

THE GOVERNOR

Title 4—ADMINISTRATION

PART I. GOVERNOR'S OFFICE

[4 PA. CODE CH. 7a]

[EXECUTIVE ORDER NO. 2016-06]

Enterprise Information Technology Governance

April 18, 2016

Whereas, Commonwealth agencies under the Governor's jurisdiction (the "Enterprise") invest significant financial resources in obtaining, creating, securing, and supporting the Commonwealth's information technology ("IT") infrastructure and information systems; and

Whereas, it is essential that the Commonwealth utilize a central IT organization to govern, evaluate, coordinate and improve Enterprise and agency IT planning, research, security, policy, IT procurement, governance, project prioritization, investment, and effectiveness; and

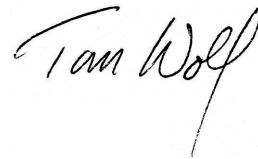
Whereas, The Administrative Code of 1929 requires administrative departments and the several independent and departmental administrative boards and commissions to coordinate their work and activities with other departments, boards, and commissions; and

Whereas, IT investments and development efforts should be prioritized and coordinated across Enterprise agencies to maximize efficiency and cost effectiveness, by enhancing information sharing and system compatibility through standardization, reducing expenditures for research and development, and enabling volume hardware, software and service purchases; and

Whereas, on July 1, 2011, the Department of General Services formally delegated IT procurement responsibilities and duties to the Governor's Office of Administration ("OA") in accordance with Section 321(1) of the Commonwealth Procurement Code (62 Pa.C.S. § 321(1)); and

Whereas, OA has confirmed that an integrated IT strategy will improve organizational and operational efficiency, streamline data collection and data sharing, and enhance the security posture of the Commonwealth.

Now, Therefore, I, Tom Wolf, Governor of the Commonwealth of Pennsylvania, by virtue of the authority vested in me by the Constitution of the Commonwealth of Pennsylvania and other laws do hereby establish an Enterprise IT governance structure within OA, and order and direct as follows.



Governor

Fiscal Note: GOV-16-06. No fiscal impact; (8) recommends adoption.

Annex A

TITLE 4. ADMINISTRATION

PART I. GOVERNOR'S OFFICE

CHAPTER 7a. ADDITIONAL MISCELLANEOUS PROVISIONS

Subchapter F. (Reserved)

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**Subchapter M. ENTERPRISE INFORMATION TECHNOLOGY
GOVERNANCE**

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§ 7a.141. Powers and duties.

(a) The Governor's Office of Administration, Office for Information Technology (OA/OIT) led by the Commonwealth Chief Information Officer has overall responsibility for the management and operation of information technology (IT) services for executive agencies under the Governor's jurisdiction, including, but not limited to:

- (1) Developing and recommending to the Secretary of Administration priorities and strategic plans.
- (2) Consolidating infrastructure and support services.
- (3) Directing IT investments, procurement and policy.
- (4) Working to ensure that agencies comply with direction from OA/OIT regarding the provisions in this subsection.

(b) OA/OIT shall make recommendations to the Secretary of Administration regarding major changes to staffing and Commonwealth agencies under the Governor's jurisdiction (Enterprise) IT operational matters, and otherwise has the authority to make Enterprise decisions regarding restructuring and operational matters regarding consolidation, delivery of shared services, monitoring of project performance and other responsibilities within the scope of this subchapter.

§ 7a.142. Responsibilities.

The Governor's Office of Administration, Office for Information Technology (OA/OIT) shall be responsible for the following:

- (1) *Governance and strategic planning.* OA/OIT shall:
 - (i) Develop annual information technology (IT) strategic plans for Commonwealth agencies under the Governor's jurisdiction (Enterprise) that include IT priorities, coordination and monitoring of resource use and expenditures, performance review measures, and procurement and other governance and planning measures.
 - (ii) Review and approve individual agency IT strategic plans.
 - (iii) Consult with the Governor's Office of the Budget on budgetary matters regarding IT planning and procurement.
 - (iv) Create an advisory structure, which may include agency Chief Information Officers, to advise OA/OIT regarding overall technology governance.
- (2) *Portfolio and project management, business process review.* OA/OIT shall:
 - (i) Establish and maintain an IT portfolio management process for overall monitoring of IT program objectives, alignment with Enterprise IT priorities, budgets and expenditures.
 - (ii) Identify common IT business functions within agencies, make recommendations for consolidation, integration and investment, and facilitate the use of common technology, as appropriate.
 - (iii) Expand Enterprise and agency use of project management methodologies and principles on IT projects, including measures to review project delivery and quality.
 - (iv) Ensure agency compliance with required business process reviews for agency or Enterprise IT projects.

(3) *IT procurement and contract management.* OA/OIT shall:

- (i) Maintain a central procurement organization within OA/OIT.
- (ii) Procure or supervise the procurement of all IT hardware, software and services for the Enterprise and the agencies.
- (iii) Oversee Enterprise IT contract issues, monitoring and compliance.
- (iv) Serve as a liaison between agencies and contracted IT vendors.
- (v) Align the appropriate technology and procurement methods with the OA/OIT service strategy.

(4) *IT enterprise architecture, standards and policy.* OA/OIT shall:

- (i) Establish an Enterprise IT architecture framework that governs IT investments. The IT architecture framework should include:
 - (A) The development of standards, policies, processes and strategic technology roadmaps.
 - (B) The performance of technical reviews and capability assessments of services, technologies and agency systems.
 - (C) The evaluation of requests for IT policy exceptions.
- (ii) Develop and implement Enterprise-wide efforts to standardize data elements and determine data ownership assignments.
- (iii) Develop and maintain a comprehensive Enterprise IT inventory.
- (iv) Monitor agencies' compliance with IT policy and standards through an architectural review process.

(5) *IT Security Management.* OA/OIT shall:

- (i) Maintain and strengthen the Commonwealth's cyber security posture through security governance.
- (ii) Develop Enterprise security solutions, services and programs to protect data and infrastructure.
- (iii) Identify and remediate security risks, and maintain citizen trust in securing their personal information.
- (iv) Implement Enterprise programs, processes and solutions to maintain cyber security situational awareness, and effectively respond to cyber security attacks and IT security incidents.
- (v) Foster an Enterprise culture of situational and risk awareness.
- (vi) Conduct evaluations and compliance audits of Enterprise and agency security infrastructure.

(6) *IT consolidation and shared services.* OA/OIT shall:

- (i) Recommend and conduct the consolidation of agency IT services including infrastructure, personnel, investments, operations and support services.
- (ii) Establish and facilitate a process for the identification, evaluation and optimization of IT shared services.
- (iii) Establish, maintain and communicate service level agreements for shared services.

(7) *Telecommunications governance.* OA/OIT shall:

- (i) Establish a process for the development and implementation of Enterprise telecommunications policy, services and infrastructure, and for reviewing and authorizing agency requests for enhanced services.
- (ii) Identify opportunities for convergence and for leveraging existing assets to reduce or eliminate duplicative telecommunication networks.

(8) *IT service management.* OA/OIT shall:

- (i) Establish and maintain an IT service management process library within OA/OIT to govern the services provided to agencies.

(ii) Establish a formal governance body to evaluate the introduction of new IT services as well as retiring of existing IT services.

(iii) Establish metrics to monitor the health of the services OA/OIT provides to customer agencies and make appropriate corrections as necessary.

§ 7a.143. Agency Chief Information Officer reporting and performance.

(a) Each executive agency Chief Information Officer (CIO) shall have a direct reporting relationship to the Commonwealth Chief Information Officer (Commonwealth CIO).

(b) The Commonwealth CIO is responsible for final approval of all agency information technology senior management appointments.

(c) The performance reviews of all agency CIOs shall be conducted by the Commonwealth CIO in consultation with the head of each CIO's agency. The Commonwealth CIO will establish a framework that identifies performance objectives for agency CIOs that includes metrics which measure alignment with the Governor's Office of Administration, Office for Information Technology policies, priorities, service management processes, investments and agency service portfolio health.

§ 7a.144. Implementation.

All Commonwealth agencies under the Governor's jurisdiction shall take all steps necessary to implement this subchapter. Independent agencies are also strongly encouraged to implement this subchapter.

§ 7a.145. Effective date.

This subchapter takes effect immediately.

§ 7a.146. Termination date.

This subchapter remains in effect unless revised or rescinded by the Governor.

§ 7a.147. Rescission.

Effective immediately, Executive Order 2011-05, Enterprise Information Technology Governance, is rescinded.

[Pa.B. Doc. No. 16-777. Filed for public inspection May 6, 2016, 9:00 a.m.]

PART I. GOVERNOR'S OFFICE

[4 PA. CODE CH. 7a]

[EXECUTIVE ORDER NO. 2016-07]

Open Data, Data Development and Data Governance

April 18, 2016

Whereas, Commonwealth agencies under the Governor's jurisdiction (the "Enterprise") obtain, create, and store significant amounts of data; and

Whereas, these public stores of data have many potential public and private uses, including use as "open data" (i.e. publicly available data structured in a way that enables the data to be fully available and usable by end users); and

Whereas, data development and investment efforts should be prioritized and coordinated across the Enterprise to maximize efficiency and cost effectiveness, enhance information sharing and technology compatibility through standardization, and reduce expenditures for research and development; and

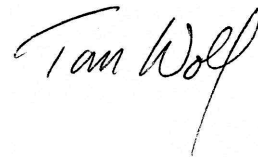
Whereas, private enterprises obtaining, creating and storing data have similar needs for efficiency and standardization, and can both benefit from and assist in these efforts; and

Whereas, it is essential that the Commonwealth utilize a central organization to govern, evaluate, coordinate, and improve Enterprise data development, open data planning and cooperation, research, project prioritization, investment, and effectiveness; and

Whereas, The Administrative Code of 1929 (Act 1929-175, P.L. 177, as amended), at Sections 501 and 502 (71 P.S. §§ 181, 182), requires administrative departments and several independent and departmental administrative boards to coordinate their work and activities with other departments, boards, and commissions; and

Whereas, the confidentiality, security and privacy requirements associated with Commonwealth data and facilities must remain a priority in all open data, data governance and data development efforts;

Now, Therefore, I, Tom Wolf, Governor of the Commonwealth of Pennsylvania, by virtue of the authority vested in me by the Constitution of the Commonwealth of Pennsylvania and other laws, do hereby order and direct the Governor's Office of Administration (OA) as follows:



Governor

Fiscal Note: GOV-16-07. No fiscal impact; (8) recommends adoption.

Annex A

TITLE 4. ADMINISTRATION

PART I. GOVERNOR'S OFFICE

CHAPTER 7a. ADDITIONAL MISCELLANEOUS PROVISIONS

Subchapter N. OPEN DATA, DATA DEVELOPMENT AND DATA GOVERNANCE

Sec.	
7a.151.	Powers and duties.
7a.152.	Responsibilities.
7a.153.	Executive agencies.
7a.154.	Independent agencies, State-affiliated entities and State-related entities.
7a.155.	Effective date.
7a.156.	Termination date.

§ 7a.151. Powers and duties.

(a) The Governor's Office of Administration (OA) shall develop data priorities, strategic plans, direct data investments, procurements and policy for Commonwealth agencies under the Governor's jurisdiction (Enterprise). The Enterprise shall comply with direction from OA regarding the matters which are the subject of this subchapter. OA shall make decisions on behalf of the Enterprise regarding operational matters regarding open data, data governance, data development, data analytics, data sharing and other responsibilities within the scope of this subchapter.

(b) OA shall develop and facilitate the approach of the Enterprise to engagement with private and other public stakeholders on the matters which are the subject of this subchapter.

§ 7a.152. Responsibilities.

The Governor's Office of Administration (OA) shall be responsible for the following:

(1) Facilitating and chairing an advisory committee (which should include, among others, agency Chief Information Officers, Information Secu-

rity Officers and attorneys with expertise in data privacy requirements) to advise OA, Office for Information Technology regarding overall data governance.

(2) Establishing information technology data management and development policies frameworks for Commonwealth agencies under the Governor's jurisdiction (Enterprise) that include policies, processes and standards that adhere to commonly-accepted principles for, among other things, data governance and data development, and the quality, sourcing, use, accessibility, content, ownership and licensing of open data.

(3) Creating and maintaining a comprehensive Enterprise Open Data Portal for Enterprise and public accessibility.

(4) Providing guidance to the Enterprise regarding the procurement of supplies and services related to the subject matter of this subchapter.

(5) Facilitating communication with the public both by publishing Enterprise open data plans and policies, and by soliciting or allowing, or both, for public input on the subject matter of this subchapter.

(6) Ensuring the internal examination of Commonwealth data sets for business, confidentiality, privacy and security issues, and the reasonable mitigation of those issues, prior to the data's release for open data purposes.

(7) Developing and facilitating the approach of the Enterprise to engagement with private and other public stakeholders, including, but not limited to, arranging for and expediting data-sharing agreements, and encouraging and facilitating cooperation and substantive and administrative efficiencies.

(8) Developing and facilitating the approach of the Enterprise to data sharing and data analytics, both internal and external to the Enterprise.

§ 7a.153. Executive agencies.

Agencies under the Governor's jurisdiction shall provide assistance to and cooperate with the Governor's Office of Administration (OA) as requested by OA in the pursuit of the matters which are the subject of this subchapter.

§ 7a.154. Independent agencies, State-affiliated entities and State-related entities.

Independent agencies, State-affiliated entities and State-related agencies are strongly encouraged to implement this subchapter.

§ 7a.155. Effective date.

This subchapter takes effect immediately.

§ 7a.156. Termination date.

This subchapter remains in effect unless revised or rescinded by the Governor.

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