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<b>Latest Version:</b>	2.0	<b>Revision Date:</b>	09/27/2016
<b>Effective Date:</b>	12/05/2016	<b>Replaces:</b>	1.0
<b>Revised By:</b>	Joshua Graves	<b>Review Cycle/Date:</b>	Annual
<b>Reviewed By:</b>	Karen Philbin	<b>Reviewing Unit:</b>	Technology Strategy
<b>Title:</b>	Maintaining the Approved and Non-Approved Hardware and Software Lists SOP		
<b>Description:</b>	This document is the operating standard for maintaining the Approved Hardware and Software list and the Non-Approved Hardware and Software list.		

## Maintaining the Approved and Non-Approved Hardware and Software Lists Standard Operating Procedure

1. General Statement of Purpose
  - 1.1. The purpose of this document is to outline the process of updating and maintaining the lists for approved and non-approved hardware and software.
2. Scope
  - 2.1. This document covers all approved and non-approved hardware and software for the State of Oklahoma.
3. Discipline
  - 3.1. Technical Standards
4. Terms and Definitions
  - 4.1. Standard Software – Software that has been approved and will be loaded in the standard image for all OMES IS personal computers.
  - 4.2. Approved Software – Any software that is not standard software, but is approved for use in an agency on a personal computer.
  - 4.3. Non-Approved Software – Any software or subscription that has not been approved for use in an agency.
  - 4.4. Approved Hardware – The physical, touchable, material parts of devices that have been approved for use for an agency.
  - 4.5. Non-Approved Hardware – Hardware that has not been approved for an agency.
5. Instructions
  - 5.1. The Technology Strategy team issues a quarterly poll to IT Strategists, Technical Account Managers (TAMs) and Account Executives (and carbon copies Service Team Directors) to update the Approved and Non-Approved Hardware and Software Lists.
    - 5.1.1. IT Strategists must create a CRM Case to notify the Technology Strategy team when their agency acquires new hardware or software.
  - 5.2. IT Strategists review the list and submit an updated list of all approved and non-approved hardware and software to the Technology Strategy team.
  - 5.3. Once they receive the updated information, the Technology Strategy team uses it to update the lists of approved hardware and software spreadsheet, located at the following location:  
**J: Drive < Function < Technology Strategy < Software Approval < Approved Software web document**
    - 5.3.1. The columns from the spreadsheet are listed and defined below:

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- 5.3.1.1. Agency Number – A state-issued number assigned to each State Agency.
- 5.3.1.2. Agency Name – Any agency, board, bureau, commission or other entity organized within the executive department of state government.
- 5.3.1.3. Device Type – A piece of electronic equipment, such as a laptop computer USB or smartphone.
- 5.3.1.4. Model/Brand – The approved product or service by brand name and model number.
- 5.3.1.5. Software – Computer programs used to direct the operation of a computer.
- 5.3.1.6. Individual Use – This box will be marked “Yes” if the hardware/software is approved for individual use. The individual must have prior approval.
- 5.3.1.7. Hardware Link – The link to the company’s website to view the product. To purchase the product, refer to pages 29-32 of the Central Purchasing Administrative Rules. (The PDF is located at the following website: [https://www.ok.gov/dcs/searchdocs/app/manage\\_documents.php?id=946](https://www.ok.gov/dcs/searchdocs/app/manage_documents.php?id=946))
- 5.3.1.8. Software Link – The link to the company’s website to view the product. Refer to the **09.3.2 Requesting PC Software Installation SOP** to purchase the product.
- 5.3.1.9. Notes – Any information that pertains to the use, installation or approval of hardware or software.

5.4. The Technology Strategy team then extracts the necessary information from that spreadsheet and updates the **Approved\_Hardware\_Software** spreadsheet, located in the same folder.

5.5. After updating the spreadsheets, the Technology Strategy team creates a CRM Case to have Public Affairs publish the updated Approved\_Hardware\_Software spreadsheet to the Policy, Standards and Publications page ([www.ok.gov/cio/Policy\\_and\\_Standards/](http://www.ok.gov/cio/Policy_and_Standards/)), linked to their respective pages.

- Approved Hardware and Software - [http://www.ok.gov/cio/Policy\\_and\\_Standards/Approved\\_Hardware\\_and\\_Software.html](http://www.ok.gov/cio/Policy_and_Standards/Approved_Hardware_and_Software.html)
- Non-Approved Hardware and Software - [http://www.ok.gov/cio/Policy\\_and\\_Standards/Non-Approved\\_Hardware\\_and\\_Software.html](http://www.ok.gov/cio/Policy_and_Standards/Non-Approved_Hardware_and_Software.html)

5.6. The Technology Strategy team creates another CRM Case to have Central Purchasing issue a communication to all Chief Procurement Officers (CPO) informing them of the update.

## 6. Roles and Responsibilities

6.1. Technology Strategy team

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- 6.1.1. Issues a quarterly poll to IT Strategists, TAMs and Account Executives to update the **Approved and Non-Approved Hardware and Software Lists**.
- 6.1.2. Updates the **Approved and Non-Approved Hardware and Software Lists** spreadsheet.
- 6.1.3. Extracts the necessary information from the **Approved and Non-Approved Hardware and Software Lists** spreadsheet and updates the **Approved Hardware and Software** and **Non-Approved Hardware and Software** spreadsheets.
- 6.1.4. Creates a CRM Case to have Public Affairs publish the updated spreadsheets to the Policy, Standards and Publications page, linked to their respective pages.
- 6.1.5. Creates a CRM Case to have Central Purchasing issue a communication to all CPOs informing them of the update.
- 6.2. IT Strategists, Account Executives and TAMs
  - 6.2.1. Reviews the list of approved and non-approved hardware and software and submits updates to the PMO.
- 6.3. Public Affairs
  - 6.3.1. Publishes the updated spreadsheets to the Policy, Standards and Publications page, linked to their respective pages.
- 6.4. Central Purchasing
  - 6.4.1. Issues a communication to all CPOs informing them of the update.
- 7. Limitation or Implementation Notes
  - 7.1. These lists will be updated as needed and an intentional review will be performed quarterly.
- 8. References
  - 8.1. Approved and Non-Approved Hardware and Software Lists - **J: Drive < Function < Technology Strategy < Software Approval < Approved Software Web document**
  - 8.2. Policy, Standards and Publications page – [www.ok.gov/cio/Policy\\_and\\_Standards/](http://www.ok.gov/cio/Policy_and_Standards/)
  - 8.3. Approved Hardware and Software - [http://www.ok.gov/cio/Policy\\_and\\_Standards/Approved\\_Hardware\\_and\\_Software.html](http://www.ok.gov/cio/Policy_and_Standards/Approved_Hardware_and_Software.html)
  - 8.4. Non-Approved Hardware and Software - [http://www.ok.gov/cio/Policy\\_and\\_Standards/Non-Approved\\_Hardware\\_and\\_Software.html](http://www.ok.gov/cio/Policy_and_Standards/Non-Approved_Hardware_and_Software.html)
  - 8.5. **09.3.2 Requesting PC Software Installation**
  - 8.6. Central Purchasing Administrative Rules - [https://www.ok.gov/dcs/searchdocs/app/manage\\_documents.php?id=946](https://www.ok.gov/dcs/searchdocs/app/manage_documents.php?id=946)