

## POLICY IMPLEMENTATION

TITLE: \_\_\_\_\_

CODING: \_\_\_\_\_

DEPARTMENT & OWNER: \_\_\_\_\_

CATEGORY: (*check box*)     Board of Trustees     Presidential

<p>Check one of the following actions:</p> <p><input checked="" type="checkbox"/> New    <input type="checkbox"/> Revised (Substantive)</p>	<p>Policy Date: mm/dd/yyyy</p> <p>Implementation Date<sup>1</sup>: mm/dd/yyyy</p> <p>Compliance Date<sup>2</sup>: mm/dd/yyyy</p>
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### 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/pmo/index.shtml> or email [ist-pmo@rutgers.edu](mailto:ist-pmo@rutgers.edu)

<sup>1</sup> Date by which the unit should be compliant with the policy.

<sup>2</sup> Date by which compliance with the policy is mandatory.

**Communications Plan**

<b>Activity</b>	<b>Stakeholder Name</b>	<b>Document</b>	<b>Media</b>	<b>Communicated</b>
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 PPG
	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	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Policy Impact Analysis</li> <li>• Implementation Outline (opt)</li> </ul>	email	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Policy Impact Analysis</li> <li>• Implementation Outline (opt)</li> </ul>
IT-PRC Review	Policy Review Committee Members	Policy	email	IT-PRC Feedback
IT-PRG Review	Policy Review Group Members	Policy	email	IT-PRG Feedback
IT Directors Review	IT Directors	Policy	email	IT Director Feedback
CIO Review	CIO	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Policy Communications Report</li> <li>• Policy Impact Analysis</li> </ul>	email	Approval to present to President's Cabinet
Office of the Secretary of the University Schedules for President Cabinet Review	Office of the Secretary of the University	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Policy Communications Report</li> <li>• Policy Impact Analysis</li> </ul>	email	Approval or recommendations for change
Distribute Policy	Policy and Procedure Group	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Policy Impact Analysis</li> <li>• Implementation Outline (opt)</li> </ul>	email	Final copy distributed to IT Management (IT-Leadership, CA-IST)