

Number:	08.2.5	Page:	1 of 2
Latest Version:	1.0	Revision Date:	11/20/2015
Effective Date:	02/01/2016	Replaces:	NEW
Revised By:	Joshua Graves	Review Cycle/Date:	Annual
Reviewed By:	Fonda Logston	Reviewing Unit:	Enterprise Services
Title:	Classification of Agencies Standard		
Description:	This document is the operating standard for classifying agencies.		

Classification of Agencies Standard

1. General Statement of Purpose

- 1.1. The purpose of this document is to classify agencies based on their number of employees and the size of their IT budget.

2. Scope

- 2.1. This document is an OMES IS resourcing tool.

3. Discipline

- 3.1. Program Management Standards

4. Instructions

- 4.1. OMES IS classifies each agency based on its number of employees and the amount of their IT budget. This classification then aids OMES IS in considering resourcing, budget and support.

4.2. Criteria

Number of Employees	Amount of IT Budget
Less than 100 = 1	Less than \$500K = 1
Between 100 and 249 = 3	Between \$500K and \$1M = 3
Between 250 and 499 = 5	Between \$1M and \$5M = 5
500 or more = 10	Greater than \$5M = 10
*If either the Number of Employees or the IT Budget is zero (0) , the classification is automatically SMALL .	

In order to determine the classification of an agency, use the chart above to identify the number for each category. Then add the two numbers together. The resulting number will range between 2 and 20. Locate that number in the chart below to identify the classification of the agency.

Classification	Number
SMALL	6 or less
MEDIUM	Between 7 and 14
LARGE	Between 15 and 19
GIANT	20

4.3. Agencies Classified

- 4.3.1. The **Master Agency List** includes a list of all the State of Oklahoma agencies, divided by their classification as: Giant, Large, Medium or Small

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5. Limitation or Implementation Notes

5.1. To determine the classification of agencies, you need access to the Master Agency List, which includes the number of employees and the IT budget for each agency. This spreadsheet is located at the following location:

J: Drive < Function < ALL ISD < Customer Service Contact Lists < Master Agency List V.(#. #)

5.2. If an Executive Sponsor disagrees with the classification of an agency, they should send a justification to this document's Reviewing Manager.

6. References

6.1. Master Agency List

J: Drive < Function < ALL ISD < Customer Service Contact Lists < Master Agency List V.(#. #)