

INFORMATION AND TECHNOLOGY MANAGEMENT (ITM) GOVERNANCE AND MANAGEMENT

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	E. Information and Technology Management
Policy Number:	E01
Approval Date:	May 24, 2012
Effective Date:	May 24, 2012
Policy Owner:	Vice President, Student Experience Director, Information Technology

Objective:	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • 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 <p>Scope This policy applies to the governance and management of Olds College's information and technology assets, processes, and services.</p>
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Policy:
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

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
Definitions:
Related Information:
Related Procedures:
Review Period:
Revision History:

E01 Information and Technology Management (ITM) Governance and Management Procedure

3 years

New: May 2012