

L&I, 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

<u>Step</u>	<u>Responsibility</u>	<u>Action</u>
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.

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- 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

<u>Step</u>	<u>Responsibility</u>	<u>Action</u>
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.
9.	ISO	Dates procedure and releases to Intranet and Internet sites.

10. References:

[EBR Policy Definitions Document](#)

[ADM-000](#) - OIT Policy and Procedure Development, Review, and Approval

11. Version Control:

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