Idaho Technology Authority (ITA)

ENTERPRISE POLICY – P1000 GENERAL POLICIES

Category: P1010 – INFORMATION TECHNOLOGY POLICIES, STANDARDS, AND GUIDELINES FRAMEWORK

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I. AUTHORITY

Authority: Idaho Code § 67-5745C

Idaho statute states in part "the Idaho Technology Authority shall:

1. Prepare statewide short-range and long-range information technology and telecommunications systems plans to meet the needs of State agencies;

2. Within the context of its strategic plans, establish statewide information technology and telecommunications policies, standards, guidelines, conventions, and comprehensive risk assessment criteria that will assure uniformity and compatibility of such systems within State agencies;

3. Review and approve large-scale information technology and telecommunications projects including, but not limited to, risk assessment methodologies used by State agencies using authority risk assessment criteria, for State agencies;

4. Review State agencies' compliance with statewide information technology and telecommunications system plans;"

II. ABSTRACT

ITA policies, standards, and guidelines shall:

1. Ensure that information resources fit together in a statewide system to provide ready access to information, data, computer services, and communication resources;

2. Apply to technological hardware and software developed and/or acquired by all State agencies;

3. Use international and industry standards, whenever possible; and

4. Be revised and expanded whenever technological advances necessitate.

The establishment of ITA standards shall be based upon international, industry, and/or de facto standards. Technology advances will necessitate periodic revisions and additions to the standards adopted under this policy.

Emphasis will be placed on standardizing the multiple elements of the information technology infrastructure. The goal of this approach is to reduce aggregate operating costs and eliminate complexity while improving the effectiveness of service.

III. DEFINITIONS

1. Enterprise-Wide – Crossing the boundaries of several or all State agencies and including (encompassing) a common need or requirement.

2. State Agencies – All State departments, boards, commissions, councils and institutions of higher education; but not elected constitutional officers and their staffs, the legislature and its staff, or the judiciary (per Idaho Code, 67-5745 [A]).

IV. POLICY

Agency directors are responsible for their agency's compliance with ITA policies and standards.

The development of enterprise-wide technology architecture requires the establishment and use of technical standards. ITA shall establish, update, and communicate information technology standards that have either been published by an industry standards body (IEEE, ITU, ANSI, etc.) or that ITA deems to have become an industry de facto standard.

ITA policies and standards shall be used by all State agencies for technological procurement and application development projects. Procurement, migration and implementation plans are required to comply with these policies and standards and shall be included in each agency's annual IT Plan. Agencies have a maximum of two (2) years from the date a standard is adopted by ITA to comply with the standard. Agencies unable to meet this schedule due to funding or budget constraints should apply for an extension under the exemption process outlined below.

Guidelines are provided to clarify and further define certain elements of forms, reports, plans, and other documents that may be required by ITA adopted policies.

V. EXEMPTION PROCESS

Some State agencies may have special conditions or extraordinary requirements that prevent compliance with an ITA standard or policy. Agencies may request an exemption from an approved policy by submitting a completed Exemption Request Form, according to the guidelines, for consideration by the ITA. Agencies may request an exemption from an approved standard by submitting a completed Exemption Request Form, according to the guidelines, for consideration by the ITLC (Information Technology Leadership Council)(a subcommittee of ITA). The justification must include measurable business reasons that show a different option is in the best interest of the agency and the State of Idaho.

Situations that **may** lead to exemptions include:

1. Federal restrictions and requirements;

2. Legislative or regulatory mandates that require exceptional measures;

3. Compliance with the standard would adversely affect the ability of the agency to accomplish mission critical functions; or

4. Compliance would cause a major adverse financial impact on the agency that is not offset by statewide savings.

VI. PROCEDURE REFERENCE

Guidelines for the submission of exemption requests are detailed in Information Technology *Enterprise Guideline G120 - Exemption Process*.

VII. CONTACT INFORMATION

For more information, contact the ITA Staff at (208) 332-1876.

REVISION HISTORY

07/15/2014 - Updated Section I. Authority to be consistent with Idaho statute.

04/24/2014 - Updated to reflect the change giving ITLC the authority to set Standards and Guidelines for the State and to also grant exemptions from those Standards and Guidelines.

07/01/13 –   Changed "ITRMC" to "ITA".

6/16/09 –   Added Procedure Reference and Revision History, deleted Timeline.

Revised: June 30, 2004

Date Established: April 1997