

 <p><b>Maryland</b> DEPARTMENT OF INFORMATION TECHNOLOGY</p>	<h1>Information Technology Policy and Standards</h1>	<p>Approved: DocuSigned by: <i>Michael G. Leahy</i> 7820D075CBE64C5... Michael G. Leahy, Secretary</p> <p>09/22/2020 Date</p>
<p># 20-01</p>	<h2><i><b>IT Policy Program &amp; Guidelines</b></i></h2>	

**Area(s):**

- |   |                                      |                                   |                                   |                               |
|---|--------------------------------------|-----------------------------------|-----------------------------------|-------------------------------|
| <input checked="" type="checkbox"/> Process | <input type="checkbox"/> Procurement | <input type="checkbox"/> Security | <input type="checkbox"/> Hardware | <input type="checkbox"/> Web  |
| <input type="checkbox"/> Facility           | <input type="checkbox"/> End-User    | <input type="checkbox"/> Software | <input type="checkbox"/> Network  | <input type="checkbox"/> Data |
| <input type="checkbox"/> Voice              | <input type="checkbox"/> Audit       | <input type="checkbox"/> Other    |                                   |                               |

Replaces Other Policy: ☒ No ☐ Yes

**Purpose:** Implements the Department of Information Technology (DoIT) Secretary's memorandum of November 15, 2019 (Attachment 1), which establishes an online IT Policy Catalog and an IT Policy Review Board. Provides the process for policy development, approval, posting, modification, and use by planning and operations groups at DoIT and other State agencies.

**Policy Statement:** In order to continually optimize State agency development, delivery, and use of IT resources and services, and in accordance with Maryland State Law, DoIT will issue policy and standards via an online catalog on the DoIT website to guide the full lifecycle of IT planning and operations. DoIT will provide Agencies with at least 30 days advance notice for the establishment or modification of an IT policy and will provide a process for Agency feedback during development.

**Applicable Law & Other Policy:**

- MD State Finance and Procurement Code Ann. § 3A-301-309

**Scope and Responsibilities:** All units of the Executive Branch of the State Government are required to comply with this Policy. Agency executives and applicable staff covered by this Policy shall ensure adherence.

**Key Terms:**

Department of Information Technology (DoIT): An executive branch unit of Maryland state government, organized according to Maryland Code, State Finance and Procurement Article, § 3A.

IT Resource: IT hardware, software, data, facilities and related resources.

Policy: A statement of jurisdiction and methods to guide agencies in the management of IT resources and services.

Units: All executive branch units of state government, except those identified in Maryland Code, SF&P § 3A-302.

**Technical Specifications:**

- Policy Template: The template in Attachment 2 will be used to develop and promulgate IT policy.
- Policy Catalog: An online repository of IT policy at [www.doit.maryland.gov/policy](http://www.doit.maryland.gov/policy).
- Policy Steps: The following general steps will be used in developing IT policy:
  - Step 1: Identification. A needed policy area is identified by an ITPRB member for development approval by the Secretary, who designates the sponsor.
  - Step 2: First Draft. The ITPRB Manager works with the sponsor to create the initial draft policy and presents it at the next Board meeting (target timeline is 2 weeks).
  - Step 3: Second Draft w/ Attachments. Feedback is incorporated and attachments are developed or outlined by the sponsor who presents it to the Board (target timeline is 2 weeks).
  - Step 4: Final Draft. Final draft with attachments is briefed to the Secretary at Board meeting for approval consideration (target timeline is 2 weeks).

---

**Policy Review:** By the DoIT IT Policy Review Board annually or as needed.

---

**Contact Information:** Chair, IT Policy Review Board, [doit-oea@maryland.gov](mailto:doit-oea@maryland.gov) 410-697-9724.

## Attachment 1



**Larry Hogan** | Governor  
**Boyd K. Rutherford** | Lt. Governor  
**Michael C. Leahy** | Secretary  
**Lance Schline** | 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 15<sup>th</sup> 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 TTPRR.
  - e. TTPRR present 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. TTPRR approval of list of recommended new IT policies.
  - c. SME and project team drafting of new policy using standardized template.
  - d. TTPRR 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.

100 Community Place, Crownsville, MD 21032 | 300-301 West Preston Street, Baltimore MD 21201  
 DOI.T.MARYLAND.GOV 410-697-9700

## Attachment 2

	<h2 style="text-align: center;">Information Technology Policy and Standards</h2>	<p>Approved: _____</p> <p>_____ (Name), Secretary                      Date</p>																
<p>Year - Number</p>	<p style="text-align: center;"><b>(Policy Name)</b></p>																	
<p><b>Area(s):</b></p> <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Process</td> <td><input type="checkbox"/> Procurement</td> <td><input type="checkbox"/> Security</td> <td><input type="checkbox"/> Hardware</td> <td><input type="checkbox"/> Web</td> </tr> <tr> <td><input type="checkbox"/> Facility</td> <td><input type="checkbox"/> End-User</td> <td><input type="checkbox"/> Software</td> <td><input type="checkbox"/> Network</td> <td><input type="checkbox"/> Data</td> </tr> <tr> <td><input type="checkbox"/> Voice</td> <td><input type="checkbox"/> Audit</td> <td><input type="checkbox"/> Other</td> <td></td> <td></td> </tr> </table> <p>Replaces Other Policy: <input type="checkbox"/> No    <input type="checkbox"/> Yes</p>				<input type="checkbox"/> Process	<input type="checkbox"/> Procurement	<input type="checkbox"/> Security	<input type="checkbox"/> Hardware	<input type="checkbox"/> Web	<input type="checkbox"/> Facility	<input type="checkbox"/> End-User	<input type="checkbox"/> Software	<input type="checkbox"/> Network	<input type="checkbox"/> Data	<input type="checkbox"/> Voice	<input type="checkbox"/> Audit	<input type="checkbox"/> Other		
<input type="checkbox"/> Process	<input type="checkbox"/> Procurement	<input type="checkbox"/> Security	<input type="checkbox"/> Hardware	<input type="checkbox"/> Web														
<input type="checkbox"/> Facility	<input type="checkbox"/> End-User	<input type="checkbox"/> Software	<input type="checkbox"/> Network	<input type="checkbox"/> Data														
<input type="checkbox"/> Voice	<input type="checkbox"/> Audit	<input type="checkbox"/> Other																
<p><b>Purpose:</b> <i>A succinct statement of why the policy exists.</i></p>																		
<p><b>Policy Statement:</b> <i>A succinct statement of the rule, method, process that is to be followed. Incorporate an agency feedback process and a 30-day implementation period from when the Secretary signs the policy.</i></p>																		
<p><b>Applicable Law &amp; Other Policy:</b> <i>Citation of the relevant Maryland State law and other relevant policy from DoIT or other Federal, State, or Local policies. Often the relevant legal source is contained in MD State Finance and Procurement Code Ann. Section 3A-202, 301-309.</i></p>																		
<p><b>Scope and Responsibilities:</b> <i>All Maryland State government agencies, except educational institutions. Agency executives and applicable staff will ensure adherence to State Law and DoIT policy regarding IT resource management and service delivery.</i></p>																		
<p><b>Key Terms:</b> <i>A list of important terms and definitions that promote understanding of the policy. Definitions will be consistent with those in relevant established law and policy.</i></p>																		
<p><b>Technical Specifications:</b> <i>A succinct listing of applicable public and private sector technical standards on products and methods to assist agencies with policy implementation. Amplifying information may be included as an attachment.</i></p>																		
<p><b>Policy Review:</b> <i>By the DoIT IT Policy Review Board three years from approval, or as needed.</i></p>																		
<p><b>Contact Information:</b> <i>Chair, IT Policy Review Board, (email and phone).</i></p>																		
<p style="text-align: center;"><b>### (denotes the end of the policy statement)</b></p>																		
<p><b>Attachments:</b> <i>Examples or more detailed lists, descriptions, or other material that makes the policy statement more understandable and implementation more consistent and effective.</i></p>																		