



CIO-100: Information Technology – 1 February 2021

Purpose

The Information Technology (IT) team is responsible for the INCOSE technical infrastructure, web site, “Connect” collaboration area, membership management system, email, webinar and conference facilities and all related information handling resources.

Applicability

This policy applies to the support and use of IT resources by all INCOSE members and guests

Definitions

None

Policy Content

The charter of the Information Technology team is as follows:

- To help INCOSE be recognized as the definitive source for systems engineering information by making it available and accessible;
- To ensure that an effective and high-quality collaboration infrastructure is available to current and potential corporate and individual members as well as the larger community and general public;
- To support sales and distribution of materials from the Publications Office;
- To support targeted INCOSE initiatives; and
- To maintain an archive of INCOSE materials.

In pursuit of this goal:

1. The CIO shall develop and maintain the IT portions of the INCOSE annual operating and long-range plans.
2. The CIO and IT Team shall be responsible for writing and maintaining practices related to use of information technologies. Information technology practices involving a subset of INCOSE committees and working groups shall be coordinated with representatives of the affected groups.



3. The CIO and the IT function shall create and maintain an IT infrastructure that supports communication and collaboration. This shall include services such as, a website accessible to non-members, a web-enabled site accessible to members-only, membership management software, online INCOSE Product Store and product access capabilities, coordination of a membership e-mail distribution mechanism and other collaboration services.
4. The CIO shall maintain and provide means for access to an IT infrastructure that supports an archive of historical and active INCOSE documentation. The Operations Manager is responsible for the storage and access of hard-copy documentation and the archive of physical media.

The Information Technology Team is led by the Chief Information Officer (CIO), who is elected to the Board of Directors per the Bylaws and Policy BOD-100. The Director is supported by Assistant Directors as required. The Assistant Directors serve for two (2) years. There is no term limit for Assistant Directors, but the selection and approval shall be reconfirmed every two (2) years at a minimum.

The IT Team may also be supplemented by paid contracted resources as required and budgeted, to meet the needs of specialized or extended demands upon the IT solutions offered to the membership.

Responsible Position

Chief Information Officer (CIO)

Charter

SUPERSEDES: CIO-100 dated 26 October 2018

APPROVED BY: INCOSE Board of Directors, Remote, 1 February 2021

POLICY OWNER (RACI Responsible R): Chief Information Officer

MAINTAINED BY (RACI Accountable A): President-Elect