

# Information Technology Policy

## Office Productivity Policy

<b>ITP Number</b> ITP-SFT007	<b>Effective Date</b> February 22, 2017
<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

This Information Technology Policy (ITP) establishes enterprise-wide standards and policies for office productivity technologies.

### 2. Scope

This ITP applies to all departments, offices, boards, commissions, and councils under the Governor's jurisdiction (hereinafter referred to as "agencies"). Agencies not under the Governor's jurisdiction are strongly encouraged to follow this ITP.

### 3. Definitions

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

**3.2 Video Sharing Service:** an enterprise application or service where Authorized Users can create, upload, view, publish, and share videos.

### 4. Policy

Agencies should standardize on the current Office Productivity Software identified in STD-SFT007A *Office Productivity Standards*. The current standards have been tested for compatibility with enterprise applications.

The creation of content using Video Sharing Services that includes Commonwealth content and information that is intended for distribution to the public shall be reviewed and authorized by the appropriate agency personnel and shall comply with MD 205.34 *Commonwealth of Pennsylvania Information Technology Acceptable Use Policy, Enclosure 1*, sections 11 and 12 and MD 220.1 *Commonwealth Media Services* prior to distribution.

The Video Sharing Service is listed in STD-SFT007A *Office Productivity Standards* falls under the Contain table as it requires justification before the service is enabled to the Agency for use.

### 5. Responsibilities

Agencies are required to adhere to the guidance in this ITP. Agencies must receive an approval ITP waiver prior to deploying any Office Productivity Software that is not identified in STD-SFT007A *Office Productivity Standards*. Refer to Section 9 for ITP

waiver guidance.

OA/OIT shall coordinate with the Agency's Continuity of Operations Program Manager to ensure that all software supporting essential functions (i.e., business or IT), including any Office Productivity Software, are properly categorized, and submitted in the Application Inventory (AI) and aligned to the enterprise online continuity planning software.

Refer to ITP-ACC001 *Information Technology Digital Accessibility Policy* to ensure the appropriate accessibility steps are taken during the procurement process of alternate Office Productivity Software.

## 6. Related ITPs/Other References

Definitions of associated terms of this policy are published on the Office of Administration's public portal: <http://www.oa.pa.gov/Policies/Pages/Glossary.aspx>

Commonwealth policies, including Executive Orders, Management Directives, and IT Policies are published on the Office of Administration's public portal:

<http://www.oa.pa.gov/Policies/Pages/default.aspx>

- [Management Directive 205.34](#) Amended *Commonwealth of Pennsylvania Information Technology Acceptable Use Policy*
- [Management Directive 205.41](#) Amended *Commonwealth of Pennsylvania Continuity of Operations (COOP) Program*
- [Management Directive 220.1](#) Amended *Commonwealth Media Services*
- STD-SFT007 *Office Productivity Standards*
- [ITP-ACC001](#) *Information Technology Digital Accessibility Policy*
- [ITP-SEC003](#) *Enterprise Content Filtering Standard*
- [ITP-SEC019](#) *Policy and Procedures for Protecting Commonwealth Electronic Data*
- [ITP-SFT001](#) *Software Licensing*
- [ITP-SYM006](#) - *Commonwealth IT Resources Patching Policy*
- [ITP-SYM010](#) - *Enterprise Change Management Maintenance Policy*

## 7. Authority

[Executive Order 2016-06 Enterprise Information Technology Governance](#)

## 8. 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).

## 9. Exemption to 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. Redline documents detail the revisions and are available to CWOPA users only.

Version	Date	Purpose of Revision	Redline Link
Original	11/20/2009	Base Document	N/A
Revision	2/24/2010	Moved Office XP to retired status	N/A
Revision	5/24/2010	Office 2010 added as an emerging standard	N/A
Revision	10/25/2010	Removed specific packages from Microsoft Office 2007	N/A
Revision	04/01/2014	Moved Office 2003 to retire status/Office 2013 added as an emerging standard. Merged STD-APP036a into ITP.	N/A
Revision	06/24/2016	Removed Background section Removed Objectives section Revised Policy language throughout, including removal of language within the Standards subsections (Current, Contain, Retire) Referenced ITP-APP035 Internet Browser Policy Moved Office 2013 and 2016 tools to Current Added note regarding BOBJ Dashboard/Xcelcius issues with Office 2016 Moved Office 2010 to Contain from Current Moved Office 2007 to Retire from Current Added Exemption section	N/A
Revision	02/22/2017	Moved to Software domain from Application, including ITP number change Renamed ITP title Revised references to ITP-APP domain to reflect new SFT domain ITP Replaces ITP-APP036 <i>Office Productivity Software Policy</i> and ITP-APP037 <i>Document Viewer and Reader</i> Clarified incompatibility issue with Xcelcius	N/A
Revision	06/14/2019	Added Instant Messaging in the Productivity Suite Current, Contain, Emerging/Research tables Moved Office 2013 to Contain status Added Adobe Document Cloud as Current Removed guidance on BOBJ Dashboard 4.1/Xcelsius	<a href="#">Revised IT Policy Redline &lt;06/14/2019&gt;</a>
Revision	09/07/2021	<ul style="list-style-type: none"> <li>• Removed standards section to put into STD-SFT007A</li> <li>• Moved Microsoft Skype for Business 2016 to Contain</li> <li>• Added Microsoft Teams to Current Standards</li> <li>• Removed Office Document Viewer and Reader Standards</li> <li>• Video Sharing Service definition added</li> <li>• Guidance regarding Video Sharing Services added</li> <li>• Continuity language added and COOP MD referenced</li> </ul>	<a href="#">Revised IT Policy Redline &lt;09/07/2021&gt;</a>