

**1 DIRECTIVE**

1.01 For standard software (e.g., word processors, spreadsheets, presentation graphics, mail clients, office organizers, web browsers), only enterprise-approved applications may be installed on enterprise IT systems. These standard applications will be identified on a list maintained by the Information Technology Service Delivery Organization (IT SDO).

1.02 Acquisition of software must be coordinated through the IT SDO.

**2 PURPOSE**

2.01 The purpose of this Directive is

- (a) To ensure within the enterprise that:
  - (i) Data files are compatible and, therefore, can be shared throughout the enterprise
  - (ii) Standard application skills are common among employees
  - (iii) Senior IT Management is aware of exceptional software requirements
- (b) To be able to take advantage of enterprise and volume discounts on software purchases
- (c) To ensure procurement is performed fairly and openly

**3 SCOPE**

3.01 This directive applies to all employees.

**4 RESPONSIBILITY**

4.01 All employees must use only software on the enterprise-approved list for all business processes.

4.02 The IT SDO must approve the use of any exceptions, each of which must be supported by an appropriate business case from the group using non-approved application software for business processes.

4.03 The IT SDO is the only group that may purchase application software.

4.04 Any employee who needs to customize application software for a business process must submit the specifications for the customization for review by the IT SDO.

**5 DEFINITIONS**

5.01 “**Application software**” is a collection of one or more programs that has a pre-defined set of functions, usually applicable to business processes. Several examples of application software are provided in the attachment list below.

**6 RELATED DIRECTIVES**

OCIO IT 3.06 – Software Downloading