

# State of Arizona Government Information Technology Agency

Statewide Policies, Standards and Procedures  
(PSP) Program



# State of Arizona

## ◆ GITA's Roles and Responsibilities

A.R.S. 41-3501 et. seq.

- Adopt Statewide IT Policies & Standards
- Evaluate Agency IT Plans
- Develop & Implement a Statewide IT Plan
- Inventory IT Assets of the State
- Approve Agency IT Projects (\$25k - \$1,000k)



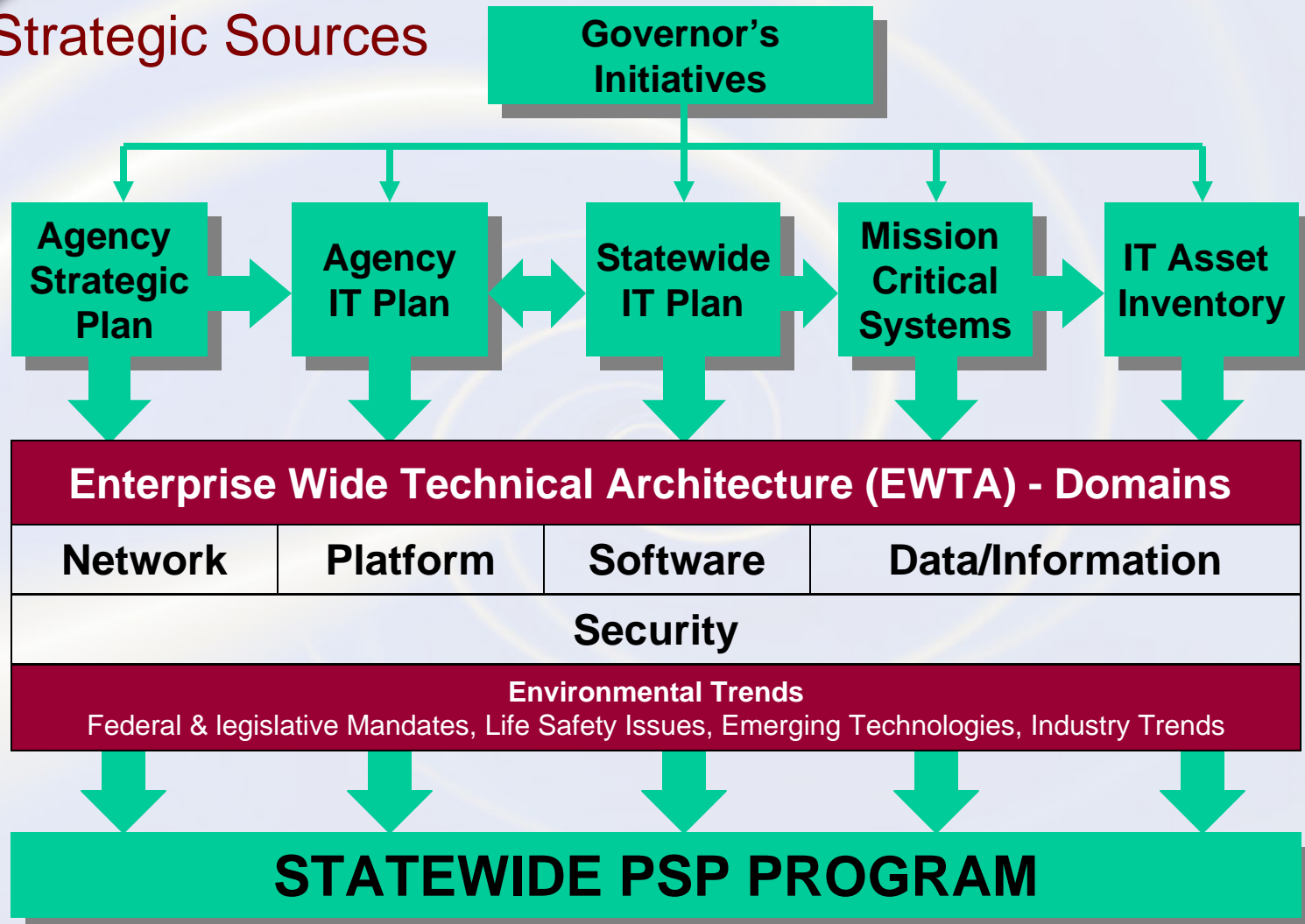
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- ◆ Purpose of the PSP Program
  - The purpose of the PSP program is to provide a framework of governance for conducting State IT Business. The Governor, GITA and Agency IT strategic plans are key in formulating statewide IT policies.
  - To plan and provide for compatible IT architectures and infrastructures across agencies statewide, consistently modernize to remain relevant.
  - Develop and implement creative solutions with technology into operational support for State agencies.
  - Provide necessary collaboration and coordination of systems across agency/ business lines to meet the needs for simplicity and e-government initiatives.



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## Strategic Sources



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- ◆ PSP Definitions - Statewide Policy
  - To give directions and expectations on important e-government initiatives and IT strategies of the State as an enterprise. Leans toward the general rather than the specific.
  - Intended to be high level, flexible and comprehensive enough to accommodate a dynamic IT environment.
  - Should be established only when an initiative or strategies are expected to be pressing, or soon to be implemented. Reflects the State's culture.
  - Care should be taken to guard against policy proliferation which dilutes the importance of Policies.

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- ◆ PSP Definitions - Statewide Standards
  - Mandatory statements on emerging technologies and/or services which identifies expected levels of performance by State agencies.
  - Statements are high level, comprehensive with facts and features in defining minimum and acceptable IT requirements.
  - In keeping with fair competition laws, Statewide standards shall be written to promote competitive practices among contractor's and vendors.

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- ◆ PSP Definitions - Statewide Procedure
  - A series of steps and Instructions on how to satisfy and achieve Statewide standards.
  - A particular way of doing something in regular order which defines the process of a Statewide standard.

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## PSP Methods

*"A Statewide policy may exist by itself without a Statewide standard."*

P100  
Statewide  
Policy

*"A Statewide policy may also have one to many Statewide standards."*

P100  
Statewide  
Policy

P100-S100  
Statewide  
Standard

*"A Statewide standard must always be related to a Statewide policy."*

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## PSP Methods

*"A Statewide standard may exist by itself without a Statewide procedure."*

P100  
Statewide  
Standard

*"A Statewide standard may also have one to many Statewide standards."*

P100  
Statewide  
Standard

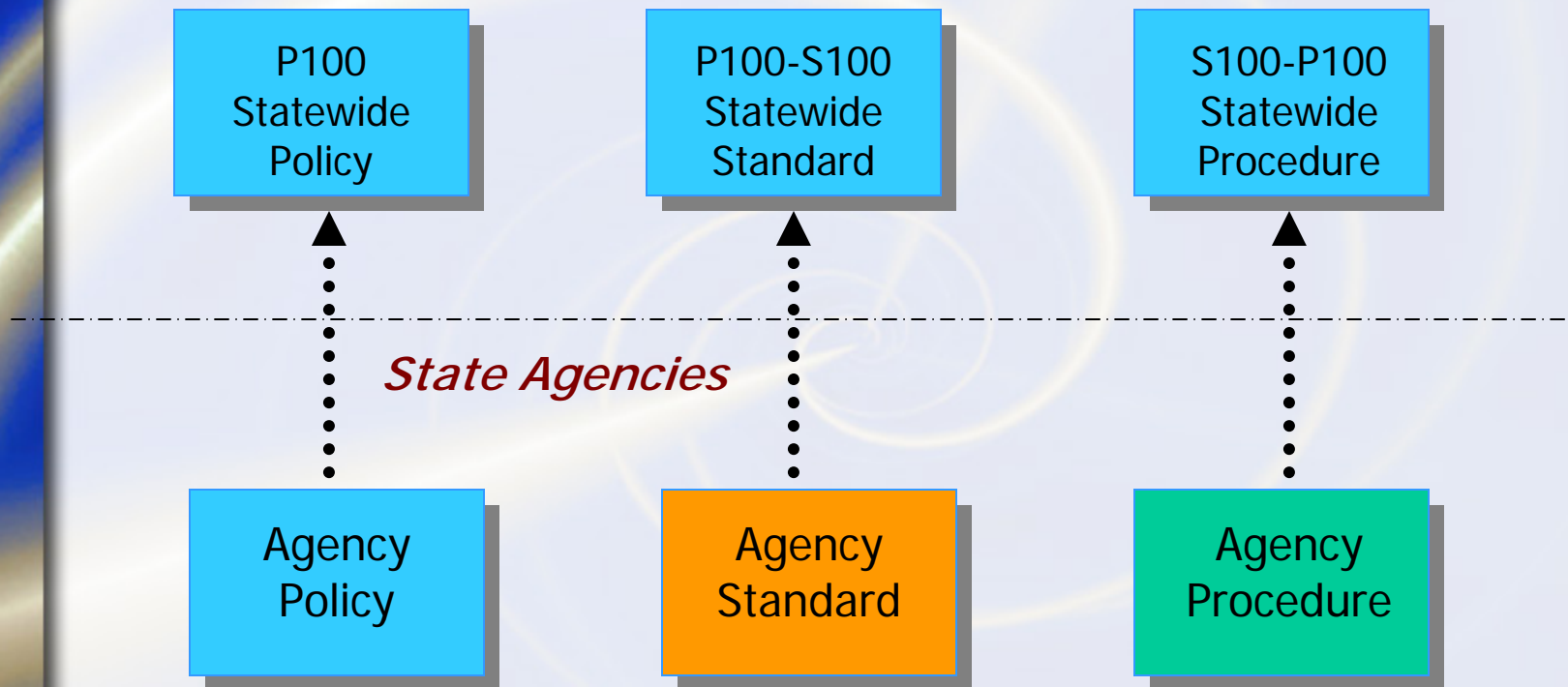


P100-S100  
Statewide  
Procedure

*"A Statewide procedure must always be related to a Statewide standard."*

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## PSP Methods



*“Similar agency PSPs must reference Statewide PSPs. Agencies may develop application- and/or system-specific policies, standards and procedures if subject matter is not established as a Statewide PSP.”*

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## ◆ PSP Process

- GITA creates initial draft of proposed policies and standards.
- All drafts are sent virtually to CIO Council members for review by the agency and staff.
- The agency addresses concerns and issues; provides revisions for GITA to review.
- When all revisions have been addressed by GITA, final drafts are sent virtually to CIO Council members for final review and consensus by CIO Council.
- As State CIO, the GITA Director reviews and signs all final policies and standards with an effective date.
- All policies and standards are in effect based on the effective date.
- Final policies and standards are virtually sent to Agency CIO's and published on the GITA web site.



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## ◆ Other PSP Guidelines

- All standards have a required level of performance or “bar”.
- In some cases, a required level may be modified to accommodate an optimal level of performance.
- The development of each level is based on the demand it places on IT resources in order to comply.
- In some cases required and/or optimal standards will be unfunded mandates. Therefore, all agencies are requested to budget for IT resources for the next budget cycle.
- If an agency is not at the required level of performance by the effective date of a PSP, the agency is out of compliance.

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- ◆ Current PSP's To-Date
  - Refer to GITA's web site for current policies and standards located at <http://www.azgita.gov>