



# DEPARTMENT OF ADMINISTRATION

## Enterprise Policy

DOIT-01-02-2006

### DIVISION OF INFORMATION TECHNOLOGY

#### Application Development Requirements Approval Policy

Date of Last Revision 08/21/2006

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#### 1. Purpose

- a. Programmer managers must ensure any request for application development be documented in writing, tracked, understood and approved prior to putting any new or changes to existing applications into production. The goal of this policy is to ensure measures have been taken to sufficiently reduce risk of delivering applications that do not meet requirements and provide a process of approval for application development changes are moved to production.

#### 2. Scope

- a. Applicability
  - (i.) All new applications or changes to existing applications within Executive Branch agencies.
- b. Exemptions
  - (i.) All exceptions to this policy must be approved by the State Chief Information Officer.

#### 3. Governance

- a. All applications, new or enhancements must be approved by the program manager and the division director.
- b. The Director of Applications Development has override authority and can approve or reject any changes on an emergency basis.

#### 4. Authority

- a. Governor's Executive Order 04-06, dated April 29, 2004
  - (i.) The CIO shall be responsible for oversight, coordination and development of all IT resources within the executive branch.

#### 5. Related Documents

- a. There are no related documents.

#### 6. Policy Violations and Disciplinary Actions

- a. Any employee found to be in violation of this policy may face disciplinary action up to and including dismissal from employment and/or criminal prosecution where the act

constitutes a violation of law. A breach of contract, where applicable, may also be considered.

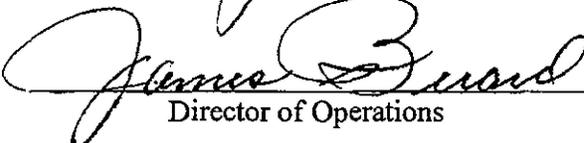
**7. Points of Contact**

- a. Policy: Jim Berard
- b. CIO: Bijay Kumar

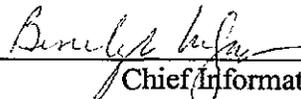
**8. Signatures**

  
Assistant Director of Planning, Policy & Technology

2/17/07  
Date

  
Director of Operations

2/16/07  
Date

  
Chief Information Officer

2/20/07  
Date

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Director, Department of Administration

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Date