ICT Planning and Reporting

Policy Statement

The Department of Health has a responsibility to efficiently and effectively manage ICT investments and associated risks to deliver health services to Queensland.

- To ensure that this occurs, ICT investment (in both change initiatives and ICT assets) should be planned in a consistent and repeatable way, ensuring contribution to strategic objectives, business goals and health service delivery requirements. ICT investments will be identified, prioritised and selected on the basis of clearly defined criteria including (but not limited to) the assessment of strategic alignment, benefit and risk; and balanced against available resources.
- ICT investments (both funded and planned) will be documented in an annual ICT plan with a 4-year outlook and approved by a local ICT Governance Committee.
- Local ICT plans will be submitted annually to the ICT Portfolio Office for inclusion in the Queensland Health ICT Portfolio Plan, and reported to whole-of-Government as required under Information Standard 2 – ICT Resources Strategic Planning.
- Performance, progress and risks will be reviewed against this plan, and reported to local ICT Governance Committees and to the Department of Health ICT Portfolio Board at regular intervals during the year.

Intent of this policy

- All ICT investment decisions are informed, transparent and accessible
- To establish a baseline (in the form of the ICT Plan) against which to manage (change), monitor (performance) and measure (benefits)
- ICT related risk is reliably identified and managed
- The Department of Health makes optimal use of its ICT spend, regardless of funding source
- The Department of Health is able to procure ICT resources to allow effective and timely delivery of solutions.

Scope

This policy applies to all Department of Health employees (permanent, temporary and casual) and all organisations and individuals acting as its agents (including Visiting Medical Officers and other partners, contractors, consultants and volunteers).
This policy can be used by Hospital and Health Services either as is, by re-branding or as a base for a Hospital and Health Service specific policy.

Principles
- Reduce duplication of effort and spending
- Use repeatable and transparent processes
- Maintain focus on Health Outcomes
- Improve access to funding
- Improve management of ICT risk

Legislative or other Authority
- Queensland Government Enterprise Architecture ICT Resources Strategic Planning Policy (IS2) (June 2012), Department of Science, Information Technology, Innovation and the Arts (DSITIA)
- Instrument of Delegation (Department of Health ICT Portfolio Board Chair)

Related policy or documents
- Queensland Health Governance Framework
- Queensland Health ICT Governance Framework
- Financial Performance Management Standard 2009
- Information Communication Technology Portfolio Board Terms of Reference
- Asset Management Policy
- Integrated Risk Management Framework

Supporting documents
- Implementation Standard for ICT Planning (under development)
- Implementation Standard for ICT Portfolio Reporting (under development)

Business area contact
Director
ICT Portfolio Office
Planning, Engagement and Performance
Health Services Information Agency

Review
This policy will be reviewed at least every two years.
Triggers for a review outside of this schedule include:
Department of Health: ICT Planning and Reporting

- Changes to QGEA Information Standard 2 – ICT Resources Strategic Planning
- Changes to the Queensland Health Governance Framework
- Changes to the Instrument of Delegation.

Date of last review: June 2012
Supersedes: ICT Planning and Reporting Policy v1.3

Approval and Implementation

Policy Custodian:
Executive Director
Planning, Engagement and Performance
Health Services Information Agency

Responsible Executive Team Member:
Ray Brown
Chief Information Officer
Health Services Information Agency

Approving Officer:
Ray Brown
Chief Information Officer
Health Services Information Agency

Approval date: 09 July 2013
Effective from: 24 January 2014

Definitions of terms used in this policy and supporting documents

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition / Explanation / Details</th>
<th>Source</th>
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<tbody>
<tr>
<td>ICT</td>
<td>Information &amp; Communication Technology – refers to applications, information and technology</td>
<td>Queensland Government Chief Information Office Glossary</td>
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<tr>
<td>ICT Investment</td>
<td>Any activity which uses resources and involves the creation, enhancement, maintenance or disposal of an ICT asset or service</td>
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Version Control

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