

POLICY NO. 208.10

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REFERENCE:	
APPROVED:	
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I. Policy Statement

In order to maximize its information technology investment, it is the policy of the California Maritime Academy (the Academy) that all information technology application software purchased be consistent with software defined in the Academy's Information Technology Strategic Plan.

These standards will be designed to ensure that software purchased will be compatible with the Academy's network and hardware.

See Policy 208.3, Strategic Planning.

II. Principles

The California Maritime Academy has a limited number of personnel available in its information technology area. With this in mind, the Academy has chosen to limit the number of software packages it supports. This allows the Academy to develop greater central expertise in these software packages and allows the Academy to provide better service to the user community.

The application software standards are created during the Information Technology strategic planning process. The software defined in this strategic plan is selected based on meeting the goals and objectives of the Academy.

III. Deployment

The Academy will define software standards during its Information Technology Strategic planning process. After definition of these software standards, the Information

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Technology Department will develop lists of packages and vendors that meet these standards.

Purchasing will direct all requests for computer software to the Information Technology department who will review the purchase and ensure it conforms to the standards of the Academy.

IV. Technical Architecture

V. Monitoring

As part of the inventory/fixed asset process, the Information Technology Department (in conjunction with the Purchasing Department) will conduct inventories of all software at the Academy. Department heads will be responsible for computer software that is not in compliance with the Academy's hardware standards.

VI. Documentation Requirements

Computer software standards will be documented and circulated by the Information Technology Department.

VII. Other References

Information Technology Strategic Planning, Policy 208.3