L&I, Office of Information Technology Procedure

Name:	Purchase, Deployment and Transport of IT Equipment Procedure
Effective Date:	May 2017
Category:	Platform
Version:	1.1

1. Scope:

This procedure applies to all Department of Labor & Industry (L&I) employees and business partners (hereinafter referred to collectively as "L&I Users").

2. Procedure:

The procedure is implemented by L&I Office of Information Technology (OIT) in support of business objectives and requirements of the various program areas within L&I.

A. Procedure to procure IT Equipment

Step	Responsibility	Action
1.	L&I User	Engages with OIT based on the type of IT Equipment to be procured:

- desktops and laptops & PC related peripherals connected to workstations contact LI, NewEquipmentReq.
- printer and MFD request contact LI, New Printer Request.
- Mobile device (cell/smart phones, tablets) the program area change submitter will submit a Change Request (CR).

Step	Responsibility	Action
2.	OIT	Asses the CR and determine:

- If the solution is suitable for the requirements;
- If the solution is compliant with policies;
- If the solution meets project criterion; and
- Risk level.

Step	Responsibility	Action
3.	OIT	Report back to the requester (L&I User) with the assessment and approval or recommendations.

B. Procedure to deploy IT Equipment

Step	Responsibility	Action
1.	OIT/ L&I User	Submits CR
2.	OIT	Coordinates with:

- Program area staff for time/locations/access
- OIT resources for support

3. L&I User   L&I Users verify deployment success

4. OIT   Updates CR and asset management component of ITSM tool

C. Procedure to transport IT Equipment

Step	Responsibility	Action
1.	OIT	Receives request to transport equipment
2.	OIT	Collects and secures IT Equipment
3.	OIT	Completes Chain of Custody document
4.	OIT	Coordinates transportation resources
5.	OIT	Uploads signed chain of custody document in ITSM tool as part of the CR record.

3. References:

L&I Policy Definitions Document

PLT-001 - Purchase Deployment and Transporting of IT Equipment

4. Version Control:

Version	Date	Purpose
1.0	10/2016	Base Document
1.1	05/2017	Updates for deployment and transport