

## Idaho Technology Authority (ITA)

# ENTERPRISE STANDARDS – S2000 SOFTWARE – DESKTOP AND NOTEBOOK

**Category: S2110 – OFFICE SUITE**

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## I. DEFINITION

Software to perform ordinary office functions, including word-processing, spreadsheet analysis, and presentation graphics support, all in an integrated environment.

## II. RATIONALE

Compatible linked office software suites present the same "look and feel" to the user, maximize productivity, and minimize training expense. Integration allows formatted data to be transferred seamlessly from one application to another without conversion. Synergistic opportunities abound with integration. The lack of integration results in multiple editing and presentation environments and in the lack of full compatibility with data.

## III. APPROVED STANDARD(S)

Supported by the approved operating systems for desktop and notebook computers providing Graphical User Interface functionality and compatibility among all the tools in the office suite.

## IV. APPROVED PRODUCT(S)

1. Microsoft Office vendor supported version(s)

## **V. JUSTIFICATION**

Microsoft Office provides the full scope of required functions and is fully compatible with Microsoft Exchange, Outlook, and Internet Explorer. A common office suite throughout State government allows for transparent data interchange and lower cost per user.

## **VI. TECHNICAL AND IMPLEMENTATION CONSIDERATIONS**

Agencies should update to the latest service pack for the supported version of Office that they are running.

The latest supported version of Microsoft Office may represent a significant change for users. The location of some standard features may not seem logical to all users and may cause frustration or require end-user training. Change can be costly when acquisition, training, and conversion are considered. Agencies should carefully weigh the productivity benefits versus the cost of migration.

## **VII. EMERGING TRENDS AND ARCHITECTURAL DIRECTIONS**

Agencies should have an implementation plan for the newer, supported versions of Microsoft Office so they can more easily communicate with other agencies and their customers.

## **VIII. PROCEDURE REFERENCE**

Policy for Patching and Vulnerability Management are detailed in ITA Information Technology [P4520 – Patching & Vulnerability Management](#)  
[Microsoft Product Lifecycle Search](#)  
[Microsoft Products Support Lifecycle Policy](#)

## **IX. REVIEW CYCLE**

Six (6) Months

## **X. CONTACT INFORMATION**

For more information, contact the ITA Staff at (208) 605-4064.

## **REVISION HISTORY**

08/19/14 – Removed all references to specific versions of Microsoft Office. The version being used must be vendor supported, and must be patched and updated on a regular basis.

07/01/13 – Changed “ITRMC” to “ITA”.

- 06/16/09 – Added Procedure Reference and deleted Timeline.
- 10/10/07 – The “Approved Products” section was updated to include Office 2007. Office 2000 was removed from the list of approved products. The “Technical and Implementation Considerations” section was updated. Reference to Office 2007 was added in the “Emerging Trends and Architectural Directions” section.
- 03/07/07 – Updated reference to Office 2003 in the “Justification” section. Updated reference in the “Emerging Trends and Architectural Directions” section to show that Office 2007 is now available, and that agencies should test and deploy compatibility packs.
- 11/15/06 – Added a reference to Office 2007 in the “Emerging Trends and Architectural Directions” section.
- 05/16/06 – The “Approved Products” section was updated to recommend not installing Office 2000 on new systems. The justification was that Microsoft ended mainstream support for Office 2000 in June 2004.
- 07/20/05 – The “Emerging Trends and Architectural Directions” section was updated to reflect the release of schedule service packs from Microsoft for Office 2002 (XP). The “Justification” section was updated with the removal of Office 97 as this version of Office is no longer in common use. These changes keep the ITRMC standard up-to-date and let agencies know how important it is to keep their software up-to-date. Almost all attacks on systems use known security issues that already have patches/fixes available, so it is very important that agencies stay up-to-date on their security.
- 12/09/04 – The “Emerging Trends and Architectural Directions” section was updated to reflect the release of scheduled service packs from Microsoft for Office 2003 and Office 2000. These changes keep the ITRMC standard up-to-date and let agencies know how important it is to keep their software up-to-date. Almost all attacks on systems use known security issues that already have patches/fixes available, so it is very important that agencies stay up-to-date on their security.

Effective Date: December 2000