

STATE OF ALABAMA
Information Technology Policy

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 Executive Branch agencies, boards, and commissions except those exempt under The Code of Alabama 1975 (Title 41 Chapter 4 Article 11).

RESPONSIBILITIES:

Information Services Division (ISD):

- Develop and maintain a central directory services network
- Establish and support a centralized e-mail system that promotes state-wide collaboration and accessibility
- Establish standards to ensure directory service interoperability between all agencies

Agency Management, Information Technology Organization:

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

By Authority of Director, Information Services Division, Department of Finance

DOCUMENT HISTORY:

Version	Release Date	Comments
545-00	4/26/2006	Original document
545-01	09/01/2011	New format