

POLICY 1365.00 Information Technology (IT) Standard Adoption, Acquisition, Development and Implementation

Issued: June 4, 2009
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PURPOSE

To establish processes to manage the adoption, acquisition, development and implementation of IT Resources and IT Services. To adopt a set of guiding principles that will promote long-term sustainability through standardization and will create cost savings opportunities through consolidation of environments and leveraging the SOM enterprise's buying power. This policy outlines specific responsibilities for Agency Directors and the Director of Technology, Management and Budget.

APPLICATION

This policy is intended for statewide compliance and applies to all Executive Branch Departments, Agencies, Trusted Partners, Boards or Commissions using state of Michigan (SOM) information networks, IT Resources and IT Services.

CONTACT AGENCY

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SUMMARY

Information Technology Standards (ITS) are the approved hardware components, software components and IT services that are assembled to support SOM business functions. ITS includes components that were purchased, developed or acquired at no charge, as well as all other SOM IT Resources and SOM IT Services, and external third-party hosted services.

POLICY

DTMB will adopt, acquire, develop and/or implement all SOM IT products. DTMB will also be responsible for managing all IT activities of agency projects that involve IT Resources.

Agency Director

As an IT Standard User, the Director within their area of responsibility shall ensure:

- Clear and concise communication of business requirements to DTMB in compliance with DTMB IT Administrative Guide Policies 1360 Systems Engineering Methodology and 1355 Project Management Methodology to ensure identification of the correct IT Resources to be obtained.
- All IT Resources implemented within their respective agency are used according to their intended purpose.
- Internal agency policies and procedures are established, maintained and enforced that complement and comply with this policy.
- Agencies desiring to implement more stringent policies than those developed by DTMB may do so in conjunction with DTMB.
- All ITS purchases follow DTMB process requirements.
- Compliance with this policy.

DTMB Director

As an IT Standard Provider, the Director shall ensure:

- A process is defined that will govern the adoption, acquisition, development and implementation of ITS.
- A process is defined that will assess ITS solutions based on the business needs of SOM agencies.
- A mechanism is implemented that will communicate all new or revised ITS to the agencies.

TERMS AND DEFINITIONS

Agency

The principal department of state government as created by the Executive Organization Act, P.A. 380 of 1965.

Information Technology (IT) Resources

Includes, but is not limited to, devices, networks, data, software, hardware, email, system accounts, and facilities provided to conduct official state business.

Integrity

Guarding against improper information modification and/or destruction, ensuring information has not been altered by unauthorized people and the assurance that the information can be relied upon to be sufficiently accurate for its purpose. Integrity considers all possible causes of modification, including software and hardware failure, environmental events, and human intervention.

IT Standards Provider

The office or entity as designated by the state's Executive Office as responsible for providing and supporting all Information Technology solutions used to support state business functions.

Technical Policy

High level executive management statement used to set direction in an organization that documents information values, protection responsibilities and management commitment for protecting its computing and information assets. Policies are strategic in nature.

Technical Standard

Published documents containing technical specifications or other precise criteria designed to be used consistently as a rule, guideline or definition. They are also a collage of best practices and business cases specific to address an organization's technological needs. Standards are tactical in nature and derive their authority from a policy.

Technical Procedure

A series of prescribed steps followed in a definite order which ensure adherence to the standards and compliance as set forth in the Policy to which the Procedure applies. Procedures are operational in nature and derive their guidance from a standard and authority from a policy.

Trusted Partner/ Business Partner

A person (i.e., vendor, contractor, third party, etc.) or entity that has contracted with the SOM to perform a certain service or provide a certain product in exchange for valuable consideration, monetary, or goods and services.

AUTHORIZATION

Authority

This policy obtains its authority from:

- Administrative Guide [Policy 1305 Enterprise Information Technology](http://www.michigan.gov/documents/dmb/1305_193158_7.pdf) (http://www.michigan.gov/documents/dmb/1305_193158_7.pdf).
- The [Administrative Guide to State Government](http://www.michigan.gov/dtmb/0,5552,7-150-9131_9347---,00.html) (http://www.michigan.gov/dtmb/0,5552,7-150-9131_9347---,00.html).
- DTMB [IT Technical Policies, Standards and Procedures](http://inside.michigan.gov/dtmb/wr/psp/Pages/2_DTMB_IT_PSP.aspx) (http://inside.michigan.gov/dtmb/wr/psp/Pages/2_DTMB_IT_PSP.aspx), which can be found on the DTMB Intranet.

Enforcement

All enforcement for this policy shall be in compliance with the standards and procedures of Administrative Guide [Policy 1305 Enterprise Information Technology](http://www.michigan.gov/documents/dmb/1305_193158_7.pdf) (http://www.michigan.gov/documents/dmb/1305_193158_7.pdf).

Developing Standards and Procedures for this Policy

All requirements for developing standards and procedures for this policy shall be in compliance with Administrative Guide [Policy 1305 Enterprise Information Technology](http://www.michigan.gov/documents/dmb/1305_193158_7.pdf) (http://www.michigan.gov/documents/dmb/1305_193158_7.pdf).

Exceptions

All exception requests to this policy must be processed in compliance with Administrative Guide [Policy 1305 Enterprise Information Technology](http://www.michigan.gov/documents/dmb/1305_193158_7.pdf) (http://www.michigan.gov/documents/dmb/1305_193158_7.pdf).

Effective Date

This policy will be effective upon signature of the Administrative Guide approval memo by the DTMB Director.
