

GENERAL ADMINISTRATION MANUAL

VOLUME 2: HIGHWAYS AND PUBLIC WORKS POLICIES

TITLE: INFORMATION AND COMMUNICATIONS TECHNOLOGY PROGRAM

EFFECTIVE: April 1, 1997

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**Authority**

1. This directive is issued pursuant to sections 4(1)(b) and 4(3) of the *Financial Administration Act*, was approved by Management Board on April 1, 1997, Minute #97-11-05, and can be revised only with the approval of Management Board.
2. This directive may be referred to as the *Information and Communications Technology program*.

**Application**

3. This directive applies to all departments, as defined in Policy 2.1.

**Purpose**

4. The purpose of this directive is to state the principles that guide the management of information technology investments within the Government of Yukon and to establish a framework of roles and responsibilities for the management participants. The directive assigns accountability for information technology investments to program departments and, at the same time, provides for necessary co-operation and co-ordination at the corporate level.

**Definitions**

5. In this directive,
  - a. "Information technology" means the electronic hardware, software, and communications facilities that are used to store and process data or information.

- b. "Information technology initiatives" and "information technology investments" refer to the use of resources to plan, design, develop, acquire, convert, install, operate, or maintain information technology.
- c. "Infrastructure" refers to components of information technology that are shared between departments.

## Principles

6. Information technology is a tool that program managers can use to help them deliver programs to the public. Investments in information technology applications should be justified on the basis of making or sustaining specific improvements to program delivery that are consistent with current government goals and priorities.
7. Effective application of information technology requires planning, co-ordination and co-operation at the corporate level to enable the sharing of information and resources, to reduce the cost of developing and supporting applications, to address public policy issues, and to address government-wide initiatives.

## Roles and Responsibilities

### 8. Information Resource Management Committee

A subcommittee of the Deputy Ministers' Review Committee, called the Information Resource Management Committee (see Appendix A attached), will develop and co-ordinate the corporate view on the management and integration of information resources by providing a vision of affordable, accessible, and responsive information technology that invests in the strategic needs of the government to deliver services. In particular, the Information Resource Management Committee will:

- a. Provide advice to the Deputy Ministers' Review Committee on public policy and other corporate issues relating to information technology and the government's information resources.
- b. Promote opportunities for the government to improve program delivery with information technology as an enabler.
- c. Encourage and organize inter-departmental co-operation on initiatives that require it or that can be done more economically in a co-operative manner.
- d. Recommend to the Deputy Ministers' Review Committee, arrangements for sponsorship of corporate information technology initiatives and

investments that cannot or should not be sponsored by individual departments.

- e. Promote the development of corporate strategies, standards and infrastructure to support government information technology initiatives by:
  - identifying needs,
  - reviewing and approving written strategies that will form the basis of interdepartmental consultation, and
  - endorsing standards arising from those consultations.

## 9. Departments

Funding for **departmental** information technology initiatives will be the responsibility of the department that can reasonably be held accountable for the program outcomes that justify the investment. This is intended to ensure that information technology expenditures are justified in the context of total program delivery costs and that program managers can be fully accountable for program operations.

## 10. Highways and Public Works

Funding for **corporate** information technology initiatives will be the responsibility of the Department of Highways and Public Works, or other appropriate agency that can be accountable for the program results of the initiative. The Department of Highways and Public Works, Information and Communications' Technology Division, will be responsible for:

- a. Supporting the activities of the Information Resource Management Committee by:
  - developing strategies, plans, policies and standards that will enable government departments to realize opportunities for co-ordinating and sharing information resources and investments;
  - developing and managing infrastructure that is shared by government departments;
  - managing corporate information technology initiatives such as the development of common systems.
- b. Supporting the activities of the program departments by providing a pool of skilled resources to broker project management, deployment, and operational support services to government departments.

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**Appendix A****INFORMATION RESOURCE MANAGEMENT COMMITTEE****Structure****Membership**

1. The Committee shall consist of a minimum of six members, including:
  - the Deputy Head of Highways and Public Works (permanent chair),
  - all Deputy Heads as defined by the Public Service Act,
2. The Director, Information and Communications' Technology Program, shall be an Advisor to the Committee and shall act as Secretary to the Committee.

**Process**

4. Meetings will normally be held monthly, with additional meetings called, as required, at the discretion of the chair.
5. A quorum of three members, in addition to the Chair, is required for any meeting.
6. Through the Chair and the Advisor, the Information and Communications' Technology Division will supply technical support and professional advice to the Committee.
7. Agenda items may be generated by the chair, by any member of the Committee, by any Deputy Minister, or by Management Board.