

## CHAPTER 8

### INFORMATION TECHNOLOGY RESOURCE STANDARDS

#### **PURPOSE:**

This procedure outlines the processes for documenting, coordinating, and adopting information technology resource standards for the Department.

#### **AUTHORITY:**

Sections 20.23(4)(a) and 334.048(3) Florida Statutes

#### **SCOPE:**

This procedure applies to all members of the Department's workforce who use Department owned, managed, or leased information technology resources.

#### **REFERENCES:**

Chapter 7 of this Manual  
Adopted Information Technology Resource Standards

#### **GENERAL:**

The Agency Chief Information Officer is responsible for developing and implementing agency information resources management policies, procedures, and standards, including specific policies and procedures for review and approval of the agency's purchases of information technology resources.

Various offices within the Department identify and evaluate information technology resources for use within their area of responsibility. In many cases, the use of these resources necessitate they be adopted as **Department standards**.

## **8.1 DOCUMENTING INFORMATION TECHNOLOGY RESOURCES (ITR) STANDARDS**

**8.1.1** The Chief Information Officer (CIO) is responsible for establishing and maintaining a list of Information Technology Resource Standards for the Department and for approving offices to identify and evaluate information technology resources that become Department standards.

**8.1.2** The Department's adopted information technology resource standards are identified in the ***Adopted Information Technology Resource Standards*** available on the Department's intranet (Infonet). The document is linked from the Office of Information Systems' (OIS) Infonet website and is hereby incorporated by reference and made part of the Department's Standard Operating System.

**8.1.3** The Selected Exempt Service (SES) or Senior Management Service (SMS) managers of offices that have been approved to identify and evaluate information technology resource standards shall implement processes and procedures for the review of proposed information technology resource standards.

## **8.2 COORDINATING ADDITIONS OR CHANGES TO ITR STANDARDS**

**8.2.1** All requests for adding, modifying, or deleting adopted information technology resource standards shall be submitted through the Technology Request System as described in ***Chapter 7*** of this Manual.

## **8.3 ADOPTION OF ITR STANDARDS**

**8.3.1** Final decisions on changes to ITR Standards shall be approved by the CIO through processes outlined in ***Chapter 7*** of this Manual. Changes shall be reflected in the ***Adopted Information Technology Resource Standards*** document on Infonet.

**8.3.2** Appropriate stakeholders shall be notified of any changes to the ITR Standards.