OPD-BUS000D Information Technology Policies Educational Webinars

Name/number of IT Policy
Domain Owner
Date
Educational Webinar Objectives

• Provide an overview on the newly published *ITP Title and number*
  o Policy background
  o Needs and drivers
  o Primary policy objectives
  o Policy details
  o Roles and responsibilities
  o Affiliated procedures, guidelines, and/or references (if applicable)
  o Key points of contacts
Details of Request  Use ITP Request Form “Detailed Request” for material

- Summarize agency requestor
- Provide agency requestor feedback if available
Background continued

**Historical context**

- Detail past versions of the ITP if available
- Detail historical impetus (may be different from current impetus)
Risk Analysis  Use ITP Request Form “Risk Analysis” for material

• Highlight risks if ITP not created/revised/deleted
• Provide example (real or hypothetical) if ITP not created/revised/deleted
Primary Objectives Use ITP Request Form/Framework for materials

- Detail broad objectives
Primary Objectives  Use ITP Request Form/Framework for materials

- Detail specific objectives
Review IT Policy Use the IT Policy document for this section

• Focus on policy section
• Clarify complex definitions
• Review supplemental documents and/or other resources associated with IT Policy
• Cover any requirements needed for a waiver of policy
## IT Policy Process broad details

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>xx/xx/20xx</td>
<td>EA received an IT Policy Request from OA/OIT Procurement</td>
</tr>
<tr>
<td>xx/xx/20xx</td>
<td>EA submits ITP Request to Commonwealth CIO for review and approval</td>
</tr>
<tr>
<td>xx/xx/20xx</td>
<td>CIO approves ITP Request; EA builds Discussion Board post and requests comments on Framework</td>
</tr>
<tr>
<td>xx/xx/20xx</td>
<td>EA builds ITP Draft; submits to Discussion Board and requests comments on Draft</td>
</tr>
<tr>
<td>xx/xx/20xx</td>
<td>Final IT Policy submitted to Commonwealth CIO for approval</td>
</tr>
<tr>
<td>xx/xx/20xx</td>
<td>IT Policy approved by CIO and published. Announcement sent to agencies</td>
</tr>
</tbody>
</table>
Roles and Responsibilities of Policy

- **Agency manages technology**
  - e.g. PennDOT manages AirWatch (SEC035)

- **Business owner manages process**
  - e.g. IT employee manages Service Catalog (BUS007)
Appendix

Relevant References

- [Link to IT Policy on IT Central](#)
- [Link to IT Policy on Portal](#)
- [Link to IT Policy Process and Procedures](#)
- Additional references
- Affiliated guidelines/procedures
Frequently Asked Questions

• Document relevant questions with answers that may have been raised during webinars or from another source (This is a historical reference document that will be attached to the IT Policy and can be utilized even after the webinar).
Points of Contact

EA Domain Owner
- Name
- Email
- Phone

Business Owner
- Name
- Email
- Phone