

**SAM – INFORMATION TECHNOLOGY
(California Department of Technology)**

AGENCY INFORMATION MANAGEMENT STRATEGY DOCUMENTATION
(Revised 03/11)

4900.3

Each agency is expected to tailor the documentation of its information management strategy to its own needs and to provide the Technology Agency with sufficient information for the Technology Agency to understand that strategy in light of the agency's overall business strategy. AIMS documentation guidelines can be found in SIMM Sections 60 and 110.

Agencies are requested to address at least the following in their submittal to the Technology Agency:

Changes in Mission and Programs. A summary of expected changes in the agency's mission and programs that will require changes to the agency's information management capabilities.

Agency Business Strategy. A summary of the agency's business strategy for the period covered by the information management strategy.

Information Technology Vision. A summary of the agency's values and principles that articulate the conceptual basis or foundation for the agency's chosen information technology infrastructure.

Impact on Information Management. An assessment of the impact of the agency's business strategy upon its information management practices.

New Information Technologies. A statement of how new information technologies will be employed in the business strategy.

Current Information Technology Infrastructure. A description of key elements in the agency's current information technology infrastructure: standards, hardware, software, communications, personnel, partnerships, and application systems.

Planned Information Technology Infrastructure. A description of how that infrastructure will be developed or leveraged to meet future information requirements.

Information Management Priorities, Objectives, and Resources. A statement of the agency's priorities, objectives, and resources for achieving the development or acquisition of new information management capabilities.

Activities to Reengineer Agency Business Processes. A description of changes the agency has made, or is making, to restructure its business operations in an effort to achieve dramatic improvements in critical measures of performance, such as efficiency, turnaround time, customer satisfaction, and quality.

An agency may prepare a separate summary of its information management strategy for submission to the Technology Agency or it may choose to provide the Technology Agency with copies of its internal documents. The Technology Agency may request additional information to clarify its understanding of an agency's strategy. Agencies are encouraged to submit informational copies of their business strategies with their information management strategies and to provide oral briefings to the Technology Agency in conjunction with submitting their strategies.