

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Indian Health Service
Office of Information Technology
Rockville, Maryland 20857

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 IT business cases based on the current established criteria associated with the Office of Management and Budget (OMB) 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:
 - A. Evaluate and score proposed IHS IT business cases for technical soundness
 - B. Identify opportunities to leverage and reuse existing IT and other governmental investments
 - C. 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 HHS and IHS policies and procedures
 - D. Conduct stage gate reviews for the Concept, Planning, Design and Implementation phases of the Enterprise Performance Life Cycle (EPLC)
 - E. Provide project feedback on the stage gate reviews to Project Manager and CPIC Manager
 - F. Provide finalized scoring of the initial project concept to the CPIC Manager prior to a scheduled IT Investment Review Board (ITIRB) meeting
 - G. 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 the 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 or designee
- (5) Director, Division of Information Technology Operations or designee
- (6) Director, Division of Program Management and Budget or designee
- (7) Director, Division of Information Technology or designee
- (8) Manager, CPIC, or designee
- (9) 508 Compliance Officer or designee

B. Ex-Officio, Non-voting:

- (1) IHS Privacy Officer
- (2) IHS Records Officer

6. DECISION MAKING. Moderate and Large business cases will be evaluated by the TRB. All business cases that meet with TRB approval will be forwarded on to the ITIRB for review and vote.

The 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:

- A. EA and Security Review/Scoring in the Concept Phase
- B. Project Baseline Review in the Planning Phase
- C. Preliminary Design Review in the Design Phase
- D. 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) one week prior to the TRB meeting.

9. SUPERSEDURE. The IHS Office of Information Technology TRB Charter dated October 31, 2012.

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

11. APPROVAL AND DATE.

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Office of Information Technology
Indian Health Service