DTi (logo)	STATE OF DELAWARE **DEPARTMENT OF TECHNOLOGY AND INFORMATION** 801 Silver Lake Blvd. Dover, Delaware 19904

Doc Ref Number:		**Revision Number:**	
Document Type:	Enterprise Policy	**Page:**	1 of 4
Policy Title:			

Synopsis:	***Put a brief description here***
Authority:	Title 29, Delaware Code, §9004C - General powers, duties and functions of DTI "2) Implement statewide and interagency technology solutions, policies, standards and guidelines as recommended by the Technology Investment Council on an ongoing basis and the CIO, including, but not limited to, statewide technology and information architectures, statewide information technology plans, development life cycle methodologies, transport facilities, communications protocols, data and information sharing considerations, the technique of obtaining grants involving the State's informational resources and the overall coordination of information technology efforts undertaken by and between the various State agencies;"
Applicability:	All users of the State of Delaware communications and computing resources. DTI is an Executive Branch Agency and has no authority over the customers in Legislative and Judicial Branches, as well as School Districts, and other Federal and Local Government entities that use these resources. However, all users, including these entities, must agree to abide by all policies, standards promulgated by DTI as a condition of access and continued use of these resources.
Effective Date:		**Expiration Date:**	None
POC for Changes:	Chief Technology Officer
Approval By:	Cabinet Secretary - State Chief Information Officer
Approved On:	

	STATE OF DELAWARE
	DEPARTMENT OF TECHNOLOGY AND INFORMATION
	801 Silver Lake Blvd.
	Dover, Delaware 19904

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Appendix 3 - Enterprise Policy Template

TABLE OF CONTENTS

I.   Policy

Place policy statement here

II.   Definitions

Add additional definitions here

POLICY
A high-level position statement that should be long-standing and infrequently modified. Therefore it should consist of philosophical and conceptual statements, definition of authority for execution, and a process for review and acceptance.

PROCEDURE & FORMS
Procedures codify specific requirements for compliance with the policy. There may be multiple procedures, each customized to a definable area, but consistent with the philosophies in the policy. Forms are means of communication, typically gathering information and approvals, for a given procedure. Procedures will change more frequently, especially in response to changes in the technology landscape. Compliance with procedures is usually mandatory.

STANDARDS
Standards are typically classification documents that are usually referenced in the policy, and in conjunction with the procedures and forms above, will influence

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courses of action and approval criteria. For example, standards may include a list of products, technical specifications, or refer to external standards established by generally accepted standards bodies. Like procedures, standards will change as the technology changes. In many cases, standards committees will be engaged to guide the evolution of standards. IT organizations usually steer the committees, but IT constituents may have voting powers to ensure collaboration in the standards evolution. Compliance with standards is usually mandatory.

GUIDELINES
Some aspects of policy compliance cannot be effectively captured within specific, discrete procedures. In such cases, guidelines can be drafted that describe (vs. define) conditions that should influence actions to be taken. The guidelines may include weighting factors to aid in assessment of multiple conditions. IT organizations normally draft guidelines with the expectation that the reader (IT or non-IT) can understand them, evaluate the conditions, and take the appropriate action. Compliance with guidelines may or may not be mandatory.

PRACTICES
Practices are repeatable techniques used by IT and non-IT personnel to comply with procedures and guidelines. They are usually developed independently by individuals or workgroups, rarely documented in a formal manner, but in many cases form the basis for strong compliance. "Best Practices" are those that have been found to be effective in most settings. Sharing of Best Practices is a powerful way to achieve the desired benefits of a given policy without introducing burdensome procedures. Practices are generally not enforceable.
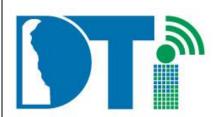
III.   Development and Revision History

Initial version established *xxxxxxx*

IV.   Approval Signature Block

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Name & Title: Cabinet Secretary - State Chief Information Officer	**Date**

Most policies will need a procedural description, a process flowchart, and any needed forms or internet links as references. They are to be included as an appendix to facilitate ease of change without going through the whole formal policy approval process.

Appendix 1 –

Appendix 2 –

Appendix 3 –