

Doc Ref Number:		Revision Number: 1
Document Type:	Enterprise Policy	Page: 1 of 1
Policy Title:	Establishment and Promulgation of State Enterprise Policies, Standards, Procedures, & Best Practice Guidelines.	

Appendix 1 - Enterprise Policy/Standards Procedure Description

Enterprise Policy/Standards Procedure Description:

1. The need for new Enterprise policies, standards, procedures and best practice guidelines may arise anywhere, but every policy and standard must fall within the jurisdiction of a responsible senior Department of Technology and Information (DTI) executive, who will act as a sponsor. The Executive Sponsor must reach agreement with other Senior Staff regarding all aspects of a policy or standard if/when the impacts span multiple DTI organizations.
2. An Enterprise Policy/Standard may be initiated or modified at the request of the State CIO, Senior DTI Staff Member, DTI Team Leader or at the suggestion of the IRM policies and standards sub-committee. DTI Team Leaders should solicit approval of the DTI Chief Security Officer/DTI Chief Operating Officer/DTI Chief Technology Officer before moving past the synopsis phase.
3. The responsibility for writing or modifying a policy can be assigned to a team or an individual. Once satisfactorily written, the policy is assigned a contact person who will have the responsibility of answering any questions that may arise.
4. Policies will be issued in support of standards, and issuance must be coordinated through the Technology & Architecture Standards Committee (TASC).
5. The TASC process will solicit comments from the IRM policies and standards subcommittee and the IRM council.
6. New policies and standards require TASC, DTI Senior Team and State CIO approval. At the judgment of the TASC and sponsor, modified policies and standards may or may not require direct approval of the DTI Senior Team and State CIO.
7. The document will then be sent to TASC for review and approval. Once the document has obtained the approval of TASC, it will be routed to the DTI Senior Staff when appropriate where it will be subjected to review and approval.
8. New documents are then submitted to the State Chief Information Officer for review, approval, and signature. Once this signature is obtained, the new document becomes official. Modified documents are official after the approval of the TASC or State CIO as appropriate.
9. The signed master copy is then submitted to the TASC publishing process.