Effective IT Governance is required for successful Information Technology strategy. Policies, Standards, and Procedures (PSP) are key ingredients of IT governance. The OU IT PSP program enables all stakeholders to share a common understanding, operate within parameters that are safe and effective, and work together to protect the University’s data and compute environment.

Toward these goals, the OU IT PSP management program establishes:
- Clear, comprehensive IT policy that applies across the enterprise;
- Opportunities for constituent and stakeholder feedback that shapes effective policy; and
- Timely and efficient progress.

**IT PSP Process Overview**

Every Policy and Standard follows the same general lifecycle:

<table>
<thead>
<tr>
<th>Draft</th>
<th>Review &amp; Revise</th>
<th>Approve or Reject</th>
<th>Publish &amp; Promote</th>
</tr>
</thead>
</table>
| • Document cover sheet  
  • Initial draft  
  • Document classification  
  • Interested parties  
  • Request for Comment issued | • Request for Comments reviews  
  • Input from interested parties  
  • Final version produced | ● Relevant approval authority review and approval / rejection  
  ✓ / X | Upon approval:  
  ● Publish in document library  
  ● Initial dissemination;  
  Promotion is on-going |

**IT PSP Approval Timelines**

Each Policy or Standard follows an approval lifecycle from request to availability which includes a defined request for comment (RFC) period for obtaining stakeholder input:

**Policy**

- Draft (2 weeks)  
  - Review/Revise (60 days)  
  - Approval (1 week)  
  - Publish/Promote (Ongoing)

**Typical 12-week process**

**Standards**

- Draft (2 weeks)  
  - Review/Revise (90 days)  
  - Approval (1 week)  
  - Publish/Promote (Ongoing)

**Typical 16-week process**

See back page for Policy approval details.
IT Policy Approval Process

The IT Policy lifecycle and timeline involves stakeholders and generates specific outcomes for each of the policy process stages:

<table>
<thead>
<tr>
<th>Stage and Expected Outcome</th>
<th>Who is involved?</th>
<th>Estimated Timelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>IT Governance, Risk &amp; Compliance (GRC) team + Primary Policy Author</td>
<td>Within <strong>10 business days</strong> from initiation</td>
</tr>
<tr>
<td>Review</td>
<td>ITC, CITL, ITRC and other named Stakeholders</td>
<td>Maximum <strong>60 days</strong> from request for comments</td>
</tr>
<tr>
<td>Revise</td>
<td>SGAC, ISRB, and appropriate department authority</td>
<td>Within <strong>5 business days</strong> of RFC end</td>
</tr>
<tr>
<td>Approve or Reject</td>
<td>Depends on Policy scope: University: OU President, Campus: Provost, Admin: VP, Academic: Dean, Unit: Unit Director</td>
<td>Within <strong>5 business days</strong> from approval</td>
</tr>
<tr>
<td>Publish &amp; Promote</td>
<td>IT GRC, IT TEA</td>
<td>Upon approval</td>
</tr>
</tbody>
</table>

IT Policy Effective Date

During the Approval process for a Policy or Standard, an effective data and compliance date will be established by OU IT Policy Governance Boards and documented in the current version. Existing University, Campus and Departmental Policy and Standards will remain in effect and enforceable until new Policy and Standards become effective, in accordance with the document’s Effective Date.