

POLICY NO. 208.3

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REFERENCE:	
APPROVED:	
/s/ Jerry A. Aspland	

I. Policy Statement

To ensure that information technology is properly planned, the California Maritime Academy (the Academy) will develop and maintain a Information Technology Strategic Plan. This plan will be the responsibility of the Chief Information Officer and will be updated on an annual basis.

II. Principles

Strategic planning is the process of defining the mission and long-range objectives of the organizations and developing strategies for achieving them.

Information technology is key to meeting the goals and objectives of the Academy. A information technology strategic plan will assist in ensuring that expenditures on information technology resources are consistent with the strategic plan for the Academy.

III. Deployment

The Academy will develop an Information Technology Steering Committee. This committee will consist of the following members designated by the senior management of the Academy:

- Chief Information and Strategic Planning Officer (non-voting)
- Manager of Technical Services
- Academic Dean or designee
- Librarian or designee
- 2 Faculty Representatives
- Student Services Representative
- Training Ship Representative
- Student Representative

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This committee will meet quarterly to discuss the progress of the information technology strategic plan.

An update of the information technology plan will be issued bi-annually. The information technology strategic plan will include the strategic direction, a three-year tactical plan, and short-term (six months) tactical implementation.

IV. Monitoring

The Information Technology Steering Committee will be responsible for the review and of the Information Technology Strategic Plan. The plan will be sent to senior management for final review and approval. The IT Steering Committee will be responsible for the assessment of the effectiveness of the plan and reporting the effectiveness to senior management.

V. Documentation Requirements

The Information Systems Department will maintain and distribute the Information Technology Strategic Plan.