



Governance Documentation for WISAARD in Compliance with OCIO Policy # 114 Business Application/System Governance

Effective July 1, 2016

Approved by

Allyson Brooks, Director, State Historic Preservation Officer

Policy

This policy establishes expectations for the business-driven governance of business applications-systems in use within the Dept. of Archaeology and Historic Preservation (DAHP); specifically with the handling of known system defects and enhancement requests; and creates a shared responsibility between business and technology for the management of these application-systems.

DAHP's business application-system is WISAARD. Any system defects and enhancements will be prioritized according to the department's mission and regulatory authority.

Business Owner-Steward

Each business application-system must have a named business owner-steward who has the ultimate responsibility and accountability for ensuring DAHP's system meets business needs and priorities.

The SHPO is the named owner-steward. The SHPO has the responsibility to

- facilitate the business priority processes within DAHP;
- work to ensure priorities are implemented through the governance processes;
- identify and escalate business priorities as determined by the governance process.

Application	Owner-Steward
WISAARD	Allyson Brooks, Director State Historic Preservation Officer (SHPO) Dept. of Archaeology and Historic Preservation

Technical Owner-Steward

Each business application-system must have a named technical owner-steward who ensures business and technical priorities are implemented as determined through governance processes.

The SHPO is the named technical owner/steward and is responsible for identifying and escalating technical priorities as determined by the governance process.

Application	Technical Owner/Steward
WISAARD	Allyson Brooks, Director State Historic Preservation Officer (SHPO) Dept. of Archaeology and Historic Preservation

DAHP will ensure that WISAARD defects and system enhancements are made known. These will be entered into a centralized list located at

Application	Bug List
WISAARD	https://shared.sp.wa.gov/sites/dahp/Lists/Outstanding%20W3%20Tasks

Documented Processes

DAHP's WISAARD application will have formalized, documented, and transparent governance to support priorities of known system defects and enhancement requests.

- All tracking of known system defects and system enhancement requests will be handled through resolution; viable workarounds or other mitigations may be considered as resolution.
- Identify, categorize, and triage of critical issues that require priority or emergent attention will be addressed as emergent situations arise.
- Prioritize the reported system defects and enhancement requests for action will be handled weekly by the DAHP Steering Committee.
- Escalate and communicate critical issues or as otherwise indicated.
- Report routine status on critical issues and prioritized items will be handled weekly by the DAHP Steering Committee or more immediately as needed.

Training

DAHP staff will be trained on the procedures and processes developed in support of this policy.

Compliance

Compliance monitoring with established internal processes and certifying compliance annually or as instructed by the Office of the Chief Information Officer will be followed.