

Information Technology Policy

Desktop and Laptop Operating System Standards

Number
ITP-PLT017

Effective Date
November 20, 2009

Category
Platform

Supersedes
None

Contact
RA-ITCentral@pa.gov

Scheduled Review
September 2024

1. Purpose

This [Information Technology Policy \(ITP\)](#) establishes the policy, responsibility, and procedures regarding the provisioning and use of desktop, laptop, and tablet (collectively known as "PCs" in this policy) operating systems by agencies. Setting and implementing desktop, laptop, and tablet standards allows the Commonwealth to provide efficient information technology support.

2. Scope

This ITP applies to all offices, departments, 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.

Third-party vendors, licensors, contractors, or suppliers shall meet the requirements of this ITP that are applicable to the services provided to the Commonwealth as outlined in the Responsibilities Section.

3. Policy

Agencies are to utilize the appropriate Commonwealth software contracts to procure operating system software and adhere to the guidance outlined in [ITP-BUS002, IT Investment Review Process](#).

Agencies deploying Microsoft Windows 10 and 11 operating systems on PCs shall adhere to *OPD-PLT017A, Windows 10 Configuration Requirements*. Agencies that deploy versions of Windows 10 operating systems that are not compliant with this ITP and *OPD-PLT017A* risk having those devices removed and/or blocked from Commonwealth [IT Resources](#).

Agencies shall refer to [ITP-SEC007, Minimum Standards for IDs, Passwords, Sessions and Multi-Factor Authentication](#) and *OPD- SEC007A, Configurations for IDs, Passwords,*

and Multi-Factor Authentication (authorized Commonwealth access only) for additional configuration guidance.

Agencies shall standardize on one or more of the current operating system standards listed in *STD-PLT017C, Desktop and Laptop Operating Products and Standards*. The current standards have been tested for compatibility with enterprise applications. If a product is not listed within the current standards table, agencies shall obtain an approved [IT Policy waiver](#) before procuring or deploying a non-standard product. Emerging/Research Technologies also require an approved IT Policy Waiver. Refer to Section 8 for waiver guidance.

Windows 7 Operating System Guidance: Any Commonwealth desktop/laptop running Windows 7 (32/64 bit; any build) shall obtain an approved IT Policy Waiver against this policy for continued use. Refer to Section 8 for waiver guidance.

4. Responsibilities

4.1 Agencies shall:

- Comply with the requirements as outlined in this ITP.
- Deploy Windows 10 and 11 operating systems with the required configurations as detailed in *OPD- PLT017A, Windows 10 and 11 Configuration Requirements* to their internal agency devices.

4.2 Office of Administration, Office for Information Technology shall:

- Coordinate with the agency's Continuity of Operations Program Manager to ensure that all software supporting essential functions (i.e., business or IT) are properly categorized and submitted in the Application Portfolio Management (APM) and aligned to the enterprise online continuity planning software.
- Perform testing for support of enterprise applications and services and provide agencies with the testing results. When enterprise applications and services are validated to be compatible with Windows 10, agencies will be notified through proper communication channels.

4.3 Third-party vendors, licensors, contractors, or suppliers shall:

- **Ensure any** devices provided to the Commonwealth that connect to the Commonwealth network meet the requirements outlined in this ITP.

5. 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 205.34 Amended, Commonwealth of Pennsylvania Information Technology Acceptable Use Policy](#)
- [Management Directive 205.41, Commonwealth of Pennsylvania Continuity of Operations \(COOP\) Program](#)

- *OPD-PLT017A, Windows 10 Configurations Requirements*
- *OPD-PLT017B, Workstation Naming Standards (authorized Commonwealth access only)*
- *STD-PLT017C, Desktop and Laptop Operating Products and Standards*
- [ITP-ACC001, Information Technology Digital Accessibility Policy](#)
- [ITP-BUS004, IT Policy Waiver Review Process](#)
- [ITP-BUS002, IT Investment Review Process](#)
- [ITP-SEC007, Minimum Standards for IDs, Passwords, Sessions, and Multi-Factor Authentication](#)
- *OPD-SEC007A, Configurations for IDs, Passwords, and Multi-Factor Authentication (authorized Commonwealth personnel only)*
- [ITP-SFT006, Internet Browser Policy](#)
- [ITP-SEC041, Commonwealth IT Resource Patching Policy](#)

6. Authority

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

7. 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 shall be directed to RA-ITCentral@pa.gov.

8. Exemption from this Policy

In the event an agency chooses to seek an exemption from the guidance within this ITP, a request for a policy waiver shall be submitted via the enterprise IT policy waiver process. Refer to [ITP-BUS004 IT Policy 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
	04/02/2014	Moved Windows XP to retire status and Windows 8.1 as an emerging standard. Merged STD-PLT017A into ITP.	N/A
Revision	02/26/2016	<ul style="list-style-type: none"> • Added tablets to list of PCs • Removed Background and Objectives sections • Moved Windows 8.1 (32/64 bit) to Current Technology from Research Technology status 	N/A

Version	Date	Purpose of Revision	Redline Link
		<ul style="list-style-type: none"> Added Windows 10 (32/64 bit) to Emerging Technology 	
		<ul style="list-style-type: none"> Added OPD-PLT017A Supporting Document Removed OS imaging language Referenced COPPAR for idle logout exemptions Removed vendor references Added a number of ITP references 	
Revision	09/21/2016	<ul style="list-style-type: none"> Moved Windows OS 10 to Current standard Moved Windows OS 7 and 8.1 to Contain standard Removed Note regarding Windows-based tablets required to run Windows OS 8.1 Added Exemption section 	N/A
Revision	09/13/2019	<ul style="list-style-type: none"> Added OPD-PLT017B Workstation Naming Standards Revised language throughout for clarity Added/updated policy references Updated Current and Contain Product Standards for Windows 10 builds Removed Retired Product Standard table 	N/A
Revision	02/20/2020	<ul style="list-style-type: none"> Removed Microsoft Windows 7 from Contain, now retired. Added clarifying language about use of non-listed products in Standards table Clarified language throughout 	N/A
Revision	11/24/2021	<ul style="list-style-type: none"> Added STD-PLT017C Desktop and Laptop Operating Products and Standards Updated Responsibilities Section Updated Related ITPs/Other References Section and added hyperlinks 	N/A
Revision	09/26/2023	<ul style="list-style-type: none"> Minor rewordings and clarifications Updated to reference both Windows 10 and 11 Merged responsibilities from OPD-PLT017A into the ITP 	Revised IT Policy Redline <09/26/2023>