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.

<table>
<thead>
<tr>
<th>Application</th>
<th>Owner-Steward</th>
</tr>
</thead>
</table>
| 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.

<table>
<thead>
<tr>
<th>Application</th>
<th>Technical Owner/Steward</th>
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<tbody>
<tr>
<td>WISAARD</td>
<td>Allyson Brooks, Director</td>
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<td>State Historic Preservation Officer (SHPO)</td>
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<td>Dept. of Archaeology and Historic Preservation</td>
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DAHP will ensure that WISAARD defects and system enhancements are made known. These will be entered into a centralized list located at

<table>
<thead>
<tr>
<th>Application</th>
<th>Bug List</th>
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<tbody>
<tr>
<td>WISAARD</td>
<td><a href="https://shared.sp.wa.gov/sites/dahp/Lists/Outstanding%20Tasks">https://shared.sp.wa.gov/sites/dahp/Lists/Outstanding%20Tasks</a></td>
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</table>

**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.