

Information Technology Policy

Software Licensing Assignment Reference Document

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RFD-BUSFM013B

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Category

Business/Financial Management

Supersedes

None

Contact

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1. Purpose

Reference document to *ITP-BUSFM013, Enterprise Software Asset Management Policy*. This document provides guidance regarding Enterprise Software licenses and which licenses, or type of license should be issued to Commonwealth employees and Contracted Resources.

2. Definitions

Information Workers: A Microsoft licensing term that refers to those employees that have full time access to a desktop or laptop computer and are likely to frequently use Office applications to create, modify, and share documents.

Frontline Workers: A Microsoft licensing term that refers to those employees who work directly with customers or the public. These users often do not have full time access to a dedicated computer and may be more likely to access information on a shared or mobile device.

Additional information regarding the Microsoft licensing for Information and Frontline workers is available at: <https://docs.microsoft.com/en-us/microsoft-365/frontline/flw-licensing-options?view=o365-worldwide>.

3. Policy

The table below contains a list of Enterprise Software and provides details regarding the type of license that should be issued by default. The table does not require that all employees and contracted resources be issued licenses, but rather when licenses are being provided, these are the type or level that should be issued by default.

Exceptions should be examined on a case-by-case basis and licenses may be upgraded or downgraded based on specific user or business needs.

Software	Publisher	Commonwealth Staff (Information Workers)	Commonwealth Staff (Frontline Staff)	Staff Augmentation Resources	Other Contracted Resources
Microsoft 365	Microsoft	G3	F3	G3	Exchange Online Kiosk

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

Version	Date	Purpose of Revision
Original	03/27/2023	Base Document