

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

**AGENCY INFORMATION MANAGEMENT
STRATEGY DOCUMENTATION**
(Revised 6/2015)

4900.3

Each Agency/state entity is expected to tailor the documentation of its information management strategy to its own needs and to provide the Department of Technology with sufficient information for the Department of Technology to understand that strategy in light of the Agency/state entity's overall business strategy. AIMS documentation guidelines can be found in [SIMM Sections 60 and 110](#).

Agencies/state entities are requested to address at least the following in their submittal to the Department of Technology:

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

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

Information Technology Vision. A summary of the Agency/state entity's values and principles that articulate the conceptual basis or foundation for the Agency/state entity's chosen IT infrastructure.

Impact on Information Management. An assessment of the impact of the Agency/state entity'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/state entity's current IT 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/state entity's priorities, objectives, and resources for achieving the development or acquisition of new information management capabilities.

Activities to Reengineer Agency/state entity Business Processes. A description of changes the Agency/state entity 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/state entity may prepare a separate summary of its information management strategy for submission to the Department of Technology or it may choose to provide the Department of Technology with copies of its internal documents. The Department of Technology may request additional information to clarify its understanding of an Agency/state entity's strategy. Agencies/state entities are encouraged to submit informational copies of their business strategies with their information management strategies and to provide oral briefings to the Department of Technology in conjunction with submitting their strategies.