CHAPTER 9

SOFTWARE DISTRIBUTION

PURPOSE:

To define the process a central office organization, the State Materials Office (SMO), or a districtof the Department of following the follows to request the of distributingon or installation installingof software in two or more district offices, including the Turnpike Enterprise. This procedure also establishes accountability for the initial software testing to ensure the software (1) functions as expected, and (2) is compatible with the existing information technology environment in the intended area of installation, prior to the software's distribution or installation. This procedure also establishes accountability for ensuring the software installation is in compliance with all applicable software licensing requirements.

AUTHORITY:

Sections 20.23(3)(a) and 344.048(3) Florida Statutes (F.S.)

SCOPE:

This procedure is limited to software to be distributed or installed in two or more district offices, including the Turnpike Enterprise.

REFERENCES:

Chapter 7 of this Manual
Chapter 4 of this Manual
Chapter 74-2, Florida Administrative Code (F.A.C.)

9.1   PROVIDING SOFTWARE FOR DISTRIBUTION

Senior Management Service (SMS) or Select Exempt Service (SES) managers of functional areas in the central office, the State Materials Office, or a district can provide software for distribution to that same functional area in two or more district offices.

9.2   TESTING OF SOFTWARE PRIOR TO DISTRIBUTION

Central office, State Materials Office, or district SMS and SES managers providing software for district distribution are accountable for ensuring the software is tested prior to requesting distribution and installation. The satisfactory conclusion of this testing must provide the central office, State Materials Office, or district SMS or SES manager with (1) verification the software functions as expected and (2) verification the software is compatible with the existing information technology environment in the intended area of installation.

9.3   ENSURING COMPLIANCE WITH LICENSING REQUIREMENTS

Central office, State Materials Office, or district SMS and SES managers providing software for district distribution are accountable for ensuring the software licensing requirements have all been complied with prior to requesting distribution.

9.4   REQUESTING SOFTWARE DISTRIBUTION OR INSTALLATION

9.4.1 When a central office, State Materials Office, or district SMS and SES manager is ready for the distribution or installation of software, the manager will access the Software Distribution Notification Application (SDNA) from the Enterprise Application Menu on the Infonet.

9.4.2 To initiate a request for distribution, the manager should select the "Notification" tab from the application home page and then click on "New Notification". A form will be displayed that must be completed by the requesting manager. A help tab is provided within the application to assist the manager in completing the form. The form includes a statement that the requesting manager has en̶a̶s̶sured that proper testing has been done and licensing requirements have been met.

9.4.3 If the software is Engineering/CADD, the request will be sent to the Manager of the Engineering/CADD Systems Office (ECSO). Otherwise, the request will be sent to the District IT Services Managers or the Integration S̶e̶r̶v̶i̶c̶e̶s̶ ̶O̶f̶f̶i̶c̶e̶Services Office.

9.4.4 The ECSO manager or the District IT Services Managers/Integration Services manager will review the request and verify that all information has been provided and the requested installation date is feasible. If everything provided on the form is in order,

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the ECSO manager or District IT Services Managers/Integration Services manager will coordinate the distribution and installation process with the appropriate district OIT Office of Information Technology (OIT) personnel. If there are issues or questions concerning the request, the ECSO manager or District IT Services Managers/Integration Services manager will work with the requesting manager to resolve the issues or questions.

It is understood that the requested installation date may not be achievable in every location due to production cycles associated with the Department's work program or other local conditions. In such cases, a request for exception may be approved by the ECSO manager or the District IT Services Managers/Integration Services Manager if adequate justification is provided that includes a target date for the completion of the installation.

9.4.5 Office of Information TechnologyOIT and Turnpike Enterprise information technology staffs are responsible for ensuring installations are limited to the recipients identified in the SDNA.

9.4.6 The SDNA also contains reports and capabilities for reviewing and tracking the status of submitted requests.

TRAINING:

None Required.

FORMS:

None Required.