

Information Technology Governance Document Taxonomy (“Taxonomy”)

1. **Overview/Purpose.** The development of a common language is critical to consistent and effective communication and thereby governance. To that end, this Taxonomy sets forth defined terms to be utilized in both Enterprise and Agency-Specific Governance Documents, including but not limited to Information Technology Charters, Policies, Standards, Processes, Guidelines, and/or Procedures (collectively referred to herein as “**IT Governance Document(s)**” or “**Governance Document(s)**”).
2. **Incorporation/Order of Priority.** Unless expressly stated to the contrary in the applicable Governance Document or this Taxonomy, capitalized terms used in an Enterprise IT Governance Document not specifically defined therein shall be given the same meaning as the corresponding defined term in the following sources, as may be amended from time to time, in the following priority order:
 - 2.1. Iowa Code chapter 8B;
 - 2.2. Iowa Administrative Code chapter 129;
 - 2.3. This Taxonomy.
3. **Taxonomy.** The following defined terms may be utilized in both Enterprise and Agency-Specific IT Governance Documents.
 - 3.1. “**Agency-Specific**” as used in connection with an IT Governance Document (e.g., Agency-Specific IT Policy) means an IT Governance Document promulgated by a single agency and which is applicable solely to that agency, as opposed to all Participating Agencies.
 - 3.2. “**Budget**” or “**Project Budget**” means the total costs and expenditures estimated to be incurred in connection with a Project.
 - 3.3. “**Chief Information Officer**” or “**CIO**” means the State Chief Information Officer, as established by Iowa Code chapter 8B, or the CIO’s designee.
 - 3.4. “**Cloud Services**” or “**X-as-a-Service**” shall include the following, without limitation:
 - 3.4.1. “**Software-as-a-Service**” or “**SaaS**” which means the capability provided by a Vendor to the State or its Agencies (including State Personnel or any end users of the foregoing) (collectively referred to as “**Users**”) to use the Vendor’s Software or applications from various client devices through a thin-client interface such as a Web browser (e.g., Web-based email) or a program interface. The User does not manage or control the underlying Infrastructure including network, servers, operating systems, storage or even individual Software or application capabilities, with the possible exception of limited, User-specific Software or Application configuration settings.

- 3.4.2. **“Platform-as-a-Service”** or **“PaaS”** which means the capability provided by a Vendor to Users to deploy onto the Vendor’s Infrastructure User-created or -acquired Software or applications created using programming languages and tools supported by the Vendor. This capability does not necessarily preclude the use of compatible programming languages, libraries, services and tools from other sources. The User does not, however, manage or control the underlying Infrastructure, including network, servers, operating systems or storage, but has control over the deployed Software or applications and possibly Software or application hosting environment configurations.
- 3.4.3. **“Infrastructure-as-a-Service”** or **“IaaS”** which means the capability provided by a Vendor to Users to provision Infrastructure, such as processing, storage, networks and other fundamental computing resources, where the User is able to deploy and run arbitrary Software, including but not limited to operating systems and applications. The User does not manage or control the underlying Infrastructure but has control over operating systems, storage, and deployed Software and applications and possibly limited control of select networking components (e.g., host firewalls).
- 3.5. **“Enterprise”** as used in connection with an IT Governance Document (e.g., Enterprise IT Policy) means an IT Governance Document promulgated by the Office pursuant to Iowa Code chapter 8B and which is applicable to all Participating Agencies. This defined term shall apply to all IT Governance Documents notwithstanding any contrary or competing definition established by Iowa Code chapter 8B or Iowa Administrative Code chapter 129.
- 3.6. **“Governmental Entity”** shall mean any Governmental Entity or Governmental Subdivision, as defined in Iowa Code Section 8A.101, or any successor provision to that section. In addition to the foregoing, the term Governmental Entity includes Participating Agencies, agencies, independent agencies, the Judicial Branch, the Legislative Branch courts, boards, authorities, institutions, establishments, divisions, bureaus, commissions, committees, councils, examining boards, public utilities, offices of elective constitutional or statutory officers, and other units, branches, or entities of government, including counties, cities, school districts, or any combination of any of the foregoing.
- 3.7. **“Information Technology”** shall have the same meaning as giving it in Iowa Code Chapter 8B, and the shorthand **“IT”** may be used synonymously and interchangeably with the term Information Technology herein and throughout various IT Governance Documents.
- 3.8. **“Information Technology Contract(s)”** or **“Contract(s)”** means a written agreement for Information Technology, which may, without limitation, include:
- 3.8.1. An agreement entered between a Participating Agency and a Vendor following the completion of applicable procurement processes; or

- 3.8.2. An agreement entered between the Office and a Vendor made available by the Office for use by the Office or Participating Agencies.
- 3.9. **“IT Guideline(s)”** or **“Guideline(s)”** means a recommended policy, process, task, or action related to the acquisition, utilization, or provision of IT, typically designed to communicate a best practice(s), as opposed to a minimum requirement(s), and/or to support IT Policies and/or IT Standards.
- 3.10. **“IT Policy(ies)”** or **“Policy(ies)”** means a high-level statement of intent applicable to the acquisition, utilization, or provision of IT designed to facilitate an organizational goal or objective.
- 3.11. **“IT Procedure(s)”** or **“Procedure(s)”** means an in-depth set of instructions for the completion of a specific process, task, or action typically designed to operationalize one or more IT Processes and/or IT Standards in a manner that leads to consistent results.
- 3.12. **“IT Process(es)”** or **“Processes”** means a high-level overview of required tasks, approvals, procedures, or other processes, typically designed to operationalize one or more IT Policies and/or IT Standards in a manner that leads to consistent results.
- 3.13. **“Information Technology Project(s)”** or **“IT Project(s)”** or **“Project(s)”** means a body of work with a specified Scope, Budget, Timeline and Milestones involving a substantial IT component.
- 3.14. **“IT Standard(s)”** or **“Standards”** means a specific, minimum requirement(s) applicable to the acquisition, utilization, or provision of IT, typically designed to facilitate the uniform application or implementation of one or more IT Policies.
- 3.15. **“Milestone(s)”** or **“Project Milestone(s)”** means the occurrence of a major or significant Project event, such as the completion of a discrete phase of work (e.g., development or testing).
- 3.16. **“Purchasing Instrument”** means documentation executing a purchase for IT under a Contract, such as a **“Statement of Work,” “Purchase Order,” “Requisition”** or other like documentation, whether in paper or electronic form, that describes or sets forth, without limitation, the:
- 3.16.1. Specific products, services, or other deliverables to be delivered or provided in connection with a Project;
 - 3.16.2. Specific features, functions, and/or outcomes of a Project;
 - 3.16.3. Corresponding Budgetary, Timelines, or Milestone considerations or components of or related to either of the foregoing.
- 3.17. **“OCIO”** or **“Office”** means the Office of the Chief Information Officer, as established by Iowa Code chapter 8B.
- 3.18. **“Scope”** or **“Project Scope”** means work to be accomplished to deliver a product, service, or other deliverables or result with specified features, functions, and/or outcomes.

- 3.19. **“State Personnel”** means any personnel acting by or on behalf of the State or its Agencies, including but not limited to the directors, officers, employees, or other like personnel of any of the foregoing.
- 3.20. **“Subcommittee(s)”** or **“IT Subcommittee(s)”** means one of the various working groups, task forces, or subcommittees established by the CIO to assist the TLG in the execution of its various duties and responsibilities. A list of current Subcommittees established by the CIO is available upon request.
- 3.21. **“Subcommittee Charter(s)”** or **“IT Subcommittee Charter(s)”** means a separate charter setting forth an individual Subcommittee’s specific mission, key goals and objectives, and the processes and procedures by which that Subcommittee shall accomplish its various duties and responsibilities. Unless expressly stated to the contrary in the applicable IT Subcommittee Charter, an IT Subcommittee Charter shall be deemed to have incorporated the Uniform Charter.
- 3.22. **“Subcommittee Governance Document(s)”** or **“IT Subcommittee Governance Documents”** means separate governance documents establishing the policies, standards, processes, and procedures governing:
- 3.22.1. The operations of TLG and/or its Subcommittees; and
 - 3.22.2. The interaction of State Personnel and other individuals with the TLG and/or its Subcommittees.
- 3.23. **“Technology Leadership Group”** or **“TLG”** means an advisory group comprised of cross-Agency, Information Technology leaders that serves as the primary policy, security, and technical advisor to the CIO. The TLG was established by the CIO pursuant to the TLG Charter.
- 3.24. **“Timeline(s)”** or **“Project Timeline(s)”** means the estimated work hours and anticipated tasks needed to complete a Project.
- 3.25. **“Uniform Subcommittee Charter(s)”** or **“Uniform Charter(s)”** means the charter establishing a uniform organizational and administrative framework governing the TLG’s various Subcommittees. Unless expressly stated to the contrary in the applicable IT Subcommittee Charter, an IT Subcommittee Charter shall be deemed to have incorporated the Uniform Charter.
- 3.26. **“Vendor(s)”** shall have the same meaning as giving it in Iowa Administrative Code chapter 129, and the terms **“Provider(s)”** or **“Contractor(s)”** may be used synonymously and interchangeably with the term Vendor(s) herein and throughout various IT Governance Documents.
- 3.27. **“Vendor Contractor(s)”** means any of Vendors authorized subcontractors, affiliates, subsidiaries, or any other third party acting on behalf of or at the direction of Vendor, directly or indirectly.
- 3.28. **“Vendor Personnel”** means employees, agents, independent contractors, or any other staff or personnel acting on behalf of or at the direction of Vendor or any Vendor Contractor.

4. **Amendment.** This Taxonomy may be amended in the sole discretion of the CIO, taking into consideration the advice and input of the TLG.

IN WITNESS WHEREOF, the CIO has caused the CIO's duly authorized representative to execute this Taxonomy, which is effective as of the date of signature below.

Chief Information Officer of the State of Iowa,
Office of the Chief Information Officer of the State of Iowa

Signature: _____

Name: _____

Title: _____

Date: _____