STATE OF ALABAMA

Information Technology Policies

Policy 545-01: Electronic Collaboration

The market-driven complexity and integration capability of workgroup services products and systems have increased demands on system resources: processing power (speed and memory), operating system features and network bandwidth. Within the state, the necessary investment in workgroup services will receive requisite support only when it is clearly cost-justified in terms of service to the citizens.

OBJECTIVE:
The objective of this policy is to define the standards and infrastructure components that facilitate the interaction of the workforce and promote group productivity including e-mail, directory services, and other person-to-person or group collaboration tools through consolidated services.

SCOPE:
This policy applies to all state agencies, boards and commissions with the exception of the Legislative and Judicial branches. This policy does not apply to the Department of Education and other educational institutions.

RESPONSIBILITIES:

Information Services Division

1. Develop and maintain a central Microsoft directory services network (Forest)
2. Establish and support a centralized e-mail system that promotes state-wide collaboration and accessibility
3. Establish standards to ensure directory service interoperability between all agencies

Agency Management, Information Technology Organization

1. Ensure that agency is in compliance with established state standards and guidelines regarding centralized directory services and e-mail
2. Participate in the establishment of standards for collaborative tools and systems

ENFORCEMENT:

Authority

State of Alabama Code, Acts 1973, No. 1299, Section 41-4-220 through 41-4-424.
State of Alabama Code, Acts 1990, No. 90-553, Section 41-4-280 through 41-4-37.
State of Alabama Code, Acts 2000-715, Section 16-61-D through 16-61-D6.
Governor Bob Riley memorandum dated February 23, 2005.

Reporting

Non-Compliance

The Chief Information Officer will reserve the right to hold or deny an agency's purchasing requests, contract approvals and personnel actions until such time an agency complies fully or partially with this policy.

By Authority of:

Chief Information Officer — Date: 4/26/06

Policy History

Version	Release Date	Comments
Original	4/26/2006	