology strategic plan;
5. Review and endorse proposed information technology standards, policies and guidelines and recommend to the chief information officer for countywide adoption;
6. Review and provide recommendations for finalizing the technology business plan; and
7. Review operations management issues as needed.

C. The King County chief information officer shall serve as the chair of the business management council and shall designate a vice-chair as needed.

D. The chief information officer may convene an ad hoc committee as the chief information officer determines to be necessary for the business management council to focus on specific topics or to address the needs of a group of agencies. An ad hoc committee shall review topics and report findings to the chief information officer and the business management council.

E. Votes on all recommendations and endorsements shall be taken by roll call and recorded. Meeting minutes shall include issues and concerns raised by members for consideration by the chief information officer.

F. Members of the business management council shall serve without compensation. (Ord. 18432 § 12, 2016: Ord. 17488 § 3, 2012: Ord. 15559 § 9, 2006: Ord. 14155 § 3, 2001. Formerly K.C.C. 2.16.07583).

### **2A.380.320 Technology management board.**

A. The technology management board is hereby created. The board shall act in an advisory capacity to the county's chief information officer on technical issues including policies and standards for information security, applications, infrastructure and data management. The members shall be the chief information officer, each agency's information technology director or manager, designated by the agency's director, who is familiar with the agency's technology needs and operations and information technology service delivery managers for executive branch departments.

B. The technology management board shall:

1. Review the strategic objectives recommended by the strategic advisory council and assess issues related to the ability of the technology infrastructure to support them;
2. Review the business objectives and information technology proposals recommended by the business management council and assess issues related to



compliance with the county's technology standards and policies and the impact to the technology infrastructure required to support them;

3. Develop or review information technology program proposals that support the strategic and business objectives of the county;

4. Develop or review technology program proposals that promote the efficient operation and management of technology infrastructure, applications and data;

5. Recommend technology program proposals for funding and for inclusion in the technology business plan and the information technology strategic plan;

6. Review and provide recommendations for finalizing the King County technology business plan; and

7. Review and endorse information technology standards, policies and guidelines for countywide use. Information technology standards, policies and guidelines with business implications shall be referred to the business management council for endorsement for countywide use.

C. The chief information officer shall serve as the chair of the technology management board and shall designate a vice-chair as needed.

D. The chief information officer may convene an ad hoc committee that the chief information officer determines to be necessary for the technology management board to focus on specific topics or issues. [The] committee shall review topics and report its findings to the chief information officer and the technology management board.

E. Votes on all recommendations shall be taken by roll call and recorded. Meeting minutes shall include issues and concerns raised by members for consideration by the chief information officer.

F. Members of the technology management board shall serve without compensation. (Ord. 18432 § 14, 2016: Ord. 17488 § 4, 2012: Ord. 15559 § 10, 2006: Ord. 14155 § 4, 2001. Formerly K.C.C. 2.16.07584).

### **2A.380.330 Project review board.**

A. The project review board is hereby created. All information technology projects shall participate in an oversight process established by the project review board and the chief information officer. The board shall act in an advisory capacity to the chief information officer in:

1. Endorsing project management methodology for countywide use;

2. Implementing the project management oversight including, but not limited to, review of information technology project status, plans, risk and progress and approval of incremental release of project funding;

3. Recommending budgetary changes, suspension or general shutdown of approved information technology projects; and

4. Recommending independent quality assurance reviews.

B. The members of the project review board shall be the chief information officer, the deputy county executive, the director of the office of performance, strategy and budget and the director of the department of executive services.

C. The chief information officer shall serve as the chair of the project review board.

D. An ad hoc project review team may be convened to focus on specific projects as determined to be necessary by the project review board. Each ad hoc project review

team shall include the project's sponsoring agency director. An ad hoc project review team shall report its findings to the project review board.

E. Votes on all recommendations and endorsements shall be taken and recorded. Meeting minutes shall include issues and concerns raised by members for consideration by the chief information officer. (Ord. 18432 § 16, 2016: Ord. 16960 § 12, 2010: Ord. 15559 § 11, 2006: Ord. 14561 § 5, 2002: Ord. 14155 § 5, 2001. Formerly K.C.C. 2.16.07585).