

IT Policy, Standard, & Procedure (PSP) Program

Last Revised: December 18, 2019

Effective IT Governance is required for successful Information Technology strategy. Policies, Standards, and Procedures (PSP) are key ingredients of IT governance. The OU IT PSP program enables all stakeholders to share a common understanding, operate within parameters that are safe and effective, and work together to protect the University's data and compute environment.

Toward these goals, the OU IT *PSP management program* establishes:

- Clear, comprehensive IT policy that applies across the enterprise;
- Opportunities for constituent and stakeholder feedback that shapes effective policy; and
- Timely and efficient progress.

Policy	• High-level requirements designed to protect the missions of the University.
Standards	• Detailed information and guidance regarding how to comply with a University Information Technology Policy.
Procedures	• Detailed instructions that the owner of an information system will follow in order to comply with an established <i>Policy</i> and supporting <i>Standards</i> .

IT PSP Process Overview

Every *Policy* and *Standard* follows the same general lifecycle:

Draft	Review & Revise	Approve or Reject	Publish & Promote
<ul style="list-style-type: none"> • Document cover sheet • Initial draft • Document classification • Interested parties • Request for Comment issued 	<ul style="list-style-type: none"> • Request for Comments reviews & input from interested parties • Final version produced 	<ul style="list-style-type: none"> • Relevant approval authority review and approval / rejection <div style="display: flex; justify-content: space-around; align-items: center;"> ✓ ✗ </div>	Upon approval: <ul style="list-style-type: none"> • Publish in document library • Initial dissemination; Promotion is on-going

IT PSP Approval Timelines

Each *Policy* or *Standard* follows an approval lifecycle from request to availability which includes a defined **request for comment** (RFC) period for obtaining stakeholder input:

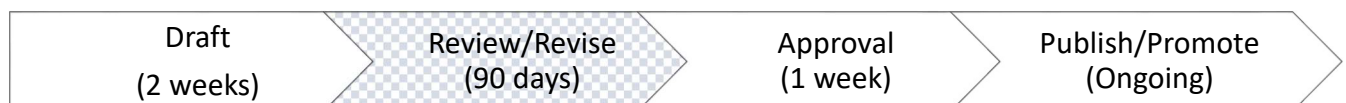
Policy

Typical 12-week process



Standards

Typical 16-week process



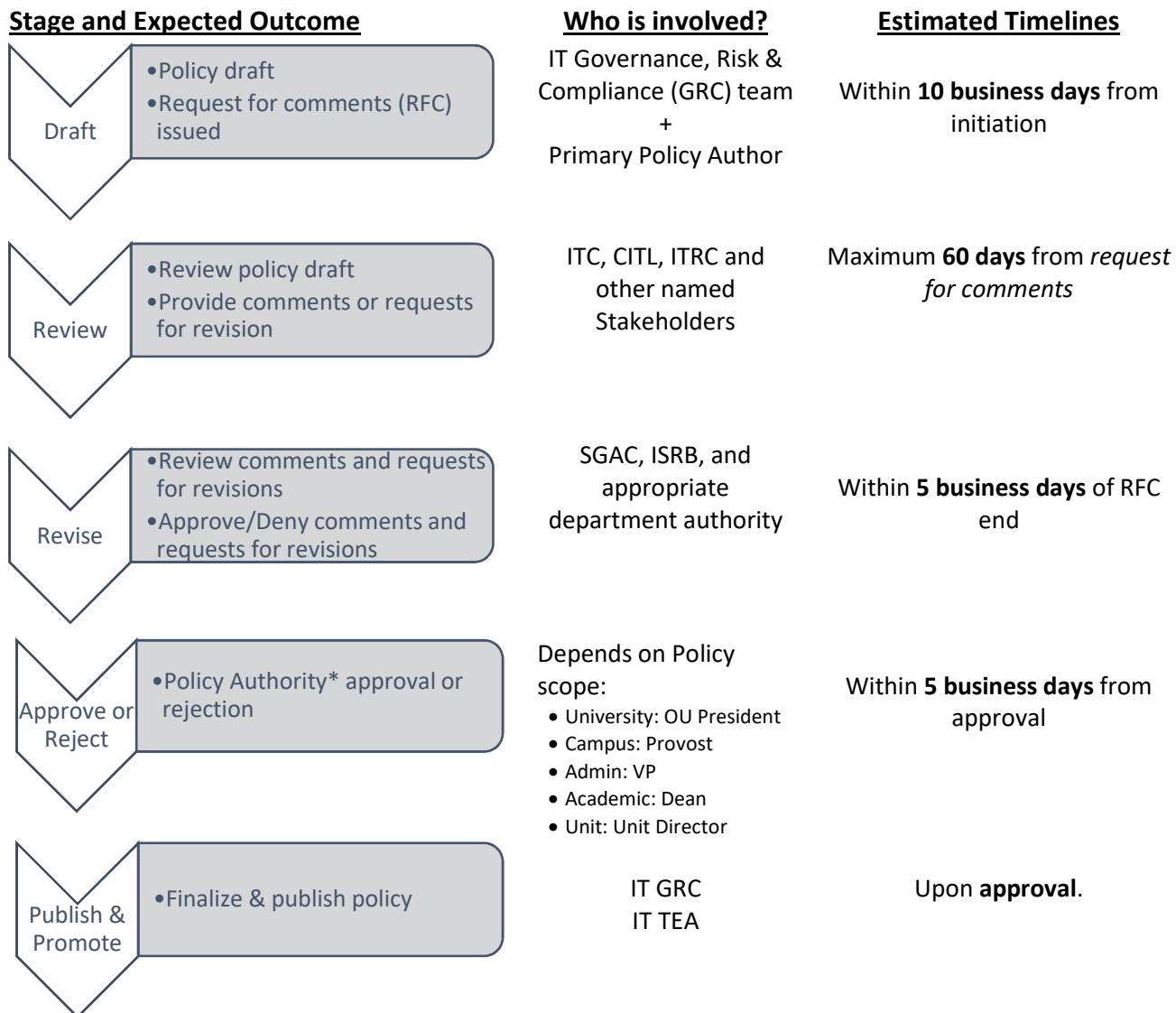
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Procedures: During the Approval process for a *Policy*, a compliance deadline will be established by which time documented procedures must be developed by all business units that address the *Policy* and *Standards*. In some cases, business units can inherit OU IT procedures.

IT Policy Approval Process

The IT Policy lifecycle and timeline involves stakeholders and generates specific outcomes for each of the policy process stages:



IT Policy Effective Date

During the Approval process for a Policy or Standard, an effective data and compliance date will be established by OU IT Policy Governance Boards and documented in the current version. Existing University, Campus and Departmental Policy and Standards will remain in effect and enforceable until new Policy and Standards become effective, in accordance with the document's Effective Date.