

## Policy Manual Format & Structure

### Policy manual must include:

1. **Cover Sheet** including your names, course title & number, meeting day
2. **Index** page including policies & student developers name
3. List of **policies** for the specific company, sufficient to cover IT needs
4. **Bibliography** listing developmental references (i.e.,

### Required policy format

1. **Cover page** - with provisions for document approval (signature, date and revision)
2. **Purpose** - the rationale for developing the documents
3. **Scope** - what's included and excluded from the policy
4. **Definitions** - for key words that may be misunderstood if not explained (or none)
5. **Responsibilities** - this varies dependent upon the specific policy
6. **Policy** - the specific policy or policies within the scope (remember, this is not a procedure, so detailed implementation should not be included)

### Policy considerations

Policies will vary considerably depending upon the company selected, the company's business type and the scope of each document. Regardless, you should consider the following, as appropriate for your company:

1. **Planning & Scheduling**, such as long and short term strategic planning
2. **Development & Control**, such as project management & metrics
3. **Human resources** – personnel qualifications, compensation & relations
4. Information technologies & management, considering
  - a. **Information management** - communication, data & records
  - b. **Procurement & contracts** - purchases, proposals, contractors & services
  - c. **Operations** - equipment, services & maintenance
  - d. **Protection** - security, configuration control, disaster prevention/recovery
  - e. **Resources & utilization** - intranet, extranet, Internet & telecommunications
  - f. **Evaluation & corrective action** - testing, inspections and audits

Remember, these are policies not procedures. Therefore, they do not require the same level of detail as procedures. For example:

**Sample Policy statement:** "Electronic data and information are controlled to ensure that they are readily available and retrievable, protected from inadvertent loss or destruction, and secured to preclude sabotage, theft or misuse."

**Sample (related) Procedure statement:** "To ensure that electronic data and information are controlled both software and hardware firewalls are installed and used. Install, configure, maintain and control the firewalls as follows:..."