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Latest Version:	1.0	Revision Date:	04/08/2015
Effective Date:	05/11/2015	Replaces:	NEW
Revised By:	Joshua Graves	Review Cycle/Date:	Annual
Reviewed By:	Fonda Logston	Reviewing Unit:	PMO
Title:	Gaining Access to Gartner for Technical Professionals Standard		
Description:	This document is the standard for gaining access to the Gartner for Technical Professionals tool.		

Gaining Access to Gartner for Technical Professionals Standard

1. General Statement of Purpose
 - 1.1. The purpose of this document is to outline the process of obtaining access for the Gartner for Technical Professionals tool.
2. Scope
 - 2.1. This document applies to the PMO staff that controls access for the tool.
3. Discipline
 - 3.1. Program Management Standards
4. Terms and Definitions
 - 4.1. Gartner for Technical Professionals – A comprehensive collection of analysis and advice for the users and vendors of technology.
5. Instructions
 - 5.1. All new OMES-IS employees are granted access to Gartner for Technical Professionals.
 - 5.2. The PMO maintains a list of all new employees and emails the list to our Gartner representative to be uploaded on the first Monday of each month.
 - 5.2.1. The PMO receives its information about new employees from CRM Cases triggered by the submission of the New Employee Onboarding Form.
 - 5.3. The PMO also keeps track of employee separations and emails them to the Gartner representative for access cancellation on the first Monday of each month.
 - 5.3.1. The PMO receives its information about employee separations via CRM Cases.
6. Roles and Responsibilities
 - 6.1. PMO – emails the lists of new employees and employee separations to our Gartner representative on the first Monday of each month.
7. Limitations or Implementation Notes
 - 7.1. Our current Gartner representative is Dee Moody (dee.moody@gartner.com). Only the PMO should contact the Gartner representative. If an employee has a Gartner-related problem, they should contact the OMES Service Desk, who will create a CRM Case and assign it to the PMO.
8. References
 - 8.1. The spreadsheet that the PMO uses to send new employees and employee separations to Gartner is called the **OMES Users List Template**, and is located in the following folder:
J: Drive < Function < PMO < PMO Admin < Case Tracking