WaTech
Washington Technology Solutions

IT POLICY STRUCTURE AND NAMING CONVENTION

See Also:
RCW 43.105.054 WaTech Governance
RCW 43.105.025 WaTech Responsibilities
POL-01 Technology Policies and Standards

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.

REFERENCES

Definition of Terms Used in WaTech Policies and Reports.

CONTACT INFORMATION:

For questions about this policy, please email the WaTech Policy Mailbox.