Idaho Technology Authority (ITA)

ENTERPRISE POLICY – P1000 GENERAL POLICIES

Category: P1015 – INFORMATION TECHNOLOGY POLICIES, STANDARDS AND GUIDELINES DEVELOPMENT POLICY

CONTENTS:

I. AUTHORITY

Authority: Idaho Code § 67-833.

II. ABSTRACT

This policy sets forth the process for the development of ITA policies, standards, and guidelines ("Documents"). This policy builds on ITA Policy P1010 – IT Policies, Standards, and Guidelines Framework and mirrors processes for consistency in ITA Policy P5030 – GIS Framework Standards Development.

III. DEFINITIONS

See ITA Guidelines G105 – ITA Glossary of Terms for definitions.

IV. POLICY

1. Delegated Authority

ITA grants its subcommittees the authority to develop and publish policies, standards, and guidelines subject to review and approval by the ITA as described for each type of document below:

A. **Policies** shall become effective upon approval of the subcommittee. Documents shall be published on the ITA website. Policies approved, modified, or removed by the subcommittee shall be subject to review by the ITA at the next scheduled regular

meeting. The subcommittee chair or delegate shall present all policy changes implemented.

B. **Standards** and **guidelines** shall become effective upon approval of the subcommittee. Documents shall be published on the ITA website. Standards and guidelines are not subject to review by the ITA but shall be presented to the ITA by the subcommittee chair or delegate at the next scheduled regular meeting to advise ITA.

2. Development Formulation

ITA Documents may be proposed by the ITA or one of its subcommittees as well as by technical working groups or interested stakeholders ("Initiating Authority"). Proposed Documents will be brought to the attention of the appropriate subcommittee which will further the Documents as set out in this policy.

The process will be inclusive and driven by the authority of ITA and the supported business purposes. After a Document has been established by ITA or its subcommittees, it will be mandated per ITA Policy P1010 – Information Technology Policies, Standards, and Guidelines.

The geospatial information systems (GIS) community is subject to additional requirements for standards development under ITA Policy P5030 – GIS Framework Standards Development.

Initiating Authority shall:

A. Utilize templates prescribed by the ITA staff.
B. Ensure initial draft is as complete as possible by following the steps described underneath section 3, "Development Process".
C. Submit all drafts and attachments as electronic files using the prescribed template. Modifications shall include a redline version with tracked changes.
D. Ensure documents have been reviewed for federal digital accessibility requirements under the Americans with Disability Act (ADA).

3. Development Process

A. Initiating Authority will work with appropriate partners and stakeholders during the drafting process.
B. The initial draft of the proposed Document will be sent to ITA staff four (4) weeks prior to the committee meeting.
C. ITA staff review the initial draft for consistency in language, template usage, and reference documents.
D. ITA staff send the proposed Document to the stakeholders for a 14-day review and comment period. Comments and proposed edits will be sent to the Initiating Authority during the review period.
E. At the end of the review period, the Initiating Authority will assess all responses to determine if proposed edits are considered minor or major.

(1) Minor edits

    (a) Minor edits are considered a non-substantive change including, but not limited to, clerical changes providing clarity, correction, or consistency, changes in organization, paragraph headings, terminology, definition relocation, or references.

    (b) Initiating Authority will apply the minor edits to Document and prepare the draft for the committee meeting.

(2) Major edits

    (a) Major edits are considered substantive changes that cannot be categorized as minor.

    (b) Initiating Authority will discuss issues and proposed changes with the appropriate technical working group or stakeholder community. The revised document will be returned to the ITA staff for another review and comment period under step 3.B under this section.

F. Initiating Authority will send the final draft to the ITA staff for presentation to the appropriate subcommittee for a vote to approve.

    (1) Vote of not approved

        (a) The committee will provide Initiating Authority reason(s) for the non-approval.

        (b) Document is returned to the Initiating Authority for further work and review.

        (c) Document may then be returned to ITA staff under step 3.B under this section.

    (2) Vote of approved

        (a) If the Document is a standard or guideline, Document is finalized by ITA staff and posted to the ITA website and distributed to the appropriate community and recommended for adoption.

        (b) If the Document is a policy, Document is finalized by ITA staff, posted to the ITA website, sent to ITA for review.

G. Initiating Authority presents Document to ITA.

    (1) Policies are presented for a vote to approve.

        (a) Vote of not approved

            (i) The committee will provide Initiating Authority reason(s) for the non-approval.

            (ii) Document is returned to the Initiating Authority for further work and review.

            (iii) Document may then be returned to ITA staff under step 3.B under this section.

    (2) Vote of approved

        (a) Document is finalized by ITA staff and updated with minor edits if required.

All policies approved by subcommittees are subject to final approval by the ITA. See Attachment A for flowchart.

V. EXEMPTION PROCESS

There is no exemption process. All state agencies and stakeholder groups must adhere to this policy.

VI. PROCEDURE REFERENCE

- ITA Policy P1010 – Information Technology Policies, Standards, and Guidelines.
- ITA Policy P5030 – GIS Framework Standards Development.
- ITA Enterprise Standards Introduction.

VII. CONTACT INFORMATION

For more information, contact the ITA Staff at (208) 605-4064.

REVISION HISTORY

Date established: August 5, 2024

Attachment A: ITA Document Development Process

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┌─────────────────┐
│    Document     │◄──────────────────┐
│  drafted with   │               Yes │
│  stakeholders   │                   │
└────────┬────────┘                   │
         │                            │
         ▼                            │
┌─────────────────┐                   │
│   Draft to ITA  │                   │
│  staff 4 weeks  │                   │
│    prior to     │                   │
│  subcommittee   │                   │
│     meeting     │                   │
└────────┬────────┘                   │
         │                            │
         ▼                      ◇─────────◇
┌─────────────────┐            ╱  Major edits ╲
│   Draft sent to │───────────►  needed?      ◄──────┐
│   stakeholders  │            ╲               ╱      │
│   for 14-day    │             ◇─────────◇          │
│     period      │                  │                │
└─────────────────┘                  │No              │
                                     │                │
┌─────────────────┐                  │                │
│  ITA staff send │◄─────No──────────┘                │
│    draft to     │                                   │
│  subcommittee   │                               No  │
└────────┬────────┘                                   │
         │                                            │
         ▼                                            │
    ◇─────────◇                                       │
   ╱Subcommittee╲──────────No───────────────────►No   │
   ╲  decision  ╱                                      │
    ◇─────────◇                                        │
         │Yes                                          │
         ▼                                             │
┌─────────────────┐                                   │
│    Document     │                                   │
│   finalized,    │                                   │
│  posted to ITA  │                                   │
│ website, send   │                                   │
│     to ITA      │                                   │
└────────┬────────┘                                   │
         │                                            │
┌──────────────┐   ▼                 ◇─────────◇      │
│ Subcommittee │ ◇─────◇            ╱ ITA decision╲◄──┘
│ chair advises │╱  Is   ╲          ╲             ╱
│    ITA on    ◄─No Document a─Yes─► ◇─────────◇
│ standards and │╲ policy? ╱              │
│  guidelines   │ ◇─────◇                 │
└───────┬──────┘                          │
        │       ┌─────────────────┐       │
        │       │      New        │       │
        └──────►│  Document is    │◄──Yes─┘
                │   sent to       │
                │ stakeholders    │
                │  as finalized   │
                └─────────────────┘
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