EBR Office of Information Technology Procedure

Name:	OIT Policy and Procedure Development, Review, and Approval
Effective Date:	August 2018
Category:	Administration
Version:	1.1

1. Scope:

This procedure applies to all Employment Banking and Revenue (EBR) employees and business partners (hereinafter referred to collectively as "EBR Users").

2. Procedure:

The procedure is implemented by L&I Office of Information Technology (OIT), Information Security Office (ISO).

A. Policy Development, Review, and Approval Procedure

Step	Responsibility	Action
1.	OIT Initiator	Prepares draft policy and forwards to ISO.
2.	ISO	Converts draft to OIT policy format.
		Forwards policy draft to Initiator and other impacted parties for a review / comment period. This is to ensure the intent is met.
3.	ISO	Forwards draft to OIT Management from the delivery center (DC) for a five (5) business day review / comment period. Grants additional time if requested by reviewers.
4.	ISO	Edits policy document (if necessary) and forwards to Agency IT Directors for a five (5) business day review / comment period. Grants additional time if requested by reviewers.
5.	ISO	Edits policy document (if necessary) and forwards to Delivery Center CIO/CTO/CISO for a five (5) business day review / comment period. Grants additional time if requested by reviewers.
		Forwards to DC ER, & DC OCC for a five (5) business day review / comment period. Grants additional time if requested by reviewers.
6.	ISO	If necessary, forwards draft to L&I deputies, and executive directors for a ten (10) business day review / comment period. Grants additional time if requested by reviewers.

7. ISO   Forwards draft to DC Press Offices for review / comment / approval. Grants additional time if requested by reviewers.

8. ISO   Dates policy and releases to OIT Policies and Procedures Intranet and Internet sites.

B. Procedure Development, Review, and Approval

Step	Responsibility	Action
1.	OIT Initiator	Prepares draft procedure and forwards to ISO.
2.	ISO	Converts draft to OIT procedure format. Forwards procedure draft to Initiator and other impacted parties for a review / comment period.
3.	ISO	Forwards draft to DC Press Offices for review / comment / approval.
4.	ISO	Dates procedure and releases to Intranet and Internet sites.

3.References:

EBR Policy Definitions Document

ADM-000 - OIT Policy and Procedure Development, Review, and Approval

4.Version Control:

Version	Date	Purpose
1.0	10/2016	Base Document
1.1	08/2018	Incorporate steps for delivery center review