

## Your Organization Logo(s) Here

Section/Doc Ref	Description	IT Emp Handbook	Audit/Meet/Test/Review Requirements:	Audit/Test/Update Completed By:	Approval and Review By:	Awareness Training	Forms Referenced
<b>OVERVIEW</b>							
<b>IT STRUCTURE</b>							
STRUC-001	I.T. Organization Chart (Use your own Org Chart)	X	Continual	Responsible Emp1	Responsible Emp2		
STRUC-002	I.T. Steering Committee		Annual Meet	Responsible Emp1	Responsible Emp2		
STRUC-003	I.T. Application Steering Teams Structure		Qrtly Meet	Responsible Emp1	Responsible Emp2		
STRUC-003A	I.T. Application Steering Teams Charter		Annual Report	Responsible Emp1	Responsible Emp2		Each App Team Member signs charter
STRUC-004	Application Version List (multiple worksheets)		Continual	Responsible Emp1	Responsible Emp2		
STRUC-005	IT MICS Event Tracking and Data Protection		Annual Meet	Responsible Emp1	Responsible Emp2		
STRUC-006	MICS - Exception Reports		Annual Meet	Responsible Emp1	Responsible Emp2		
<b>IT EMPLOYEE POLICIES</b>							
EMP-001	General - Company HR Policies	X	-				
EMP-002	Customer Service	X	-				
EMP-003	I.T. Employee Gambling	X	-				
EMP-004	Dress/Appearance Requirements	X	-				
EMP-005	I.T. Holidays	X	-				
EMP-006	On-Call	X	-				
EMP-007	Compensatory Time - DISCONTINUED - Replaced by Company PTO		-				
EMP-008	Travel Reimbursement	X	-				
EMP-009	Confidentiality	X	-				IT Emps must Sign FORM-009
EMP-010	Background Checks and Self Reporting	X	-				
EMP-011	Hourly Employee Workday and Lunch Hour	X	-				IT Emps must sign actual Policy
EMP-012	I.T. Office Etiquette	X	-				
<b>GENERAL POLICIES &amp; PROCEDURES</b>							
GEN-001	General Office and Computer Acceptable Use	X	-				In HR Employee Handbook
GEN-002	Data Backup & Retention Policy		Annual Test	Responsible Emp1	Responsible Emp2		
GEN-003	I.T. Helpdesk Procedure	X	-				
GEN-004	DownTime Notification Policy	X	-				
GEN-005	Internet Access & Use Policy	X	-			X	All Employee Sign: FORM-016
GEN-006	Email Policy	X	-			X	All Employee Sign: FORM-016
GEN-007	Mobile Device Use Policy		Daily/Weekly Scans and Logs	Responsible Emp1	Responsible Emp2	X	Mobile Users Sign: FORM-004 OR FORM-012
GEN-008	Mobile Device Request		Daily/Weekly Scans and Logs	Responsible Emp1	Responsible Emp2		Mobile Users Sign: FORM-004 OR FORM-012

GEN-009	Purchasing Procedure (General)	X	-				All IT Purchases: FORM-003
GEN-010	IT Asset Inventory and Tagging	X	Annual Inventory	Responsible Emp1	Responsible Emp2		
GEN-011	IT Equipment Disposition	X	Annual Inventory	Responsible Emp1	Responsible Emp2		
GEN-012	Wireless Access Procedure		-				
GEN-013	IP Address Allocation Procedure		-				
GEN-014	IT Contract Approval		-				
GEN-015	Licensing and Software Policy	X	Qrtly Scans - LanDesk	Responsible Emp1	Responsible Emp2	X	
GEN-016	Application Change Control Policy		-				All Changes: FORM-017
GEN-017	Event Log Review and Remediation Policy		Daily/Weekly	Responsible Emp1	Responsible Emp2		
GEN-018	Standard Technical Computer Specifications		-				
<b>IT SECURITY POLICIES AND PROCEDURES</b>							
SEC-001	Data Center and Data Closet Access		Mthly Access List Review	Responsible Emp1	Responsible Emp2		All Vendor Guests Sign: FORM-006
SEC-002	Password Policy	X	Qrtly Review - Daily SARFs	Responsible Emp1	Responsible Emp2	X	
SEC-003	Server Security Policy						
SEC-004	Software Installation Policy	X	Qrtly Scans - LanDesk	Responsible Emp1	Responsible Emp2	X	
SEC-005	Access Control Policy		Qrtly Review - Daily SARFs	Responsible Emp1	Responsible Emp2		
SEC-006	Termination Policy		Daily + Qtrly Mgr Review	Responsible Emp1	Responsible Emp2		Requires FORM-015
SEC-007	Position Change Procedure		-				Requires FORM-015
SEC-008	Access Review Policy		Qrtly	Responsible Emp1	Responsible Emp2		
SEC-009	Data Classification Policy		-				
SEC-010	Anti-Virus	X	Weekly Scan - Symantec	Responsible Emp1	Responsible Emp2		
SEC-011	PCI Compliance Policy	X	Daily + Qrtly + Annual	Responsible Emp1	Responsible Emp2	X	
SEC-012	Firewall Policy		Qrly Rule review	Responsible Emp1	Responsible Emp2		
SEC-013	Mobile Device Management		Daily/Weekly Scans and Logs	Responsible Emp1	Responsible Emp2		
SEC-014	Data Protection Policies		-			X	
SEC-015	Database Password Policy		Qrtly PW review	Responsible Emp1	Responsible Emp2		Requires FORM-001+
SEC-016	VPN Policy		Weekly Log Review	Responsible Emp1	Responsible Emp2		New: FORM-002, AccessTracked via FORM-005
SEC-017	Remote Access Policy		Weekly Log Review	Responsible Emp1	Responsible Emp2		
SEC-018	Information Classification Handling, Retention and Disposal		-				
SEC-019	IT Equipment and Storage Media Disposal		Annual Inventory	Responsible Emp1	Responsible Emp2		
SEC-020	Internet Access Security	X	Qrtly Use Report Review	Responsible Emp1	Responsible Emp2		
SEC-021	Patch Management		Weekly Scan - LanDesk	Responsible Emp1	Responsible Emp2		
SEC-022	Data Loss Prevention Policy		Weekly Scan - Symantec	Responsible Emp1	Responsible Emp2		
SEC-024	DMZ Security Policy		Qrtly Penetration Test	Responsible Emp1	Responsible Emp2		
SEC-025	Workstation Security Policy		Weekly Scans/Patch	Responsible Emp1	Responsible Emp2		
SEC-026	IT Security Awareness Training		Qrtly Min	Responsible Emp1	Responsible Emp2		
SEC-027	Encryption Key Management Policy		-				
SEC-028	Information Security Review and Audit		Annual	Responsible Emp1	Responsible Emp2		
SEC-029	Internal and External Vulnerability Assessment and Penetration		Qrtly	Responsible Emp1	Responsible Emp2		
SEC-030	Rogue Wireless Access Point Detection		Qrtly Scan	Responsible Emp1	Responsible Emp2		
SEC-031	Information Security Roles and Responsibilities		-				
SEC-032	Incident Response Plan	X	Annual Test	Responsible Emp1	Responsible Emp2	X	
<b>EMERGENCY POLICIES AND PROCEDURES</b>							
EMER-001	Emergency Procedures	X	-			X	
EMER-003	IT Contact List	X	Continual	Responsible Emp1	Responsible Emp2		
EMER-004	Vendor Contact List		Continual	Responsible Emp1	Responsible Emp2		

<b>GUIDELINES AND PROCESSES</b>							
G&P-001	Cable Infrastructure Design Guidelines		-				
G&P-002	IT Project Management		-				FORM-008 and 008A
G&P-003	IT Change Management		-				FORM-017
G&P-004	Helpdesk Standard Operating Procedure	X	-				
G&P-006	IT Termination Checklist		Qrtly	Responsible Emp1	Responsible Emp2		
G&P-007	System Access Request Form Policy	X	-			X	FORM-001+
G&P-008	Disaster Recovery Plan		Every 2 Years - Mock Event	Responsible Emp1	Responsible Emp2		
G&P-009	Daily Activity Guidelines	X	-				
G&P-009A	Daily Activity Guidelines - IT Technicians	x	-				
G&P-009B	Daily Activity Guidelines - IT Security	x	-				
G&P-009C	Daily Activity Guidelines - IT Operations	x	-				
G&P-009D	Daily Activity Guidelines - IT Database	x	-				
G&P-009E	Daily Activity Guidelines - AV Technician	x	-				
<b>IT FORMS</b>							
FORM-001	General Systems Access Request Form (SARF)	X	-				
FORM-001A	<b>Your SystemX Access Request Form</b>		-				
FORM-001B	<b>Your SystemX Access Request Form</b>		-				
FORM-001C	Sample Purchasing System Access Request Form		-				
FORM-001D	Sample Accounting Access Request Form		-				
FORM-001E	Sample Internet Access Request Form		-				
FORM-001F	Sample Timeclock system Access Request Form		-				
FORM-001G	<b>Your SystemX Access Request Form</b>		-				
FORM-001H	<b>Your SystemX Access Request Form</b>		-				
FORM-001I	<b>Your SystemX Access Request Form</b>		-				
FORM-001J	<b>Your SystemX Access Request Form</b>		-				
FORM-001K	<b>Your SystemX Access Request Form</b>		-				
FORM-001L	<b>Your SystemX Access Request Form</b>		-				
FORM-001M	<b>Your SystemX Access Request Form</b>		-				
FORM-001N	<b>Your SystemX Access Request Form</b>		-				
FORM-001O	<b>Your SystemX Access Request Form</b>		-				
FORM-001P	<b>Your SystemX Access Request Form</b>		-				
FORM-001Q	<b>Your SystemX Access Request Form</b>		-				
FORM-001R	<b>Your SystemX Access Request Form</b>		-				
FORM-001S	<b>Your SystemX Access Request Form</b>		-				
FORM-001T	<b>Your SystemX Access Request Form</b>		-				
FORM-002	Vendor Network Access Request Form		-				
FORM-003	IT Purchase Request Form	X	-				
FORM-004	Mobile Device Authorization Form	X	-				
FORM-005	Virtual Private Network Log	X	-				
FORM-006	Data Center and Data Room Access Log	X	-				
FORM-008	New IT Project Request		-				
FORM-008A	IT Project Change Request		-				
FORM-009	Confidentiality Agreement	X	-				
FORM-010	Travel & Expense Form	X	-				
FORM-010A	Travel & Expense Form - PA	X	-				
FORM-011	On Call Form	X	-				
FORM-012	Personal Mobile Device Authorization Form		-				

FORM-014	Hourly Employee Workday and Lunch Hour	X	-				
FORM-015	Termination Form		-				
FORM-016	Internet Acceptable Use Agreement	X	-				
FORM-017	IT Change Request Form		-				