

Information Technology Policy

Procedure Template

Number

OPD-BUS010B

Effective Date

April 01, 2022

Category

Business

Supersedes

All Prior Versions

Contact

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Scheduled Review

July 2023

1. Purpose

Describe the purpose of this procedure.

2. Scope

Describe the individuals or entities required to adhere to this procedure.

3. Definitions

Define any terms used in this procedure that would not be considered common knowledge

3.1 Definition 1

3.2 Definition 2

3.3 Definition 3

4. Procedural Overview

Provide a high level summary of the procedure. What is it meant to accomplish? Why is it important? Who and what is involved?

5. Prerequisites

List all of the things that must be completed before the procedure can be performed.

- *Processes that must be completed prior to beginning*
- *Resources and materials required to perform the procedure*
- *Training*
- *Etc.*

6. Acronyms

List any acronyms used in this procedure in the table below along with their definition.

Acronym	Definitions

7. Procedure

Document the inputs, procedure, and outputs for the procedure. In the table below, capture each step of the procedure as well as who is responsible for it. Duplicate this section if there are multiple processes or sub-processes.

7.1 Inputs

List the inputs required to complete this procedure

- *People*
- *Materials*
- *Equipment*
- *Etc.*

7.2 Procedure

Task ID	Procedural Task Description	Responsible
P1-A	Describe in detail the 1 st step in procedure 1.	Insert name of person/entity responsible for this step
P1-B	Describe in detail the 2nd step in procedure 1.	Insert name of person/entity responsible for this step

7.3 Outputs

Describe what is produced as a result of completing this procedure.

8. RACI

The RACI model is used to clarify roles, responsibilities, relationships, and to define levels of accountability. Once all of the tasks involved in a procedure have been captured in section 7.2 above they can be copied into the leftmost column of the RACI Matrix below. Next those people identified as inputs in section 7.1 can be added as the column headings for the matrix. Additionally, any other individuals who would be responsible, accountable, consulted, or informed in the course of this procedure should be added as a column heading in the matrix. Once all the tasks and people are listed in the matrix the remainder of the table can be populated by going row by row and identifying the individual(s) that would be accountable, responsible, consulted, or informed for each task:

R – Responsible – Those who perform an activity or decide to complete an activity. Responsibilities may be shared.

A – Accountable – The individual who is ultimately accountable for the correct and thorough completion of an activity. There is only one person accountable for each activity.

C – Consulted – Those who need to be consulted or provide input before an activity is performed or a decision is made.

I – Informed – Those who need to be informed as or after an activity is performed or a decision is made. For example, they may receive outputs from an activity or need to be kept up to date on progress or completion of an activity.

Name of Procedure

	Person, Role, or Entity	Person, Role, or Entity	Person, Role, or Entity	Person, Role, or Entity	Person, Role, or Entity	Person, Role, or Entity	Person, Role, or Entity
<i>Task ID #1</i>							
<i>Task ID #2</i>							
<i>Task ID #3</i>							
<i>Task ID #4</i>							
<i>Task ID #5</i>							
<i>Task ID #6</i>							

This chart contains a history of this publication’s revisions.

Version	Date	Purpose of Revision
Original	06/27/2022	Base Document