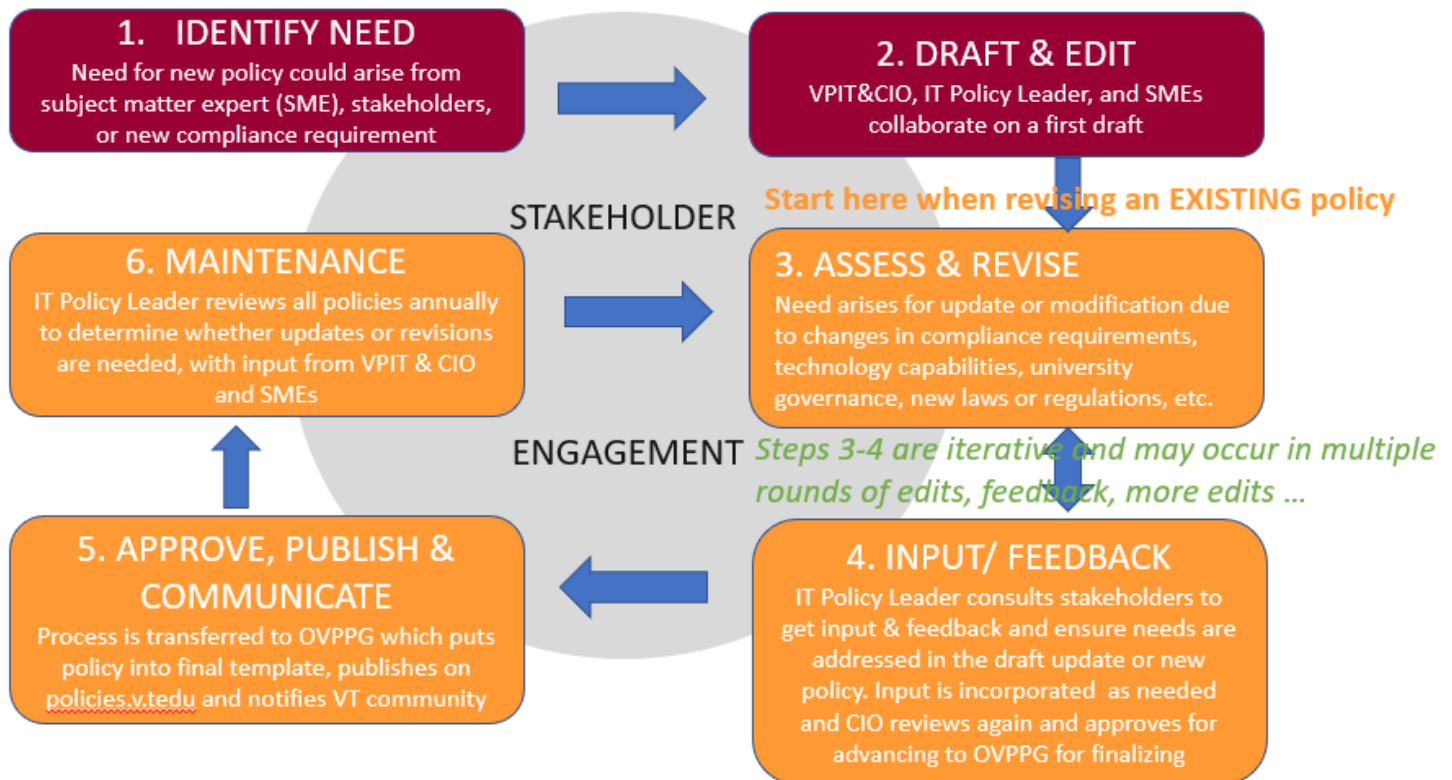


## Information Technology Policy Management Process

As outlined in the Office of the Vice President for Policy and Governance (OVPPG) [policy process](#) and the [Policy on Policies](#), the policy development process for university policies is a continuous cycle from identifying a need for a new policy to the periodic review, approval, and publication of new or revised policy. At times, the review of an existing policy will indicate that the policy should be retired or suspended, in which case the policy will be removed from the policy library. In keeping with the university's commitment to transparency, collaboration, and shared decision-making, this process is designed to incorporate robust stakeholder engagement throughout the policy development, review, and revision processes.

The process for IT standards is similar but without Office of the Vice President for Policy and Governance (OVPPG) participation. IT Policy Leader/ point of contact email is [it.policy@vt.edu](mailto:it.policy@vt.edu).

### Start here when proposing a NEW policy



### STAKEHOLDERS WHO MAY PROVIDE INPUT AND FEEDBACK THROUGHOUT THE PROCESS

- Vice President for Information Technology & Chief Information Officer (VPIT & CIO)
- Executive Vice President and Chief Operating Officer (EVPCOO) or designee
- Office of Vice President for Policy and Governance (OVPPG) – IT Policy Manager provides preliminary notification of pending policy change and keeps OVPPG informed throughout vetting and iterations of edits
- IT GOVERNANCE COMMITTEES according to impact and relevance
- IT SENIOR LEADERSHIP TEAM
- MEMBERS OF IT COUNCIL
- UNIVERSITY LEGAL COUNSEL if needed, as determined by the OVPPG
- UNIVERSITY GOVERNANCE SENATES as determined by OVPPG
- BOARD OF VISITORS if needed, as determined by the OVPPG
- VPIT & CIO – final review and approval for advancing to OVPPG for their vetting and publication process
- OVPPG – puts in their template, publishes, notifies, and maintains document of record in their Policy Library

**RACI for IT Policy Process (R=responsible; A=accountable; C=consulted; I=informed)**

#	IT Policy Process Task	VPIT & CIO	IT Policy Leader	OVPPG	Stakeholders
1	<b>Determine that</b> some form of policy action is required (new policy, update or revise existing)	A	R	C	I
2	<b>Prepare first draft of new or revised policy</b>	C	A, R	I	-
3	Approve readiness for stakeholder input	A, R	C	I	-
4	Review draft and provide comments and suggestions	I	A, C	I	R
5	Coordinate stakeholder input and incorporate feedback as appropriate	C	A, R	I	I
6	Iterate with edits and feedback until reach completion of input	C	A, R	I	C
7	Provide policy owner approval (VPIT & CIO)	R	A, C	I	I
8	Finalize policy into VT policy template and publish on VT policies site	I	I	A, R	I
9	Notify university community	C	C	A, R	I
10	Review policy frequently and initiate updates or revisions as needed	C	A, R	I	C