

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Indian Health Service
Office of Information Technology
Rockville, Maryland 20852

CHARTER – Technical Review Board

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1. **PURPOSE.** The establishment of the Indian Health Service (IHS) Technical Review Board (TRB) is mandated by the Department of Health and Human Services (HHS) Office of the Chief Information Officer (OCIO) Procedures for Information Technology (IT) Capital Planning and Investment Control (CPIC), HHS-OCIO-2005-0005P, issued December 30, 2005, as amended (<http://www.hhs.gov/ocio/policy/2005-0005p.html>). The TRB provides input to the CPIC Select phase and emphasis on the Control aspects of the CPIC Select-Control-Evaluate process. The TRB is responsible for evaluating proposed IHS Information Technology (IT) Business Cases based on the 10 current established criteria associated with the Office of Management and Budget Exhibit 300 requirements. The current evaluation criteria include:

- Mission Driven (alignment to strategic objectives)
- Alternatives Analysis and Cost/Benefit Analysis
- Life Cycle Costs
- Acquisition Strategy
- Risk Management
- Performance Goals
- Project Management
- Performance-Based Management
- Security and Privacy
- Enterprise Architecture
- Impact on Workforce

2. AUTHORITY. Information Technology Management Reform Act of 1996, "Clinger Cohen Act," Division E, Public Law (P.L.) 104-106

3. RESPONSIBILITIES. The IHS TRB will carry out the responsibilities as provided in this charter or delegated to it in writing by the IHS Chief Information Officer (CIO). The TRB is charged to:

- Evaluate and score proposed IHS IT Business Cases for technical soundness
- Identify opportunities to leverage and reuse existing IHS IT and other governmental Investments
- Ensure that the investment is aligned with strategic goals, is part of the Enterprise Architecture (EA) Transition Strategy or "To-Be" environment, complies with all Security and Privacy requirements, and is following the Department of Health and Human Services and Office of Information Technology policies and procedures
- Conduct stage gate reviews for the Concept, Planning, Design and Implementation Phases of the Enterprise Performance Life Cycle
- Provide project feedback on the Stage Gate Reviews to Project Manager and CPIC Manager
- Provide finalized scoring of the initial project concept to the CPIC Manager prior to a scheduled ITIRB meeting
- Escalate project progress issues to IHS CIO

4. ACTIVITIES. The TRB members will meet at regular intervals to provide finalized scoring of the initial project concept and to conduct Stage Gate reviews. The TRB provides feedback to the project manager to encourage positive project progress and makes the decision for go/no-go decisions at Stage Gates.

5. MEMBERSHIP. The TRB membership includes:

A. Mandatory:

- (1) Deputy CIO or designee (Chair)
- (2) Chief Information Security Officer or designee
- (3) Chief Technology Officer or designee
- (4) Enterprise Architect

(5) Director, Division of Information Resource Management

(6) Director, Division of Enterprise Project Management

B. Optional based on proposal

(1) Business Sponsor, as required

(2) Investment Manager, as required

(3) Project Manager(s), as required

*Note: Business Sponsors, Investment Managers, and/or Project Managers participation selected by Chairperson.

6. DECISION MAKING. Minor Business Cases with a score of 24 or below, Moderate Business Cases with a score of 30 or below, and Large or Major Business Cases with a score of 31 or below will be disapproved by the TRB and returned to the Business Sponsor for additional documentation. All Business Cases scoring above the minimal scores will be forwarded on to the ITIRB for review and vote.

During the IHS Enterprise Performance Lifecycle (EPLC) the IHS TRB is responsible for four Stage Gate Reviews. During these reviews the TRB will evaluate and score the supporting artifacts and project progress to provide “go/no-go” decisions. These reviews are as follows:

- EA & Security Review/Scoring in the Concept Phase
- Project Baseline Review in the Planning Phase
- Preliminary Design Review in the Design Phase
- Operational Readiness Review in the Implementation Phase

7. CHARTER REVIEW. The TRB will review its Charter every three years or as needed to evaluate its effectiveness and incorporate any improvements. Changes to the Charter must be approved by a simple majority vote of the TRB and approved by the IHS CIO.

8. AGENDA SETTING. Agenda items shall include Stage Gate Review documents. Other agenda items that are not part of the Stage Gate review shall be submitted to the TRB Chair (or designee) two weeks prior to the TRB meeting.

9. SUPERSEDURE. None.

10. EFFECTIVE DATE. This charter becomes effective on the date of signature.



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Office of Information Technology
Indian Health Service

May 9, 2008

Date