

5 FAM 1030

INFORMATION TECHNOLOGY (IT)

TACTICAL PLANNING

(CT:IM-123; 11-16-2011)
(Office of Origin: IRM/BMP/GRP/GP)

5 FAM 1031 GENERAL POLICY

(CT:IM-123; 11-16-2011)

- a. IRM/BMP/SPO (Information Resource Management/Business Management and Planning/Strategic Planning Office) conducts IT tactical planning at the department level. Tactical planning develops the roadmap for achieving the *IT Strategic Plan (ITSP)* and reviews annually the IT modernization initiatives for:
 - (1) Alignment with implementation schedules,
 - (2) Budgetary decision support, and
 - (3) Alignment with strategic goals.
- b. The Strategic Planning Division (IRM/BMP/SPO/SPD) develops the Department's IT Tactical Plan (ITTP), and coordinates it with the Department's strategic planning activities, including the National Security Strategy, Quadrennial Diplomacy and Development Review, the *IT Strategic Plan*, and the *Department's Strategic Plan*.
- c. IRM/BMP/SPO/SPD revises the IT Tactical Plan (ITTP) annually in order to guide the implementation of the *IT Strategic Plan (ITSP)*. IRM/BMP/SPO will provide quarterly reports to the E-Government Program Board updating the status of the ITTP and health of the IT capital investment projects.
- d. To develop the IT Tactical Plan, IRM/BMP/SPO collects, analyzes, and integrates project data. To uncover gaps, duplications, and inconsistencies among projects, IRM/BMP/SPO assesses the capabilities, products, and services to be provided by each project. IRM/BMP/SPO identifies inter-project dependencies by analyzing the project schedule, the phases of the life cycle that have been initiated, phases that have been completed, and the schedule for the next phases. IRM/BMP/SPO ensures that activities are compliant with applicable risk assessment and risk management NIST guidelines. Project-phase deliverables are used as evidence of progress toward project milestones.

- e. During the course of processing and analyzing project data for the IT Tactical Plan, IRM/BMP/SPO briefs senior managers on the issues that affect the funding and prioritization of the IT Portfolio and supporting activities such as governance, training and workforce planning.
- f. IRM/BMP/SPO contacts the project managers to solicit project data for the IT Tactical Plan.

5 FAM 1032 THROUGH 1039 UNASSIGNED

(CT:IM-119; 09-22-2011)