

IT Governance Framework Roles and Responsibilities

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: IT Governance Framework - Roles and Responsibilities

Introduction

This letter outlines the roles and responsibilities defined within our IT governance framework to ensure effective management and oversight of IT resources.

Roles and Responsibilities

1. **IT Governance Committee:**
 - Develops and approves the IT governance framework.
 - Monitors compliance with IT policies and procedures.
2. **Chief Information Officer (CIO):**
 - Oversees IT strategy and implementation.
 - Ensures alignment of IT with business goals.
3. **IT Managers:**
 - Manage IT operations and team performance.
 - Facilitate communication between IT and other departments.
4. **Project Managers:**
 - Plan, execute, and finalize IT projects.
 - Ensure projects are delivered on time and within budget.
5. **Compliance Officer:**
 - Ensures IT operations comply with regulations and standards.
 - Conducts audits and assessments of IT practices.

Conclusion

It is crucial that all members understand their roles and responsibilities to maintain robust IT governance. Please review the outlined roles and prepare for our next meeting to discuss implementation strategies.

Best regards,
[Your Name]

[Your Job Title]
[Your Organization]