

**FDA Staff Manual Guides, Volume I – Organizations and Functions**

**Food and Drug Administration**

**Office of the Commissioner**

**Office of Digital Transformation**

**Office of Information Management and Technology**

**Office of Enterprise Portfolio Management**

Effective: August 24, 2021

**1. Office of Enterprise Portfolio Management (DCADAC).**

- A. Provides guidance and strategic support to the Food and Drug Administration's (FDA) Chief Information Officer (CIO) and Chief Technology Officer (CTO) on implementing the Clinger-Cohen Act, portfolio management, cost effectiveness, resource utilization, business process improvement, and strategic planning.
- B. Provides oversight over the FDA 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 FDA Information Technology (IT) portfolio to executives and stakeholders.
- C. Establishes common methods, tools, standards and policies for management of the FDA portfolio and for IT staff that support delivery.
- D. Establishes communication channels and maintains stakeholder engagement by managing FDA'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 FDA.
- 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 the Office were approved by the Acting Commissioner of Food and Drugs on July 22, 2021 and effective on August 24, 2021.

**Department of Health and Human Services  
Food and Drug Administration  
Office of the Commissioner  
Office of Digital Transformation  
Office of Information Management & Technology  
Office of Enterprise Portfolio Management**

Office of  
Enterprise Portfolio Management

(DCADAC)

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The following is the Department of Health and Human Services, Food and Drug Administration, Office of the Commissioner, Office of Digital Transformation, Office of Information Management and Technology, Office of Enterprise Portfolio Management organization structure depicting all the organizational structures reporting to the Director:  
Office of Enterprise Portfolio Management (DCADAC)