

**ORDER**

**SPRPMO O 200.2B**

**Approved: 03/14/16**

# **INFORMATION MANAGEMENT COUNCIL AND INFORMATION TECHNOLOGY PLANNING COMMITTEE**

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**U.S. DEPARTMENT OF ENERGY  
Strategic Petroleum Reserve  
Project Management Office**

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**DISTRIBUTION:** All SPRPMO Employees, M&O,  
A-E, and Support Services Contractors

**INITIATED BY:** Assistant Project Manager for  
Systems and Projects, Information Systems and  
Technical Services

**RESERVED**

## **INFORMATION MANAGEMENT COUNCIL AND INFORMATION TECHNOLOGY PLANNING COMMITTEE**

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1. PURPOSE. To formulate the establishment of an Information Technology Long-Range Plan (ITLRP) and two Information and Knowledge Management managing bodies.
  - a. This Order is to permanently create the Strategic Petroleum Reserve Project Management Office (SPRPMO) Information Management Council (IMC). The IMC is established to support improvements in information management and to advance and encourage the application of information management technology toward mission effectiveness and project/program accomplishments. The IMC will achieve these objectives through the promulgation of Information Technology Policies, Specifications, and Procedures.
  - b. The Information Technology Planning Committee (ITPC) is also to be permanently established to provide input to the IMC on information management strategy, project planning, and budgeting and will ensure information management needs are implemented according to an approved plan. The ITPC will have IT Engineering Change Proposal (ECP) change authority for Class II Major Information Technology, Data and Technical Services changes, deviations, and waivers. The IMC and ITPC shall perform those responsibilities set forth in the attached charters.
  - c. The SPR information architecture is to be detailed in ITLRP, which is the chief document that the SPRPMO Chief Information Officer (CIO), hereinafter CIO, uses to define and control the SPR information architecture. The ITLRP is briefed annually to the IMC for approval before the annual budget submittal. The charters of the two bodies are attached.
2. CANCELLATION. This Order cancels SPRPMO O 200.2A, Information Management Council and Information Systems Planning Committee, dated 8/29/06.
3. APPLICABILITY.
  - a. DOE Elements. This Order is applicable to all elements of the SPRPMO.

- b. Management and Operating (M&O) Contractor. The Contractor Requirements Document (Attachment 1) sets forth the requirements of this Order which are applicable to the M&O contractor.

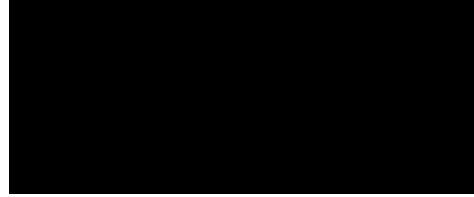
4. REQUIREMENTS.

- a. The IMC will meet and approve the annual submittal of the ITLRP before the budget submission. It will also meet as required for supporting the implementation of IT architecture as initiated by a continuous drive for improvement to our business processes.
- b. The ITPC will recommend, discuss, and review proposed changes and upgrades to the IT architecture. It will give guidance and input on proposed IT policies and may assist in the preparation of the ITLRP. The ITPC members will also pass along information and guidance and assist the Assistant Project Manager (APM) and users in their respective areas with all IT and technical services-related issues. The ITPC can appeal disapproval of Class II Major IT changes, deviations, and waivers to the Project Configuration Control Board.
- c. The SPR ITLRP is the principle tool to define the strategic information and knowledge management planning and to plan and request the budget necessary to construct the IT architecture needed for implementation.

5. RESPONSIBILITIES.

- a. The SPRPMO APM for Systems and Projects will participate as required to support the ITPC, the IMC, and the ITLRP. SPRPMO APMs will participate in the IMC meetings and their designees will participate on the ITPC.
- b. The CIO and his staff will oversee the ITPC and the preparation of the ITLRP, and the CIO will act as secretary to the IMC.
- c. The IMC and ITPC will coordinate as appropriate with stakeholders in DOE Headquarters, including the Program Office, Office of Fossil Energy, and Office of the DOE CIO.

CONTACT. The CIO (Director, Information Technology) is the point of contact regarding this Order.



Project Manager  
Strategic Petroleum Reserve

3 Attachments:

- Attachment 1 – Contractor Requirements Document
- Attachment 2 – Strategic Petroleum Reserve Information Management Council Charter
- Attachment 3 – Strategic Petroleum Reserve Information Technology Planning Committee Charter

CONTRACTOR REQUIREMENTS DOCUMENT  
FOR  
MANAGEMENT AND OPERATING CONTRACTOR  
SPRPMO O 200.2B, INFORMATION MANAGEMENT COUNCIL AND  
INFORMATION TECHNOLOGY PLANNING COMMITTEE, Dated 3/14/16

The Management and Operating contractor will:

1. Support the preparation of the Information Technology Long-Range Plan and provide recommendations for strategic directions for SPR technology; and
2. Participate in the Information Management Council and Information Technology Planning Committee, as required.

STRATEGIC PETROLEUM RESERVE  
INFORMATION MANAGEMENT COUNCIL  
CHARTER

OBJECTIVE:

The Strategic Petroleum Reserve (SPR) Information Management Council (IMC) is established to support improvements in information management and advance and encourage the application of project information resources towards mission effectiveness and project/program accomplishments. The Council will provide direction to the SPR Information Technology Planning Committee (ITPC) as well as review and approve recommendations of the ITPC on major policies and initiatives. The IMC will facilitate the accomplishment of these objectives through the promulgation of IT Policies.

MEMBERSHIP:

Department of Energy (DOE):      Project Manager (Chairman)

Assistant Project Manager (APM), Systems and  
Projects (Co-Chairman)  
Chief Information Officer (Secretary)  
APM, Technical Assurance  
APM, Maintenance and Operations  
APM, Management and Administration

M&O Contractor:      Director, Data Systems  
Director, Business Operations  
Director, Operations and Maintenance  
Project Manager (Ad Hoc-Major Issues)  
Other Directors as appointed by the Project Manager

RESPONSIBILITIES:

- a. Foster the application of information management technology to improve operational efficiencies and effectiveness.
- b. Foster the development of cost-effective project/program information management infrastructure that supports proactive effective management day-to-day, as well as near- and long-term decision-making.

- c. Oversee the implementation of policy decisions and ensure promulgation of those policies, IT specifications, and procedures.
- d. Review and approve IT strategic plans, including the Information Technology Long-Range Plan (ITLRP). This responsibility includes review and approval of the IT budget and related crosscut activities to produce the DOE Information Management Activity Plan (IMAP).
- e. Review and approve deviations from the approved plan that exceed \$200,000 and/or that represent a significant technology change. Increase senior management awareness and understanding of information management issues as they affect the SPR as a whole.
- f. Establish a consensus on major information management priorities.
- g. Prepare thorough meeting minutes and distribute to DOE/M&O management and IT Planning Committee members.
- h. Convene at least quarterly or as requested by the IT Planning Committee or DOE/M&O senior management.



STRATEGIC PETROLEUM RESERVE  
INFORMATION TECHNOLOGY PLANNING COMMITTEE  
CHARTER

OBJECTIVE:

The Strategic Petroleum Reserve (SPR) Information Technology Planning Committee (ITPC) is established to ensure that SPR business needs are considered in the formulation of information processing strategies and plans. The Committee will advance an effective and efficient application of information processing technology to meet SPR mission goals and objectives. The Committee will function as a review and limited (\$200,000) authority for projects and technical recommendations submitted by the M&O IS Working Group. The group will provide input to the Information Management Council on information technology strategy, project planning, and budgeting.

MEMBERSHIP:

- DOE: Director, Information Technology (Chairman)\*  
Representative, Management and Administration\*  
Representative, Maintenance and Operations\*  
Representative, Systems and Projects\*  
Representative, Technical Assurance\*  
Others as designated by SPR Project Management Office  
Representative, SPR Program Office (Ad Hoc – Program Office Issues)
- M&O: Director, Data Systems\*  
Managers of Data Systems: Enterprise Architecture and Integration, Network Operations, Configuration and Asset Management, Business Applications, and Cyber Security (as appropriate)  
Representative, Strategic Performance  
Representative, Business Operations  
Representative, Operations and Maintenance  
Representative, Engineering  
Representative, Environment, Safety and Health  
Representative, Security and Emergency Preparedness  
Others as designated by M&O Project Manager

\* Voting Members

RESPONSIBILITIES:

- a. Establish a strong position for the business needs of SPR functional areas and determine priorities based on overall project goals with emphasis on enterprise-wide solutions rather than specific Departmental objectives.
- b. Act as the approving body for Class II Major IT Engineering Change Proposals, and IT Policies and Guidance by vote of Chairman and all voting members.
- c. Ensure that an effective cost/benefit approach is applied to the introduction of new technology on the project. Review and approve project recommendations from special study groups.
- d. Oversees the development of project-wide information systems strategic plans submitted to the IMC for review and approval. Establish project priorities and review the budget impact of proposed information systems projects. Submit to the IMC for approval and new projects or changes to existing projects that exceed \$200,000 and/or constitute a significant technical deviation from the approved plan.
- e. Inform DOE APMs and M&O APMs of IT initiatives, project priorities, and other IT activities. Prepare meeting minutes and distribute widely to all DOE and M&O management.
- f. Review and approve IT hardware and software standards, computer security rules, and IT Guidance for the protection for SPR hardware, software, and data as recommended by special study groups. Recommends IT Policies to the IMC for their approval.
- g. Function as the primary focal point for information flowing to and from DOE and M&O functional managers related to information processing issues.
- h. Educate management on the impact and benefits of proposed information processing projects.
- i. Convene formally at least monthly. Chairman may call other impromptu meetings to address key project development issues.