



# IT Governance Policy

Red Opal Innovations

Version 1

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### Introduction

Red Opal Innovations (ROI) acknowledges the importance that Information Technology plays in the organisation's ability to undertake business and maintain competitiveness. Due to this, ROI has implemented an IT Governance Group (ITGG) to steer the implementation of, and changes to, IT systems, processes and policies. The purpose of this is to ensure that all IT changes are of benefit to the organisation, align with business needs and are of the highest possible quality.

### Purpose

The purpose of this policy is to ensure that quality decision making is followed when IT changes are implemented. This is achieved by requiring all IT changes (defined below) be submitted to the ITGG, prior to the commencement of their implementation.

### IT changes

IT changes are defined as:

- new IT projects with an implementation cost of more than \$5000
- new IT projects with planned ongoing costs
- changes to service level agreements
- changes to IT policies
- changes to IT procedures that involve end users.

### Purpose of the ITGG

The ITGG was created to oversee and guide the approval and implementation of new and changing IT systems. The group includes a diverse selection of stakeholders from across the organisation who have a vested interest in the IT systems and technology used within ROI.

The ITGG will achieve this by assessing the viability of IT changes against the Guiding principles outlined below and either approving the implementation/change or requesting that more information is provided against certain criteria.

All IT systems as defined in this policy must be put before the ITGG for approval. IT systems cannot be implemented without prior approval from the ITGG.

Additionally, the ITGG will put forward, discuss and collaborate on technologies that may be required in the future. This will allow non-IT departments and managers to suggest new technologies, changes and other IT-related ideas that may be beneficial to the organisation.

### Representation

The IT Governance Group is made up of key stakeholders from across the organisation who have a vested interest in the IT systems of ROI. The group includes representatives from the board of directors, IT and heads of sections.

The ITGG is made up of the following members:

- **Wendy Opal** - Director, Red Opal Innovations

Wendy is a member of the ITGG to ensure that all technology and IT projects support the direction that Red Opal Innovations is moving in.

- **Amy Corgan** - Manager, HR

As the Manager of Human Resources, Amy's role in the ITGG is to ensure that any changes to the IT infrastructure support the needs of HR. HR has a vested interest in these changes due to the computerised HR systems in use at ROI.

- **Terrence Stewart** - Network Manager, IT Support

As the Network Manager, Terrence's role is to put forward changes, projects and new technologies that the IT department is planning on implementing.

- **Max Boags** - Manager, Accounts

Max's interest in the ITGG is to ensure that the computerised accounts and finance systems are not impacted by any changes implemented.

## Meetings

The IT Governance Group will meet every two months.

## Guiding Principles

The following Guiding Principles will be used by the ITGG to ensure that only quality IT systems are implemented.

1. All IT systems and changes should support ROI in its core business.
2. All IT systems should promote operational efficiency.
3. All IT systems, including information, must be secured.
4. IT is managed as an investment.
5. IT systems must align with ROI's Strategic plan.
6. When considering projects for approval, the full cost, including implementation, licensing, infrastructure, skilled staff and ongoing costs, must be documented in the life of the system.
7. Projects will also be considered based on their Return on Investment. This may include financial and non-financial (qualitative) returns.
8. Risks to IT systems must be considered, with appropriate mitigation strategies identified.
9. Major system changes will usually be implemented using a pilot test before full scale implementation.
10. Implementation or changes to IT systems must not adversely impact upon the productivity of business units, departments, or the organisation as a whole.
11. All IT systems, processes, applications and data will have documented owners responsible for the implementation and maintenance.