

FDA STAFF MANUAL GUIDES, VOLUME I - ORGANIZATIONS AND FUNCTIONS

FOOD AND DRUG ADMINISTRATION

OFFICE OF OPERATIONS

OFFICE OF INFORMATION MANAGEMENT AND TECHNOLOGY

OFFICE OF INFORMATION MANAGEMENT

OFFICE OF ENTERPRISE PORTFOLIO MANAGEMENT

Effective Date: June 30, 2015

1. OFFICE OF ENTERPRISE PORTFOLIO MANAGEMENT (DMMHAC).

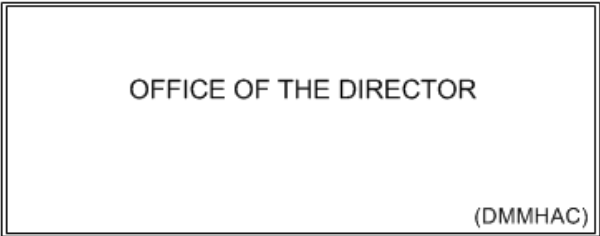
- A. Provides guidance and strategic support to the Food and Drug Administration (FDA) Chief Information Officer (CIO) on implementing the Clinger-Cohen Act, portfolio management, cost effectiveness, resource utilization, business process improvement, and strategic planning.
- B. Provides oversight over the agency portfolio of investments, services, and enterprise projects ensuring performance accountability through quality assurance activities, designing and monitoring corrective action plans and performance reports and delivering information about the Agency Information Technology (IT) portfolio to executives and stakeholders
- C. Establishes common methods, tools, standards and policies for management of the Agency portfolio and for IT staff that support delivery
- D. Establishes communication channels and maintains stakeholder engagement by managing Agency's IT governance and creating strategic communications
- E. Enables effective decision-making by facilitating portfolio, investment, project and technical governance in order to better enable IT projects to achieve business objectives
- F. Ensures alignment of IT investment decisions to the strategy of the agency
- G. Provides support, guidance, facilitation, mentoring, training and other services pertinent to IT Project Managers
- H. Represents the CIO on internal and external meetings and workgroups on portfolio, investment, service and project management issues.

I. Performs oversight and manages the master schedule.

2. AUTHORITY AND EFFECTIVE DATE.

The functional statements for this Office were approved by the Deputy Commissioner for Operations and Chief Operating Officer, and effective on June 30, 2015.

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The following is the Food and Drug Administration, Office of Operations, Office of Information Management and Technology, Office of Information Management, Office of Enterprise Portfolio Management organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR (DMMHAC)