



1.0 INTRODUCTION

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1.1 PURPOSE

The purpose of this document is to provide a description of the structure, policies, and processes that the Office of Information Management & Technology (OIMT) will use for governing the business transformation and Information Technology/Information Resource Management (IT/IRM) of the State of Hawai'i.

1.2 SCOPE

This document establishes the governance of investments in business transformation and IT/IRM across the entire enterprise, and for the entire life cycle of the investment, from initial concept through retirement.

1.3 DOCUMENT OVERVIEW

Governance helps an enterprise ensure that it is investing its limited resources in alignment with the strategic direction desired by leadership. Management ensures that those resources are being used efficiently and effectively to produce the desired results. Governance and management of the enterprise are employed to achieve desired transformation or operational improvements fully integrated with the other elements, functions, activities, or practice areas. These related elements include:

1. The Management and Oversight function that provides a governance structure/process that oversees all related business transformation activities, IT investments, and projects to ensure they achieve desired results.
2. *The Strategic Plan* that establishes the overarching goals, strategies, objectives, and performance measures for the transformation and drives the requirements for the Enterprise Architecture (EA).
3. Projects, defined within the *Transition and Sequencing Plan (T&S Plan)*, are approved, funded, and initiated within the proposed sequence and timeframes. These include BPR projects identified to streamline current business processes, and system and technology development/implementation projects – categorized as Triage projects to address immediate needs; Pilot projects to pilot new enterprise capabilities; or Major Initiative Support projects to establish enterprise systems or technologies.
4. Portfolio Management (PfM) practice as the comprehensive inventory of all IT investments.

Figure 1 provides an overview of this integration and other functions, practice, or program areas.



Figure 1: Transformation Framework

Finally, once specific projects are initiated, the EA future state guidance in the information, solutions and technical architectures are used as key touch points within the Systems Development Life Cycle (SDLC) for consideration and compliance within the context of EA governance and change management process.

Note: This document is a living document that will be maintained by OIMT and the Business Transformation Executive. The intended audience for this document is anyone within the State who is interested in learning about governance and the means by which investment decisions are made.

1.4 ASSOCIATED DOCUMENTS

- *State of Hawai'i Strategic Plan*
- *State of Hawai'i Business and IT/IRM Strategic Plan*
- *State of Hawai'i Enterprise Architecture*