

DATA CENTER CONSOLIDATION TASK FORCE CHARTER

VERSION 1.3 -- 5/25/2011

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PURPOSE

The charter establishes the Data Center Consolidation Task Force (Task Force) and prescribes that Task Force in support of the Federal Data Center Consolidation Initiative (FDCCI).

The purpose of the FDCCI is to reverse the historic growth of Federal data centers. A 1998 survey of Federal agencies identified 432 agency data centers. In August 2010, after a year of exhaustive data collection and analysis as part of the FDCCI, the number of Federal data centers stands at 2,094. The FDCCI seeks to curb these issues by reducing the cost of data center hardware, software and operations; shifting IT investments to more efficient computing platforms; promoting the use of Green IT by reducing the overall energy and real estate footprint of government data centers; and increasing the IT security posture of the government. The FDCCI promotes shared (multi-tenant), cost-effective, and sustainable Federal data centers in support of agency missions. Additionally, consolidating Federal data centers will also play an important role in meeting the Administration's electronics stewardship goals outlined in Executive Order 13514 and related statutes and efforts to dispose of unneeded Federal real estate.

As we look forward to the remainder of FY11 and the future of the FDCCI, agencies are required to move their FDCCI activities from the planning to the execution phase. Furthermore, agencies' FDCCI efforts will play a critical role as the government seeks to reform federal information technology management.

On December 9, 2010, the Federal CIO released a 25 Point Implementation Plan outlining actionable steps agencies shall take to support the IT Reform effort. Included as a key action item in the "25 Point Implementation Plan to Reform Federal Information Technology Management" is the establishment of a Data Center Consolidation Task Force. Comprised of the data center program managers, facilities managers, and sustainability officers, the Task Force will be responsible for working together to share progress toward individual agency goals and the overall Federal target of a minimum of 800 data center closures by 2015. The Data Center Consolidation Task Force will meet monthly to review progress of each consolidation project and ensure government-wide alignment between agency efforts where appropriate. The Task Force will serve as a "community of practice" for Agency CIOs and data center program managers to share best practices from this effort and enhance consolidation effectiveness. The Task Force will also ensure agency consolidation activities are consistent with the strategic focus with agency IT operations, capital planning and investment control (budget, resource, execution and technical).

SCOPE

The overall scope of the Task Force is to serve as the central group for collaboration - guiding, identifying, and disseminating key pieces of information, solutions and processes that will help the Federal Data Center Consolidation Initiative (FDCCI). This Task Force will coordinate across Government Agencies in support of the overall Initiative.

The main focus (discussions, work products and deliverables) will be centered on the following key areas, since these distinct areas affect data center optimization:

- IT Software Asset and Utilization
- IT Hardware Assets and Utilization
- IT Facilities and Energy
- Geographic Location and Real Estate

These areas will be directly correlated/mapped to the “25 Point Implementation Plan to Reform Federal Information Technology Management.”

GOVERNANCE

Establishment of the Task Force supports IT Management Goals outlined in the E-Government Act of 2002 and the Clinger–Cohen Act of 1996.

The Federal Data Center Consolidation Initiative (FDCCI) is managed by OMB with the support of GSA. The two key Executive Sponsors are Richard Spires, DHS Chief Information Officer, and Bernard Mazer, DOI Chief Information Officer. These two Executive Sponsors are also part of the Task Force governance structure. The Task Force will meet at regular intervals with the all members.

ROLES AND RESPONSIBILITIES

MEMBERS

The Task Force will be composed of the following voting members:

- Two (2) Departmental CIO FDCCI stewards¹
- OMB E-Government Data Center Consolidation Portfolio Manager
- Two (2) representatives from the Small Agency CIO Council
- Twenty-Four (24) Dedicated Agency Data Center Consolidation Project Managers identified by the agency’s CIO at the following agencies (Appendix A contains a list of individual members):

Members:

CIO Council Agency
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health and Human Services
Department of Homeland Security
Department of Housing and Urban Development
Department of Justice
Department of Labor
Department of State
Department of Transportation
Department of Veterans Affairs

Department of the Interior
Department of the Treasury
Environmental Protection Agency
General Services Administration
National Aeronautics and Space
National Science Foundation
Nuclear Regulatory Commission
Office of Personnel Management
Small Business Administration
Social Security Administration
U.S. Agency for International Development

Task Force co-chairs' primary responsibilities are:

- Provide strategic and tactical leadership for the framing, coordination, and integration of FDCCI issues for the Task Force.
- Call for and document votes, decisions, and additional meetings as necessary.
- Set meeting agendas.

Federal Data Center Consolidation Initiative Task Force Members' primary responsibilities are:

- Facilitate communication between their agency and the Task Force and ensure agency participation in developing and implementing FDCCI vision and goals.
- Attend Task Force meetings, contribute to the agenda, provide agency input, make decisions, and vote on behalf of their agency.
- Identify policy and implementation issues that could prevent the Agency from fully consolidating as per agency FDCCI goals.
- Advise on budget/investment decisions to ensure successful outcomes.
- Communicate and coordinate agency best practices and convey input received from other parties.

OTHER PARTICIPANTS (NON-VOTING)

Ex-officio (non-voting) members shall include:

- Representative from the Federal Energy Management Program
- Representative from other non - CIO Council Agencies

Leadership positions on the Task Force consist of a chair and co-chair:

- Task Force Chair and Co-Chair (selection)

Other non-voting members may be added upon the approval of the Task Force co-chairs. Additionally, on an as needed basis, the Task Force will draw upon the expertise of IT Professionals from the Industry for presentations.

MEMBERSHIP TERMS

Unless otherwise specified above, the Task Force members will serve indefinitely until such individual no longer occupies that position or that particular position ceases to exist.

New Task Force members may be proposed by any Task Force member. Membership must be approved by a majority vote of all voting members.

RULES AND PROCEDURES

PROCESS INTEGRATION

This charter and process establishes agreed interrelationships of processes between Task Force members. Decisions of the Task Force must be made and communicated in a timely manner.

MEETING SCHEDULE

Federal Data Center Consolidation Initiative Task Force Meeting logistics:

- Task Force meetings are held at least monthly.
- Task Force meetings are managed by the co-chairs

VOTING

There will be no more than one voting executive per agency. Voting may take place in person, cast orally via conference call (during a conference call), or via email (see below section)

- Calling for a vote: A vote on an issue may be called by one or both of the co-chairs or by any voting member of the Task Force.
- Vote per member: There will be one vote per Task Force member.
- Ex-officio members: Ex-officio members do not have voting privileges.
- Approved votes: A simple majority of votes will be required for approving a recommended action or position.
- Voting Quorum: For voting purposes, a minimum of fifty one percent of Task Force voting members constitutes a quorum for the purpose of transacting Task Force business. Voting may take place in person or by email.

E-Mail Voting Procedure: A vote by e-mail may occur as deemed necessary by a voting member if an urgent issue must be decided before the next scheduled Task Force meeting. Email voting procedures are as follows:

- Request for vote: A vote by electronic mail may be solicited by either a voting (or nonvoting) member of the Task Force.
- Identification of item: Any issue to be voted on that the Task Force members could not vote on during the regular Task Force meeting time period can be sent through electronic mail for membership vote. The specified issue or item to be voted on must have a yes/no response. Votes cast by email will serve as documentation.

Vote Notification: The vote will be coordinated, through e-mail, by the PMO, with a subject of: "Vote Notification."

Voting Period: Vote responses will be due in not less than three (3) business days and not more than one (1) week after initial vote notification, or an alternate time-frame approved by Task Force members as necessary. E-mail responses will be sent to the PMO.

Results: Results of the vote will be posted via e-mail to all Task Force members one day after close of voting period. Results will include member response. Disposition of Votes:

- Approved: Change will be made as written.
- Disapproved: Change is disapproved.
- Returned for Further Action: Change is neither approved nor disapproved, pending further action required.

DELIVERABLES

The work of the Task Force will encompass at least the follow topics. The Task Force may prioritize these topics and add/delete topics as the work of the FDCCI matures: (List of deliverables is subject to change at any time.)

- Create detailed agency playbooks that document consolidation scenarios (technology choices, sequencing, processes, et al.)
- Develop criteria by which agencies can measure and document data center consolidation progress
- Assist with the development of agency consolidation implementation plans
- Identify FDCCI program gaps which impact all agencies and devise innovative solutions to mitigate
- Improve data quality contained in agency asset inventories
- Identify and recommend available current data center cloud market solutions and provide input on new industry offerings
- Coordination with the Federal Enterprise Architecture for compliance, convergence and optimization of IT Infrastructure
- Draft model cloud & data center acquisition language
- Create Open Table Functionality (government-wide marketplace) and examine billing, service, information sharing and legal issues in a multi-tenant environment
- Develop data center cost models
- Assist with the launching of a Data Center Consolidation Dashboard
- Identify and address real property issues as they relate to FDCCI
- Coordinate with other Federal sustainability initiatives
- Develop partnerships with Federal bodies which impact/influence consolidation
- Share best practices with State and Local governments
- Identify and publish success stories, best practices and lessons learned

COMMUNICATION

The primary communication vehicle is the standard monthly meeting.

CHARTER DISPOSITION

Changes/updates can be introduced by any member. The charter will be reviewed by the Task Force annually.

Record of Changes:

January 20, 2011, version 1.0, drafted by Zachary Baldwin

April 17, 2011, version 1.1 - incorporated modifications from DCCTF

May 25, 2011, version 1.2 - added appendix of current members

This Charter will be voted on at the next Federal Data Center Task Force meeting. Approval will change the status from DRAFT to FINAL.

Signatures:

X 
Executive Sponsor
Richard Spires
DHS Chief Information Officer

May 31, 2011
DATE

X 
Executive Sponsor
Bernard Mazer
DOI Chief Information Officer

May 31, 2011
DATE