

EDMONTON

ADMINISTRATIVE PROCEDURE



TITLE

INFORMATION TECHNOLOGY INVESTMENT AND ARCHITECTURE

NUMBER

A1457

DEPARTMENT

CORPORATE SERVICES

DELEGATED AUTHORITY

GENERAL MANAGER CORPORATE SERVICES

CONTACT

BRANCH MANAGER, INFORMATION TECHNOLOGY

DEFINITIONS

DATE

JULY 4, 2013

Accountable – Means the individual/group who is ultimately charged with ensuring an activity or task is discharged.

Acquisition – Means to take ownership of a system, information, application, technology and/or process.

Application – any program or software designed to perform a specific function directly for the user or, in some cases, for another program.

Architecture – Is the process and the outcome of specifying the overall structure, logical components, and the logical interrelationships of a computer, its operating system, a network, or other conception.

Enhancement - Are changes, upgrades or maintenance for existing information and technology.

City Information - Means recorded information in any form that is in the custody or control of the City, including records created by or held by external City agents or contractors, or any knowledge acquired in the course of City business.

Information and Technology Governance - The leadership, organizational structure and processes that ensure the effective and efficient use of Information and Technology investments and assets in enabling an organization to achieve its goals.

Procedure - The process required to take when acquiring or requesting enhancement or sustainment of an information and technology solution.

Responsible – Is the individual(s) who is tasked with performing an activity or task.

Structure - The organization of decision rights that ultimately provide the foundation for effective decision-making for information and technology, including committees and organizational elements.

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Sustainment – This means any upgrades or maintenance for existing information and technology with an estimate less than \$50,000 would go into the maintenance queue and be managed accordingly.

Technology – This means by which information is exchanged between individuals through a common system, which includes, but is not limited to, computers and monitors, telephones, cellular phones, smart phones, handheld personal digital assistants, photocopiers, radios, televisions, fax machines, cameras, printers, two-way radios, other wireless devices, audio/video equipment; as well as all information, online services and software applications which can be accessed using the above - including electronic mail, internet, intranet, and chat technologies.

PROCEDURES AND GUIDELINES

The Corporate Information and Technology Governance structure provides clear direction that will form the foundation for accurate and fact-based decisions that govern the investment of all information and technology resources at the City of Edmonton.

To initiate the process for an investment and/or architecture of a business system, information, application, technology and/or process, contact your department Client Service Manager (CSM).

The Corporate Information and Technology Governance structure defines the framework for information and technology decisions. The Information and Technology Steering Committee, comprised of Corporate Leadership Team (CLT) is responsible for making decisions on information and technology investments for the City of Edmonton.

CLT is accountable for establishing the Corporate Information and Technology Governance Committees and Committee chairs.

The Corporate Information and Technology Governance Committees provide strategic direction to the Information and Technology Steering Committee for decision.

The Solution Steering Committees provide recommendations to the Information and Technology Steering Committee to ensure that the City of Edmonton's needs and objectives are being adequately addressed related to application information and technology requests.