

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*
 - Policy background
 - Needs and drivers
 - Primary policy objectives
 - Policy details
 - Roles and responsibilities
 - Affiliated procedures, guidelines, and/or references (if applicable)
 - Key points of contacts

▶ Background

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)*

▶ Background continued

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*

Policy Objectives

Primary Objectives *Use ITP Request Form/Framework for materials*

- *Detail broad objectives*

Policy Objectives continued

Primary Objectives *Use ITP Request Form/Framework for materials*

- *Detail specific objectives*

Policy Details

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

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

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*