

OLDS COLLEGE POLICIES AND PROCEDURES MANUAL

CATEGORY: **E. Information and Technology Management**

SUBJECT: **Information and Technology Management (ITM) Governance and Management**

POLICY NUMBER: **E01**

CROSS REFERENCE:

APPROVALS **New/Revision**

Board of Governors	Academic Council	Academic Coordinating Committee	Administrative Services Committee	Executive Committee
Date: May 24, 2012	Date:	Date:	Date: May 14, 2012	Date:

POLICY STATEMENT

Olds College manages its information and technology assets and services through effective governance structures and processes that provide leadership, accountability and transparency and engage key stakeholders to support the achievement of positive outcomes and facilitate implementation of strategic oversight and decision making.

Rationale

Technology is a key enabler to achieving well-managed information. Therefore, it is critical to manage both information and technology through governance structures and processes that:

- Support the strategic direction and mandate of Olds College to achieve positive outcomes
- Communicate information and related technology directions
- Collaborate with information users to align with their needs and ensure mutually informed decisions are made
- Optimize the return on investments made in information and related technology assets
- Comply with legislation, regulations and contractual requirements
- Provide assurance that controls are implemented, reviewed, monitored and evaluated
- Manage risk throughout the institution
- Ensure responsibilities and accountabilities are assigned, understood and accepted
- Maintain an adequate complement of resources to achieve the strategic direction and mandate
- Ensure the information users are appropriately educated and trained

Scope

This policy applies to the governance and management of Olds College’s information and technology assets, processes, and services.

SPECIFIC GUIDELINES

Olds College will establish an ITM Steering Committee to:

- Oversee implementation of the ITM Strategic Plan;
- Determine prioritization of IT-enabled investment programs in line with the organization’s business strategy and priorities;
- Ensure that the Institution’s ITM resources are appropriately leveraged;
- Approve ITM standards, guidelines, and processes;
- Establish the context in which the Institution’s risk management framework is applied;
- Track the status of projects and resolve resource conflicts; and
- Monitor service levels and service improvement for the Institution as a whole.

Relevant Legal Instruments

Acts and Regulations that authorize or influence this policy include, but are not limited to:

- Government Emergency Planning Regulation enacted pursuant to the Emergency Management Act

Related Content

None

Supporting COBIT 4.1 Control Processes

PO1 – Define Strategic IT Plan
PO4 – Define IT Processes, Organization and Relationships
PO5 – Manage IT Investment
PO6 – Communicate Management Aims and Direction
PO7 – Manage IT Human Resources
PO9 – Assess and Manage IT Risks
AI5 – Procure IT Resources
DS1 – Define and Manage Service Levels
DS2 – Manage Third Party Services
DS4 – Ensure Continuous Service
DS6 – Identify and Allocate Costs
DS 7 – Educate and Train Users
ME1 – Monitor and Evaluate IT Performance
ME2 – Monitor and Evaluate Internal Controls
ME3 – Ensure Compliance with External Requirements
ME4 – Provide IT Governance

COBIT 4.1 Control Process Exemptions

None

PROCEDURES

The ITM Steering Committee shall be comprised of a cross-divisional team of key stakeholders and governed by Terms of Reference approved by Olds College executive.

Measurement

Terms of Reference and Minutes of ITM Steering Committee
Approval and Communication of ITM Strategic Plan
Institutional Organizational Chart
ITM Risk Management Framework
ITM Operating and Capital Budgets
ITM Service Portfolio
ITM Project Portfolio
Audit Recommendations

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

Vice President, Student and Support Services
This policy will be reviewed at least every 5 years.