Policy Review Process

Procedures Document No.  Draft Rev. 1.0

Effective Date: January 16, 2008
Last Review Date: January 16, 2008

The following are responsible for the accuracy of the information contained in this document

Responsible University Officer
Associate Vice President / Associate Vice Provost for Information Technology and Chief Information Officer (CIO)

Responsible Coordinating Office
Office of Information Technology (OIT)

1. Executive Summary

This document describes the process, also known as the Security Policy Review (SPR), which will be followed by OIT-IS when writing/revising security policies which will affect OIT and/or Georgia Tech as a whole. This document is needed to provide the necessary guidance to write, review, and publish Security Policies, Standards, and Procedures in a timely and efficient manner.

The core of this process lies with the formation of a Policy Review Committee (PRC). The PRC will be comprised of members from GT Legal, HR, OIT, Internal Audit, and Registrar. Currently, the following individuals will comprise the PRC:

OIT-IS                        Richard Biever
OIT ED                        Jim O’Connor
OIT EIS                       Lori Sundal
GT Legal                      Yolonda Cameron
GT HR                         TBD – Chuck Donbaugh
GT Internal Audit             Terry Nolan
GT Registrar                  Reta Pikowsky
Technology/Service SME        TBD Based on Policy/Standard

The purpose of this group is to provide feedback and constructive criticism for proposed OIT and GT Security Policies based on their respective functional areas.
Security Policies/Standards/Procedures should be reviewed by the PRC on an annual basis, based on the initial publication date. In addition, there may be a need for new policies, which will be written by OIT-IS and reviewed by the PRC prior to CIO approval and policy publication.

Grammatical, format, or minor (e.g. contact information) changes will not be reviewed by the PRC. OIT-IS will instead notify the CIO of the changes and publish them as necessary.

2. Process

This process applies to all OIT or GT Policy/Standard/Procedure documentation.

<table>
<thead>
<tr>
<th>Step</th>
<th>Process Owner</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Policy or Policy</td>
<td>Policy &amp; Compliance Manager</td>
<td>For the purposes of this document, input into the SPR will occur due to a Policy/Standard/Procedure review or through a request for a new Policy/Standard/Procedure. The process will be kicked off when the IS Policy and Compliance Manager (PCM) receives the request to review a policy or write a new policy.</td>
</tr>
<tr>
<td>Revision/Review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Changes or New</td>
<td>Policy &amp; Compliance Manager</td>
<td>The PCM will perform an initial analysis of the request and document the proposed changes (if a review) or the proposed language (if a new request).</td>
</tr>
<tr>
<td>Content</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changes or New Content</td>
<td>Policy &amp; Compliance Manager and OIT</td>
<td>The PCM will then forward the information to the OIT IS Director for preliminary approval to proceed.</td>
</tr>
<tr>
<td>Proposal Reviewed</td>
<td>IS Director</td>
<td></td>
</tr>
<tr>
<td>New/Revised Policy Written</td>
<td>Policy &amp; Compliance Manager</td>
<td>Once approval from the OIT IS Director has been received, the initial draft will be written by the PCM, taking into account the edits from the OIT IS Director.</td>
</tr>
<tr>
<td>Policy Update</td>
<td>Policy &amp; Compliance Manager</td>
<td>While writing the new policy or updating existing policies, the PCM will seek input from the various technical communities on campus (GTITC, CSS, CSR’s).</td>
</tr>
<tr>
<td>Reviewed with Technical SME’s</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Policy Update Sent to PRC for</td>
<td>Policy &amp; Compliance Manager</td>
<td>The initial draft will next be sent to the PRC for review. A summary of the proposed changes or new policy highlights will be included with the draft. The draft will also be socialized various groups (e.g. SGA, Faculty and Technical Leads) for feedback where</td>
</tr>
<tr>
<td>Review</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Policy Review Process

<table>
<thead>
<tr>
<th>Step</th>
<th>Permissions Required</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRC Discussion on Changes</strong></td>
<td>PRC</td>
<td>The PRC will review the proposed changes over a period not to exceed 1 month. During this time, the initial discussion will be handled over email with weekly face-face meetings as needed. PRC members are expected to provide input based on their functional areas. At the end of 1 month, the final “draft” will be compiled taking into account the various inputs and recommendations.</td>
</tr>
<tr>
<td><strong>Final Draft to CIO for Approval</strong></td>
<td>Policy &amp; Compliance Manager and CIO</td>
<td>The approved PRC draft is passed to the CIO for approval. The PCM will brief the CIO on the proposed changes or new policy and take into account any recommendations the CIO has. The PCM will keep the PRC apprised of the discussions with the CIO and any changes that are proposed.</td>
</tr>
<tr>
<td><strong>Communication to Campus</strong></td>
<td>Policy &amp; Compliance Manager</td>
<td>Once the draft or changes have been approved, the final document will be communicated via email to the campus.</td>
</tr>
<tr>
<td><strong>Final Draft Published</strong></td>
<td>Policy &amp; Compliance Manager</td>
<td>Once the CIO has approved the final draft, it will be updated and posted to the OIT Policy Website.</td>
</tr>
</tbody>
</table>

1. New Policy or Policy Revision/Review
2. Proposed Changes or Content
3. Send Proposed changes to IS for review
4. Preliminary OK?
   - No
   - Yes
5. Discussion on Proposed changes.
6. Policy update sent to PRC for review and socialized with SGA, Faculty, and Tech Leads
7. Vet new policy or policy changes with various Technical Groups (GTITC, CSS, CSR) Update as needed
8. New/Revised Policy written
9. Changes OK’d by the PRC?
   - No
   - Yes
10. Final Draft sent to CIO for approval.
11. Approved?
    - No
    - Yes
12. Communications to Campus
13. Final Draft Updated to OIT website.