

	MICHIGAN ECONOMIC DEVELOPMENT CORPORATION Information Technology	Standard: AUTH.01.001
Topic Area:	Information Technology Policy, Standard and Procedure Administration Standard	
Distribution:	All Michigan Economic Development Corporation Staff	

Purpose: To establish a Michigan Economic Development Corporation (MEDC) standard for Information Technology (IT) policy administration that ensures policies, standards and procedures (PSPs) are based on best practices, presented in a common format, located in a central repository and are reviewed, updated and published to ensure transparency with MEDC Staff.

Contact/Owner: Michigan Economic Development Corporation
Information Technology

Scope: Applicable to all MEDC IT Policies, Standards and Procedures.

Standard: The MEDC Chief Information Officer (CIO), or designee, shall be responsible for approving all MEDC IT policies, standards, and procedures after they have been approved by the Cross Functional Review Team (CFRT), and the MEDC Executive Leadership. A policy, standard or procedure will not be published until the MEDC CIO approval is provided by signature. Additionally, all MEDC IT policies, standards, and procedures will be reviewed periodically based on regulation requirements (e.g., federal, state, Payment Card Industry, Criminal Justice Information System, Health Insurance Portability and Accountability Act, personal identifiable information, etc.) that govern each policy or as determined by the MEDC CFRT, whichever is most frequent, and updated as appropriate.

Glossary

Policy: For purposes of this standard, a *policy* is a formal, brief, high level overarching statement or plan that embraces MEDCs general beliefs, goals, objectives, and acceptable procedures for a specified subject area. Policies define “*Why*” we need to protect assets and resources. Policies are strategic in nature.

Standard: A *standard* is a mandatory action or set of rules designed to support and conform to a policy and states what is to be accomplished in specific terms. A standard should assist the organization to “standardize” on processes, services, behaviors or subjects; and it makes a policy more meaningful and effective. It must include one or more accepted specifications for hardware, software or behavior. Standards define “*What*” mechanism should be used to protect the asset or resource and are tactical in nature.

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Procedure:

A *procedure* is a series of steps taken to accomplish an end goal. It provides step-by-step instructions covering “Who does what” and specifies how to meet the requirements set forth in the standard. Procedures define “*How*” to protect assets and resources and are the mechanisms to enforce the policy. The procedures tie policies and standards together by resources and act as the tool for policy compliance. They are operational in nature.

Roles and Responsibilities

Policy Administrator:

The Infrastructure Services, Director shall be responsible for administration and oversight of all enterprise-level technical policies, standards and procedures. The Policy Administrator shall:

- a. Ensure an Information Technology Framework for policies and policy sub-components (e.g., standards, procedures, forms, etc.) is developed, implemented, and maintained.
- b. Coordinate appropriate work groups and/or subject matter experts throughout the PSP life cycle process.
- c. Ensure all PSPs developed comply with this standard.
- d. Ensure the MEDC CIO, or designee, approves all PSPs prior to publication.
- e. Ensure a process is defined for publishing and communicating MEDC PSPs and forms to the appropriate user community.
- f. Ensure a process is defined for creating, updating, auditing, reviewing, rescinding, deleting and archiving PSPs.
- g. Provide ownership and ensure development of the MEDC PSP website.
- h. Appoint a Policy Coordinator.
- i. Ensure the document management system for the PSPs is maintained.

Policy, Standard and Procedure Approvals:

The MEDC CIO shall approve and rescind policies, standards, and procedures after review by the MEDC Cross Functional Review Team and the MEDC Executive Leadership.

Policy Cross Functional Team Member:

The Policy Cross Function Review Team shall be comprised of the Director and all Managers of both the Business Application Services Team and the Infrastructure Services Team. The Cross Functional Review Team members shall:

- a. Notify ad-hoc subject matter expert(s) for a particular subject of upcoming Cross Functional Review Team meetings they should attend.

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- b. Work with Subject Matter Expert(s) to promote successful implementation of PSPs.
- c. Ensure adequate review for impact of proposed PSP before submission of the final PSP draft to the CIO.
- d. Work in conjunction with the Policy Coordinator to develop PSPs that meet the needs of the MEDC.
- e. Act as the point of contact to coordinate all PSP requests from any MEDC business unit.

Subject Matter Experts (SME):

The Subject Matter Experts (SME) shall be comprised of individuals designated by the Policy Cross Functional Review Team. The SME shall:

- a. Research and/or write policies, standards or procedures within their area of expertise, along with other resources and in coordination with the CFRT member.
- b. Attend meetings to develop PSPs, as required.

Policy Coordinator:

The Policy Administrator shall designate one person to act as the Policy Coordinator. The Policy Coordinator shall:

- a. Serve as Team Lead for the Policy Cross Functional Review Team.
- b. Design, develop, maintain, and provide oversight of the Information Technology Framework and web site for policies and policy sub-components (e.g., standards, procedures, forms, etc.).
- c. Provide oversight and management of all PSP submissions.
- d. Manage PSPs through the policy life cycle process after PSPs are submitted.
- e. Assign, track, and coordinate PSPs review.
- f. Communicate new and modified policies to the MEDC employees.
- g. Publish, archive, and provide version control of approved PSPs.
- h. Provide PSP awareness training and materials to all MEDC staff as necessary.
- i. Work with the Cross Functional Review Team members to provide policy framework guidance in the development of PSPs.

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Authoritative Policies:	AUTH.01
Associated Procedures:	AUTH.01.001.01 AUTH.01.001.02

Signature and Title of Approver:**Date:**

Tilak Mohan, Chief Information Officer	April 18, 2018
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Author:	Approver:	Approval Date:	Description of Change(s):
Kim Fedewa	Tilak Mohan	November 17, 2016	Original copy approval.
Kim Fedewa	Tilak Mohan	March 22, 2017	Annual Review.
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