

POL-01-01S

State CIO Adopted: July 19, 2023

TSB Approved:

Sunset Review:



Replaces:

N/A

IT POLICY STRUCTURE AND NAMING CONVENTION

See Also:

RCW [43.105.054](#) OCIO Governance

RCW [43.105.025](#) OCIO Responsibilities

- 1. The first two to four letters of the policy number will represent chapter headings.**
 - a. Chapter headings and abbreviations are as follows:
 1. Policies on Policies – POL
 2. IT Management & Governance – MGMT
 3. Enterprise Architecture – EA
 4. IT Security – SEC
 5. Project Management – PM
 6. Data Management – DATA
 7. End User – USER
- 2. The two digits following the first dash after the chapter abbreviation represent a specific policy number.**
 - a. Example 1: POL-01 is the first policy in the Policy on Policies chapter.
 - b. Example 2: EA-01 is the first policy in the Enterprise Architecture chapter.
- 3. The two digits after the dash following the policy number will represent a standard, procedure, or guideline.**
 - a. Standards, Guidelines and Procedures are designated under the policy they connect to with a “-S”, “-G” or “-PR” suffix, followed by two digits.
 - b. Example 2: The third standard in the fourth IT Security Management policy would be named as: SEC-04-03-S.
 - c. Example 1: POL-01-01-PR for the first procedure for the first policy in the first chapter.

- d. Example 3: The second guideline on the fifth End User policy would be named as: USER-05-02-G.
- 4. Additional chapter headings may be added to this standard by WaTech as emerging technology needs are identified. Chapter heading revisions to this standard constitutes an administrative revision.**

CONTACT INFORMATION:

For questions about this policy, please email the [WaTech Policy Mailbox](#)

REFERENCES

1. Technology Policies and Standards
2. Definition of Terms Used in WaTech Policies and Reports.