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# Information Technology Policy

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## Office Productivity Standards

<b>ITP Number</b> STD-SFT007A	<b>Effective Date</b> September 7, 2021
<b>Category</b> Software	<b>Supersedes</b> None
<b>Contact</b> <a href="mailto:RA-ITCentral@pa.gov">RA-ITCentral@pa.gov</a>	<b>Scheduled Review</b> September 2022

### 1. Purpose

Standards document to ITP-SFT007 *Office Productivity Policy* that details the office productivity technology standards.

### 2. Policy

Office Productivity Software is application software dedicated to producing information, such as documents, presentations, worksheets, databases, charts, graphs, and digital video.

### 3. Standards

Agencies should standardize on the current Office Productivity Software and document viewer and reader standards identified below. The current standards have been tested for compatibility with enterprise applications.

#### Current Office Productivity Software Standards

(These technologies are the current standard and meet the requirements of the enterprise. They are recommended for use and can be deployed immediately.)

Technology	Products	Technology Classification
Office Productivity Suite <sup>1</sup>	Microsoft Office 2019	Current
Word Processing	Microsoft Word 2019	Current
Spreadsheet	Microsoft Excel 2019	Current
Graphics/Presentation	Microsoft PowerPoint 2019	Current
Desktop Database <sup>2</sup>	Microsoft Access 2019	Current
Electronic Mail, Messaging & Calendaring	Microsoft Outlook 2019	Current
Instant Messaging, Online Meeting and Collaboration	Microsoft Teams	Current

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<sup>1</sup> Desktop/server products and Web applications for the Office Productivity Suite

<sup>2</sup> Unless significant business justification exists, end users are encouraged to avoid creating new Access databases to store business data in favor of Enterprise class databases, especially in cases where business data is essential or shared among multiple users.

**Notes regarding Current Products:**

- Each product should be tested by the agency to ensure that they work with agency specific applications.
- Service packs should be tested and deployed in accordance with ITP-SYM006 - *Commonwealth IT Resources Patching Policy*.

Refer to ITP-SFT006 *Internet Browser Policy* for internet browser technology guidance

**Contain Office Productivity Software Standards  
(Use should be phased out)**

(These technologies no longer meet the requirements of the enterprise and are not recommended for new deployments. Existing deployments of these technologies are to be phased out over time.)

<b>Technology</b>	<b>Products</b>	<b>Technology Classification</b>
Office Productivity Suite	Microsoft Office 2016 Microsoft Office 2013 Microsoft Office 2010, SP2	Contain
Word Processing	Microsoft Word 2016 Microsoft Office 2013 Microsoft Word 2010	Contain
Spreadsheet	Microsoft Excel 2016 Microsoft Office 2013 Microsoft Excel 2010	Contain
Graphics/Presentation	Microsoft PowerPoint 2016 Microsoft Office 2013 Microsoft PowerPoint 2010	Contain
Desktop Database	Microsoft Access 2016 Microsoft Office 2013 Microsoft Access 2010	Contain
Messaging & Calendaring	Microsoft Outlook 2016 Microsoft Office 2013 Microsoft Outlook 2010	Contain
Instant Messaging, Online Meeting and Collaboration	Microsoft Skype for Business 2016	Contain
Video Sharing Service <sup>1</sup>	Microsoft Stream	Contain

<sup>1</sup> Video Sharing Service is part of the Office Productivity Suite but will require approved agency business justification before being enabled for use.

**Notes Regarding Contain Products:**

- Service packs should be tested and deployed in accordance with ITP-SYM006 - *Commonwealth IT Resources Patching Policy*.

**Emerging/Research Office Productivity Software Standards**

(Emerging technologies have the potential to become a current standard. At the present time, they are to be used only in pilot or test environments where they can be evaluated. Use of these technologies is restricted to a limited production deployment and requires approval of a waiver request.)

Technology	Products	Technology Classification
Office Productivity Suite	N/A	N/A
Word Processing	N/A	N/A
Spreadsheet	N/A	N/A
Graphics/Presentation	N/A	N/A
Desktop Database	N/A	N/A
Messaging & Calendaring	N/A	N/A
Instant Messaging, Online Meeting and Collaboration	N/A	N/A

#### 4. Publication Version Control

It is the [Authorized User](#)'s responsibility to ensure they have the latest version of this publication, which appears on <https://itcentral.pa.gov> for Commonwealth personnel and on the Office of Administration public portal: <http://www.oa.pa.gov/Policies/Pages/default.aspx>. Questions regarding this publication are to be directed to [RA-ITCentral@pa.gov](mailto:RA-ITCentral@pa.gov).

#### 5. Exemption from This Policy

In the event an agency chooses to seek an exemption from the guidance within this IT policy, a request for a policy waiver is to be submitted via the enterprise IT policy waiver process. Refer to [ITP-BUS004 IT Waiver Review Process](#) for guidance.

This chart contains a history of this publication's revisions:

Version	Date	Purpose of Revision
Original	09/07/2021	Base Document