Maryland
DEPARTMENT OF
INFORMATION TECHNOLOGY

Larry Hogan | Governor
Boyd K. Rutherford | Lt. Governor
Michael G. Leahy | Secretary
Lance Schine | Deputy Secretary

Memorandum

November 15, 2019

From: Michael G. Leahy, Secretary
To: Departmental Personnel

Subject: IT Policy Catalog Establishment

We are establishing a department-wide catalog of policies to standardize and update content as well as to develop policy in overlooked or emerging service areas. The target for catalog launch is January 15th and the development project will be led by the Office of Enterprise Architecture (OEA).

The following are the general steps that we will use to establish the IT Policy Catalog:

1. Project kickoff, role assignments, internal/external project briefings.
2. Establish IT Policy Review Board, led by the Assistant Secretary for Strategy & Governance.
3. Current Content Discovery:
    a. Copies of existing IT law and policy submitted to PM from all DoIT offices.
    b. Examination of the DoIT website and other online resources for published policies.
    c. SME review of existing policies for designation to be updated or eliminated.
    d. Present current content summary and disposition recommendations to ITPRB.
    e. ITPRB presents recommendations to the Secretary for approval.
4. New Workflow Development:
    a. Creation of new workflow for policy development/approval.
    b. Development of a standard format for an automated policy template.
    c. Creation of an online repository for the IT Policy Catalog.
5. New Content Development:
    a. SME identification of new policy that is needed in each service area.
    b. ITPRB approval of list of recommended new IT policies.
    c. SME and project team drafting of new policy using standardized template.
    d. ITPRB review of draft policies using new workflow.
    e. Secretarial review/approval of new IT policies.
6. Catalog Launch:
    a. Load approved IT policies in online repository.
    b. Secretarial announcement/media release on new IT Policy Catalog.

In accordance with Maryland State law, the Secretary of the Department of Information Technology is the only Department official charged with providing final approval for IT policy. The new IT Policy Review Board will conduct reviews and make recommendations for my approval, using the new policy workflow that this project develops.

The new IT Policy Catalog will reside on our public website and will only contain our Department's policies. This will help our providers and customers to better understand our services and standards. It also promotes State-wide and multi-agency share IT solutions where appropriate.

Please provide your full support to OEA for this development project. Thank you.