INFORMATION RESOURCE MANAGER NOMINATION FORM

DTI is required by 29 Delaware Code § 9004C(23) to assign a agency Technology Coordinator (ATC). Formerly known as an Information Resource Manager (IRM), organizations may nominate an IRM and alternate. The Primary IRM and Alternate IRM are each expected to meet the requirements of the IRM Definition (see the back of this form).

Organization Information

Department or School District

DDS

Primary IRM (Required)

Name   Title

Phone

Alternate IRM (Optional - Complete the fields below if nominating an alternate IRM)

Name   Title

Phone

Nominating Official

Name   Title

Phone

The submission of this form via e-mail must come from the mailbox of the Nominating Authority (e.g. Cabinet Secretary, Superintendent, Executive Director).

Delivering **T**echnology that **I**nnovates

Information Resource Manager (IRM) Definition

The Cabinet Secretary or School District Superintendent nominates an Information Resource Manager (IRM) for their organization by submitting an IRM Designation Form to the IRM Co-chair. The primary IRM is a member of the IRM Council. An Alternate IRM, if designated on the IRM Designation Form, may act in place of the primary IRM only if that person is not able to attend the regularly scheduled IRM Council meetings. Only the Primary IRM is eligible to be a member of the IRM Steering Committee. Either the IRM or Alternate IRM is expected to attend IRM Council Meetings. IRMs must be employees of the state, not contractors.

Guidelines for IRM duties include the following:

Have intimate knowledge of an organization's core business services

- Develop and implement the IT strategies of their organization and share those with the CRS
- Maintain awareness of DTI's Core Business offerings and key strategic directions

Provide centralized IT focal point for the organization

- Be DTI's primary point of contact
- Be the conduit for your organization for all projects needing DTI support
- Attend any meeting with the CRS scheduled in their organization.
- Ensure cost effective application of IT processing resources through analysis of current and potential uses.

Communicate DTI information to the Organization

- Know when to bring other key organization people into a discussion of issues

Accept/certify appointment by Organization Head

- Use appointment letter to clarify roles and responsibilities
- Attend and actively participate in IRM meetings and initiatives.
- Work with DTI and other IRMs to establish statewide standards, policies, guidelines and procedures relating to information technology.

Know business case process

- Ensure alignment with agency goals
- Participate in meetings when agency business cases are evaluated
- Maintain working knowledge of how to use the DTI BCS system
- Review and approve BCSs for the agency. Engage CRS for initial review; and submit BCS when ready

Know and understand the Budget Process

- Understand the cycle
- Track organization IT spending expense

Service Level Management

- Participate in Service Level Reviews
- Provide notice of business changes that will affect service level agreements
- Approve windows of maintenance on each system covered under the SLA
- Provide technical point of contact for each system covered under the SLA
- Negotiate, review and comment on SLA during the Service Level Review process
- Approve and be the IRM signatory on SLA

Maintain ownership of existing business problems

- Act as advocate for any IT issue and work to resolve with DTI and the organization.

The term "Information Resource Manager" is used only in the context of the IRM Council. It is not intended to have any bearing on any job title or job description used by any specific organization.