

Title: **UAFM Information Technology Standard Practices**

**Guideline Objective:**

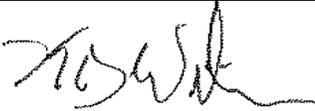
This Guideline standardizes Information Technology (IT) practices across UAFM.

**Relevant Regulations, Standards, and ABOR/UofA Policies:**

N/A

**Guideline Scope:**

This Guideline applies across UAFM concerning Information Technology (IT) related activities and equipment.

	Senior Staff	Approved by:
		
	Kevin D. Williams Information Technology Manager	Christopher M. Kopach Assistant Vice President – Facilities Management
	Date: 06/06/2014	Date: 01/13/2015

**For most up-to-date version consult online copy**

## UAFM Standard Practice Guideline (SPG) Revision and Review History:

Document Number	Date	Action
UAFMIT001	8/20/13	Original Standard Practice document approved
UAFM-SPG-OP-00006.00	06/09/14	Reformatted

### Contents

Guideline Objective:..... 1

Relevant Regulations, Standards, and ABOR/UofA Policies: ..... 1

Guideline Scope: ..... 1

UAFM Standard Practice Guideline (SPG) Revision and Review History: ..... 2

Standard Practice Guideline Details: ..... 3

1. Information Technology Standard Practices..... 3

Definitions:..... 3

Attachments / Exhibits:..... 3

## Standard Practice Guideline Details:

### 1. Information Technology Standard Practices

- 1.1. The UAFM Information Technology Manager is to be informed of and consulted on all new information technology projects, or projects which will require information technology hardware or software.
- 1.2. All computer, computer software, and computer-related purchases will be requested through the UAFM Information Technology (IT) Division. All computer or computer-related purchases require FIMA approval by the UAFM Information Technology Manager and the Assistant Vice President of Facilities Management, with the exception of equipment controls.
- 1.3. A request is to be made to the UAFM Information Technology Division for any modifications to, or UITS requests related to the UAFM data network.
- 1.4. UAFM Information Technology Division is responsible for configuration, installation, maintenance, security, and monitoring of all computers and devices on the UAFM data network. The UAFM Information Technology Division is responsible for connecting new devices to the UAFM data network and for installing new software.

### Definitions:

The UAFM Data Network does not include networks exclusively used for equipment controls (e.g. meters, utility plant controls, fire alarms, building controls).

### Attachments / Exhibits:

N/A