

1 DIRECTIVE

- 1.01 Installation and use of non-standard software for any business process must be approved by the Information Technology Service Delivery Organization (IT SDO).
- 1.02 Acquisition of non-standard software must be coordinated through the IT SDO.
- 1.03 All specifications for customization of application software used for business processes must be reviewed by the IT SDO.
- 1.04 Any business devices (smartphones, tablets...) must adhere to the contents of this directive.

2 PURPOSE

- 2.01 The purpose of this Directive is:
 - (a) To ensure that the use of non-standard software for a business process
 - (i) Has an approved business case.
 - (ii) Has been reviewed for compatibility and any other risk issues.
 - (iii) **Senior IT Management** is aware of job-specific software requirements for reviews of strategic and tactical plans.
 - (b) To enable taking advantage of enterprise and volume discounts on software purchases.
 - (c) To ensure that all customization of application software for business processes is maintainable using readily available skills.

3 SCOPE

- 3.01 This directive applies to all employees.

4 RESPONSIBILITY

- 4.01 All employees must use only software approved by the IT SDO for all business processes.
- 4.02 The IT SDO must review and approve the use of any job-specific non-standard software.
- 4.03 The IT SDO is the only group that may purchase application software.

5 DEFINITIONS

None

6 RELATED DIRECTIVES

OCIO IT 3.01 – Standard Applications

OCIO IT 3.05 – Licences

OCIO IT 3.06 – Software Downloading