

## L&I, Office of Information Technology Procedure

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|------------------------|--|
| <b>Name:</b>           | OIT Policy and Procedure Development, Review, and Approval |
| <b>Effective Date:</b> | March 2017   |
| <b>Category:</b>       | Administration   |
| <b>Version:</b>        | 2.2  |

### 1. Scope:

This procedure applies to all Department of Labor & Industry 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), Enterprise Security and Compliance (ESC).

#### A. Policy Development, Review, and Approval

| <b>Step</b> | <b>Responsibility</b> | <b>Action</b>  |
|-------------|-----------------------|--|
| 1.          | OIT Initiator         | Prepares draft policy and forwards to ESC.   |
| 2.          | ESC                   | Converts draft to OIT policy format.<br>Forwards policy draft to Initiator and other impacted parties for a review / comment period.       |
| 3.          | ESC                   | Forwards draft to OIT Management for a five (5) business day review / comment period.  |
| 4.          | ESC                   | Edits policy document (if necessary) and obtains CIO approval.<br>Forwards to ER, OCC for a five (5) business day review / comment period. |
| 5.          | ESC                   | If necessary, forwards draft to L&I deputies, and executive directors for a ten (10) business day review / comment period.                 |
| 6.          | ESC                   | Forwards draft to L&I Press Office for review / comment / approval.  |
| 7.          | ESC                   | Dates policy and releases to LION OIT Policies and Procedures site.  |

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B. Procedure Development, Review, and Approval

| <b>Step</b> | <b>Responsibility</b> | <b>Action</b>  |
|-------------|-----------------------|--|
| 1.          | OIT Initiator         | Prepares draft procedure and forwards to ESC.  |
| 2.          | ESC                   | Converts draft to OIT procedure format.<br>Forwards procedure draft to Initiator and other impacted parties for a review / comment period. |
| 3.          | ESC                   | Forwards draft to L&I Press Office for review / comment / approval.  |
| 4.          | ESC                   | Dates procedure and releases to LION OIT Policies and Procedures site.   |

**3. References:**

[L&I Policy Definitions](#)

[ADM-001 - OIT Policy and Procedure Development, Review, and Approval](#)

**4. Version Control:**

| <b>Version</b> | <b>Date</b> | <b>Purpose</b>                                |
|----------------|-------------|---|
| 1.0            | 09/2006     | Base Document                                 |
| 2.0            | 09/2014     | Merged with A-100.1 and updated to new format |
| 2.1            | 05/2016     | Format and content update                     |
| 2.2            | 03/2017     | Update format and add procedure information   |