

IT Standards: Development Process

IT standards are approved by the Director of the Department of Administrative Services in consultation with the Technology Governance Board. The following steps must be followed in the process of developing security and operational standards for IT.

The IT Standards Advisory Group establishes the need for and sets the priority of all IT standards. The Technology Governance Board (TGB) acts on the recommendations of its Advisory Group regarding standards development.

- Suggested enterprise IT standards may originate from multiple sources including the TGB, IT Standards Advisory Group, JCIO, individual agencies and other organizations. Such suggestions will be reviewed by the IT Standards Advisory Group to ensure alignment with the priorities approved by the TGB prior to development.
- A scope review is conducted with the JCIO members prior to the scope review by the IT Standards Advisory Group. Included in the material for review should be a purpose statement with a concise business reason for the standard. JCIO input on standards is to aid the scope review by the IT Standards Advisory Group in the next development step.
- A sponsor (agency, CIO Council committee, etc.) is designated by the IT Standards Advisory Group. The sponsor will perform or oversee the following functions:
 - ❖ Draft the standard
 - ❖ Ensure dissemination of the draft standard*
 - ❖ Evaluate all comments received on the draft standard
 - ❖ Edit/revise as necessary, and
 - ❖ Place the edited standard (along with a comment report) on the Standards Advisory Group agenda

(*The CIO Council, department directors and department director assistants during a 30-day period, will review the draft standard for comment. The sponsor prepares an edited version of the standard by incorporating pertinent comments received during the enterprise review.)

- The edited draft version of the standard along with a report of comments received is considered by the IT Standards Advisory Group. After the IT Standards Advisory Group approves the content of the standard, it is posted on the DAS standard website at <http://das.ite.iowa.gov/standards/index.html> in the “Request for Comments” section for a public comment period of fifteen working days. Comments may be received that warrant altering the standard.
- If no substantive comments are received during the comment period, the standard is recommended to the full board for approval. After the DAS Director, in consultation with the TGB, has approved the standard it is placed in the DAS standard website at http://das.ite.iowa.gov/standards/enterprise_it/index.html in the “Enterprise IT Standards” section.
- If substantive comments are received during the comment period, the comments will be distributed to the sponsor and the IT Standards Advisory Group to determine if revision is required. If the IT Standards Advisory Group determines the standard’s content will be altered, the dissemination and approval process is repeated.