

POLICY IMPLEMENTATION

TITLE: _____

CODING: _____

DEPARTMENT & OWNER: _____

CATEGORY: (check box) Board of Trustees Presidential

Check one of the following actions:	Policy Date:	mm/dd/yyyy
<input type="checkbox"/> New <input type="checkbox"/> Revised (Substantive)	Implementation Date¹:	mm/dd/yyyy
	Compliance Date²:	mm/dd/yyyy

Policy Implementation Approach Summary

This should be a written plan on how and when a policy will be implemented.

Regular Services

This should point out the services that are offered on a regular basis by the department.

Examples below.

- Information Security Office
 - Training and awareness: provided online and on-site
 - Risk assessment for your environment
 - One-on-one support and guidance with information security policies and regulatory/statutory data privacy and data security requirements.
- Core Services and Technologies

IS&T Tools / Services

This should point out the tools and services that are offered by any IT department to assist with implementation. Examples below.

- Secure remote access services
- Encryption software (for laptops, smartphones, and USB drives).

Information / Assistance

For assistance or further information, contact either the:

- Information Security Office:
 - Web: <http://rbhs.rutgers.edu/ca/infosecurity>
- Information Services and Technology:
 - Web: <http://rbhs.rutgers.edu/ca/ist/index.shtml>
- Project Management Office – Policy Services:
 - Web: <http://rbhs.rutgers.edu/ca/ist/index.shtml> or email ist-pmo@rutgers.edu

¹ Date by which the unit should be compliant with the policy.

² Date by which compliance with the policy is mandatory.

Communications Plan

Activity	Stakeholder Name	Document	Media	Communicated
Announce Policy	Author	Statement regarding the strategy and vision of the policy in order to provide reviewers with the background and justification regarding the proposed creation of the policy.	email	Communicated to Policy and Procedure Group
	Policy and Procedure Group		email	Communicated to Enterprise Architecture
IT Leadership Meeting	IT Leaders		email	Prioritized Policy communicated to Policy and Procedure Group
Draft / Revise Policy	Policy Author	Policy and Implementation Outline Documents	email	Draft Policy and Implementation Outline
IT-PRC Review	Policy Review Committee Members	Policy	email	IT-PRC Feedback